



EOM Completion Chart

In the month of:	complete the EOM for:	use the Payroll Voucher from:	the opening balance from just before:	the closing balance from just before:	and turn in by:
January	December	November	November deposit	December deposit	January 25th
February	January	December	December deposit	January deposit	February 25th
March	February	January	January deposit	February deposit	March 25th
April	March	February	February deposit	March deposit	April 25th
May	April	March	March deposit	April deposit	May 25th
June	May	April	April deposit	May deposit	June 25th
July	June	May	May deposit	June deposit	July 25th
August	July	June	June deposit	July deposit	August 25th
September	August	July	July deposit	August deposit	September 25th
October	September	August	August deposit	September deposit	October 25th
November	October	September	September deposit	October deposit	November 25th
December	November	October	October deposit	November deposit	December 25th