



**2005-06 FISCAL YEAR-MINI - CLOSING SCHEDULE**

The following listing of timelines is alphabetical by operational area. These District deadlines apply to all sources of funding. **Your College Business Office may set earlier College timelines so that local review can be completed prior to the timelines outlined in this document.** A chronological summary by month appears at the end of the document. (NOTE: Times/dates subject to change with receipt of final County schedule.)

Topic	Task	Due Date	Send To/ Comments
<b>ACCOUNTS PAYABLE</b>	<p>Forward invoices for purchase orders where goods or services have been received.</p> <p>Each Division should run the open Encumbrance report (FWBENST) to review the status of the purchase order, such as change order etc.,</p> <p>10% retention JV should be listed and requested by Facility Department by <u>Monday March 6.</u></p> <p>For grants ending 2/28/06, all invoices representing liabilities that need to be booked and are for expenses that cannot be actually paid prior to February 27 need to be to Anita by March 6.</p>	<p>ASAP but no later than <b>Monday, February 27</b></p> <p><b>Monday, February 27</b></p> <p><b>Monday, March 6</b></p> <p><b>Monday, March 6</b></p>	<p>District Accounts Payable (Anita Leong)</p>
<b>ACCOUNTS RECEIVABLE</b>	<ol style="list-style-type: none"> <li>1. All charge backs and invoices to be <u>issued by District</u> for third-party billings, facility contracts, rental agreements, utility/telephone or contract classes.</li> <li>2. Invoices <u>issued by College</u>, which have not been paid by <u>February 28, 2006</u>, are to be forwarded to District for accounts receivable entry in Banner.</li> <li>3. State Schedule Maintenance and Capital Outlay Claims should be filed to the State Chancellor's Office.</li> </ol>	<p><b>Friday, March 10</b></p> <p><b>Friday, March 10</b></p> <p><b>Friday, March 10</b></p>	<p>District Accts. Receivable (Rebecca Chan)</p> <p>District Accts. Receivable</p> <p>Copy of claims to District Accts. Receivable.</p>
<b>BUDGET TRANSFERS</b>	<p>Where possible, discretionary accounts for all funds should have positive or zero balances—this is an ongoing activity.</p>	<p><b>Friday, March 10</b></p>	<p>Journal transfers for budget transfers should be in District-level queues by <b>March 10.</b></p>

<p><b>CONFERENCE ADVANCES/EXPENSES</b></p> <p><b>MILEAGE</b></p>	<p>1. For travel and conference attendance completed by <u>February 28, 2006</u></p> <p>For mileage through February 28, 2006  <i>Note: Mileage rate through December 31, 2005 = 48.5 cents and 44.5 cents beginning January 1, 2006.</i></p>	<p><b>Friday, March 10</b></p> <p><b>Friday, March 10</b></p>	<p>District Accounts Payable</p> <p>District Accounts Payable</p>
<p><b>EXPENDITURE JOURNALS</b></p>	<p>1. Movement of expenditures between major fund codes (i.e. from Fund 1XXXX to 3XXXX)</p> <p>2. Movement of expenditures within same major fund codes (i.e. from Fund 1XXXX to 1XXXX)</p>	<p><b>Friday, March 10</b></p> <p><b>Monday, March 13</b></p>	<p>District Payroll Office or Accounts Payable</p> <p>District Payroll Office or Accounts Payable</p>
<p><b>INDEPENDENT CONTRACTS</b></p>	<p>1. For services rendered through February 28, 2006</p> <p>2. 2005-06 "Authorization for Payment" for services of independent contractors</p>	<p><b>Friday, February 24</b></p> <p><b>Monday, February 27</b></p>	<p>District Purchasing</p> <p>District Accounts Payable</p>
<p><b>PROCUREMENT CARD CHARGES -- JOURNALS</b></p>	<p>1. February month-end download (Be advised that the budget year to which the transaction is posted depends solely on the date that merchant transmits the charge to MasterCard, not when the purchase is made.)</p> <p>2. Procurement card expenditure journals.</p>	<p><b>Wednesday, March 1</b></p> <p><b>Friday, March 3</b></p>	<p>District Accounts Payable</p>
<p><b>PURCHASING 2005-06 Bid purchases</b></p>	<p>For <u>single purchases or purchases of like items exceeding \$59,600</u>, a formal bid process, followed by Board approval, is required unless a pricing contract with a vendor is already in effect.</p>	<p>May 1 Purchase information must be communicated to Buyers by this date to ensure PO completion by June 30.</p>	<p>(Note: Colleges verify lead-time to ensure delivery before June 30<sup>th</sup> for posted fiscal year 2006 expenditures.)</p>
<p><b>STANDING ORDERS</b></p>	<p>Telephone orders or in-person purchases against standing orders.</p> <p>Review any outstanding standing orders.</p> <p>Email buyers if available encumbrance is unreasonably high or PO needs to be increased.</p>	<p><b>Tuesday, February 28</b></p>	<p>Invoices to A/P – ASAP, but no later than February 28.</p>

## CHRONOLOGICAL RECAP OF 2005-2006 MINI-CLOSE ACTIVITIES

### **FEBRUARY 2006**

February 27 Data required for Accounts Receivable Invoices to be issued by District  
February 24 Independent Contracts for Services through 2/28  
February 28 Review of standing orders complete

### **MARCH 2006**

March 3 Procurement Card Expenditure Journals  
March 6 10% retention JVs due  
March 10 Chargebacks and invoices to be issued by District  
March 10 Invoices issued by college due to District  
March 10 State Scheduled Maintenance and Capital Outlay claims due  
March 10 Travel and Conference Expense Forms for travel through 2/28  
March 10 Expenditure Journals between Major Fund Codes  
March 13 Expenditure Journals within Same Major Fund Codes

### **MAY 2006**

May 1 Purchases exceeding \$59,600 requires formal bid process—request assistance from Purchasing.