



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

2005-2006 FISCAL YEAR-END 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
ACCOUNTS PAYABLE	Payment for purchase orders where goods or services have been received by <u>Friday, June 30</u> —forward invoice as soon as received. If no invoice is received, forward packing slip.	ASAP but no later than Monday, July 3	District Accounts Payable
CONFERENCE ADVANCES/EXPENSES Note: Do not wait for the last minute to submit your conference documentation.	For travel and conference attendance completed by <u>May 31, 2006</u> <i>Note: advances issued for travel through May 2006 must be cleared by June 5.</i>	Monday, June 5	District Accounts Payable
	For travel & conference attendance completed by <u>June 30, 2006</u> <i>Note: advances issued for travel through June 2006 must be cleared by July 7.</i>	Friday, July 7	(Conference expense forms received after July 7 will be charged to 2005-06.)
EXPENDITURE JOURNALS	Movement of expenditures between major fund codes.	Monday, July 10	District Payroll Office or Accounts Payable
INDEPENDENT CONTRACTS	For services rendered through <u>June 30, 2006</u>	Friday, June 16	District Purchasing
	2005-06 "Authorization for Payment" for services of independent contractors.	Monday, July 3	District Accounts Payable
PETTY CASH	Final petty cash reimbursements to be charged to 2005-2006.	Friday, June 30 Petty cash expenses after June 30 will be charged to 06-07.	District Accts. payable
	Petty cash funds audited by CBO. Unspent petty cash is to remain at College—do not submit to District. CBO to issue cash verification certificate to District.	Friday, June 30	District Accounting

Topic	Task	Due Date	Send To/ Comments
MILEAGE Note: Please use the appropriate travel dates for reimbursement.	For mileage through June 30, 2006 <i>Note: Mileage rates:</i> <i>July-Aug 2005 = 40.50¢</i> <i>Sep-Dec 2005 = 48.50¢</i> <i>beginning Jan 2006= 44.50¢</i>	Friday, July 7	District Accounts Payable
PROCUREMENT CARD DOWNLOADS	June 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. Charges posted by merchants with a July 1 st or later date will be charged to the 2006-07 fiscal year regardless of date of purchase.)	Monday, July 3	District Accounts Payable <i>All remaining June-dated journals will be closed out to default accounts.</i>
PRO-CARD JOURNALS	Pro card expenditure journals.	Friday, July 7	Individual Process
PURCHASING 2005-06	<u>Purchasing goods and services:</u> Requisitions must pass through the last campus queue. Allow sufficient time for the reqs to move through your college approval queues.	Friday June 9 Last day for an automatic 05-06 req number.	College Department with Purchasing
PURCHASING 2006-07	<i>2006-07 Banner requisition forms available. Before June 12th the requisitioner must change the transaction date to July 1, 2006 on all requisitions, so charges post in the NEW fiscal year.</i>	Monday June 12 Requisitions numbers will generate automatically for fiscal year 2006-2007.	Note: After June 12, call purchasing for manual requisitions to be accounted for in the 2005/2006 fiscal year.
Bid purchases	For <u>single purchases or purchases of like items exceeding \$65,100</u> a formal bid process, followed by Board approval, is required unless a pricing contract with a vendor is already in effect.	Friday June 2 Bid must be <i>completed</i> and presented at Board meeting for fiscal year 2006 expenditures.	(Note: Colleges verify lead-time to ensure delivery before June 30 th for posted fiscal year 2006(expenditures.)
STANDING ORDERS	Telephone orders or in-person purchases against standing orders.	Friday, June 9 Closeout standing orders.	Invoices to A/P – ASAP, but no later than June 16
ACCOUNTS RECEIVABLE	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.	Friday, June 23	District Accts. Receivable (Rebecca Chan)
	Invoices <u>issued by College</u> , which have not been paid by June 30, 2006, are to be forwarded to District for accounts receivable entry in Banner.	Wednesday, July 5	District Accts. Receivable
BUDGET TRANSFERS After June 30, all journals should be dated June 29 until books are closed.	Discretionary accounts for all funds should have positive or zero balances—this should be ongoing. Salary savings accounts (x999) should be at zero (0).	Monday, July 17 Final College clearance of payroll accounts after liability payroll is posted.	Final journal transfers must be in District-level queues by July 18.

