

# CFY 2024 - 2025 REPORTS CALENDAR

Created: 10/4/2024

## FIRST QUARTER

### OCTOBER

WK	Su	Mo	Tu	We	Th	Fr	Sa
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

### November

WK	Su	Mo	Tu	We	Th	Fr	Sa
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	29	30

### December

WK	Su	Mo	Tu	We	Th	Fr	Sa
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

- Oct 14** Columbus Day
- Nov 11** Veterans Day
- Nov 28-29** Thanksgiving
- Dec 25** Christmas Day

- M** **Monthly Reports:**
  - Expenditure & Collections (EC)
  - Outputs/Subcases
  - Ch 2008-111, L.O.F.
  - Civil Indigence
  - Payment Plan

## SECOND QUARTER

### JANUARY

WK	Su	Mo	Tu	We	Th	Fr	Sa
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30	31	

### February

WK	Su	Mo	Tu	We	Th	Fr	Sa
18							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	

### March

WK	Su	Mo	Tu	We	Th	Fr	Sa
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30	31					

- Jan 1** New Year's Day
- Jan 20** M L King Day
- Feb 22** Washington's Birthday

- Q** **Quarterly Reports:**
  - (Oct, Jan, Apr, Jul)
  - Collections Performance
  - Outputs Timeliness
  - Juror Management Performance
- Q** (Due on **10th** of Oct, Jan, Apr, Jul)
- Jury Management Reimbursement

## THIRD QUARTER

### APRIL

WK	Su	Mo	Tu	We	Th	Fr	Sa
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30			

### May

WK	Su	Mo	Tu	We	Th	Fr	Sa
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

### June

WK	Su	Mo	Tu	We	Th	Fr	Sa
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

- Apr 18** Good Friday
- Apr 20** Easter
- May 26** Memorial Day
- Jun 19** Juneteenth Independence Day

- Q** Quarterly s. 318.18(13), F.S. (30th day after end of Qtr)

- A** **Annual Reports:**
  - Annual Financial Receipts (on Sep Outputs report)
  - Annual Continuous Case Workload (Dec 2)
  - Annual Collection Agent (Dec 2)
  - Annual Financial Audit Report s.218, F.S. - Complete by Jun 30 (Jul 20 to CCOC)
  - Fiscal Management Measures (Sep 30)

## FOURTH QUARTER

### JULY

WK	Su	Mo	Tu	We	Th	Fr	Sa
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

### August

WK	Su	Mo	Tu	We	Th	Fr	Sa
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30
49	31						

### September

WK	Su	Mo	Tu	We	Th	Fr	Sa
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
53	28	29	30				

- Jul 04** Independence Day
- Sep 1** Labor Day

# CFY 2024 - 2025 REPORTS DUE BY MONTH

Created: 10/4/2024

## October:

Expenditure & Collections (EC)  
Outputs/Subcases + **Financial Receipts**  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

Annual Financial Receipts  
(Cell "07" on **Outputs Monthly Worksheet**)

## November:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

## December:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Annual Continuous Case Workload (**Dec 1**)  
Annual Collection Agent (**Dec 1**)

## January:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

## February:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

## March:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

## April:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

## May:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

## June:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Audited Comprehensive Financial Report  
**Complete by Jun 30**

## July:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

Audited Comprehensive Financial Report  
**Jul 20 to CCOC**

## August:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

## September:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking  
Payment Plan

Fiscal Management Measures (**Sep 30**)