

## ASB/QuickBooks Deadlines

- It is expected that copies of the completed monthly reports along with a copy of the bank statement will be scanned to DL - Accounting no later than the following dates:

Month	Deadline	Month	Deadline
August	09/05/2024	February	03/24/2025
September	10/21/2024	March	04/21/2025
October	11/18/2024	April	05/20/2025
November	12/20/2024	May*	06/20/2025
December	01/21/2025	June	07/21/2025
January	02/20/2025	July	08/20/2025

## Sales Tax Deadlines

- It is expected that copies of the completed OP-105 (ASB) or AF-105 (QkBks) be scanned to **DL - Treasury & DL - Accounting** no later than the following dates (which are the 5<sup>th</sup> business day of each month):

Month	Deadline	Month	Deadline
August	09/06/2024	February	03/07/2025
September	10/07/2024	March	04/07/2025
October	11/07/2024	April	05/07/2025
November	12/06/2024	May	06/06/2025
December	01/07/2025	June*	07/07/2025
January	02/07/2025	July	08/07/2025