

WCESC Office Mail
4.12.19 11:11 AM

Gina R. Fernbaugh

Treasurer / CFO

✓ for your information
✓ for your approval
✓ please complete

✓ for your comments
✓ please note
✓ per your request

RE: Check Run Schedule – Please write down these dates!

Due to the recent staff reduction in the fiscal office; for better planning purposes for all; and for more efficiency, it is necessary to implement the following schedule for the processing of accounts payable checks.

Effective immediately, please note the following schedule:

- **1st Check Run of the Month**
 - Accounts payable checks will be printed the 2nd Wednesday of the month.
 - In order for a check to be printed, all paperwork must be in the fiscal department no later than the 2nd Monday of the month.

- **2nd Check Run of the Month**
 - Accounts Payable checks will be printed the 4th Wednesday of the month **EXCEPT** for the month of June. The only check run for the month of May will be the 2nd Wednesday of the month in order to close the books for the fiscal year.
 - In order for a check to be printed, all paperwork must be in the fiscal department no later than the 4th Monday of the month.

Please note these dates and plan accordingly! We no longer can halt operations and process a single check, as we don't have the staffing levels to do so, nor is it an efficient use of time.

Please contact Melanie Feather, Fiscal Data Specialist, or me, if you have any questions or concerns. Thank you for your help in this process.