Topic	Task	Due Date	Send To/ Comments
CASHIERING and DEPOSITING	Funds received through <u>Friday, June 30</u> : a. sessions closed b. sessions finalized and deposited c. summary/report emailed	Friday, June 30 Monday, July 3 noon Monday, July 3 noon	Bookstore/District Office District Accts. Rec.
	Funds received <u>June 30 & after</u> : a. change transaction date to July b. process within new year as usual	Monday, July 3	District Accts. Rec.
PAYROLL June Early Release (Main/Regular) Payroll <i>Note: overtime and variable/hourly earnings will be included in June 30 variable payroll.</i>	1. June Early Release Payroll includes: a. regular pay b. deductions for health insurance premiums over cap for July and August c. deductions for overpayment of regular salary d. deductions for overuse of leaves	Checks to be dated June 16 Available for release as of that date to all employees.	Direct deposit transmittal for regular main June payroll is June 30.
PAYROLL June Variable Payroll	Variable payroll documents for June end payroll according to College schedules.	Friday, June 16 Please follow regular campus deadline date.	District Payroll Office
PAYROLL June Liability Supplemental Payroll	All remaining hourly/timesheet work performed in 2005-06 (through June 30) must be included here for posting in 2005-06 fiscal year.	Monday, July 3	District Payroll Office
PAYROLL June Summer Session Work	Work charged against Summer Session Fund 1700X will be included in the July month end payroll.	Monday, July 10	District Payroll Office

CHRONOLOGICAL RECAP OF 2005-2006 YEAR-END ACTIVITIES

JUNE 2006

- June 2 Purchases exceeding \$65,100 requires formal bid process—Board report for 2005-06 purchases.
June 2 Requisitions for all goods and services.
- June 5 Travel and Conference Expense Forms for travel through 5/31
- June 9 Last Day to Purchase on Standing Orders
Last Day to complete 2005/06 requisitions
- June 12 Banner Requisition Forms available for F/Y 2006-2007.
(Call purchasing for **manual** requisition number for year 2005-2006)
- June 16 June Variable Payroll
June 16 June Early Release Payroll checks available
June 16 Independent Contracts for Services through 6/30
- June 23 Data required for Accounts Receivable Invoices to be issued by District
- June 30 Student Accounts Receivable 6/24 through Thursday, 6/30
June 30 Central Duplicating & Other Charge Backs performed through 6/23
June 30 Petty Cash Closed (last day to use petty cash funds for 2005-06)
June 30 Cashiering Closed (last day for sessions dated June 2006)
June 30 Petty Cash and Cashiering Change Fund verification certificates due to District

JULY 2006

- July 1 New fiscal year 2006-2007 begins
Final download of Procard Expenses; all expenses after this date will be new year
- July 3 Invoices/Packing Slips for Receipt of Goods or Services received by 6/30
July 3 Independent Contract Authorization for Payment Form Due For 2005-2006
July 3 Procurement card June month-end download
July 3 Cashiers: Student Accounts Receivable 6/30 and after (change trans date to July)
July 3 Cashiering June sessions finalized and deposits to bookstores by noon
July 3 Cashiering summary/report emailed by noon
July 3 June Liability Supplemental Payroll
July 3 10 June Summer Session Work Payroll
- July 5 Accounts Receivable Invoices issued by College but not paid by 6/30
- July 7 Mileage Expense Claims
July 7 Travel and Conference Expense Forms for travel through 6/30
July 7 Procurement Card Expenditure Journals
- July 10 Expenditure Journals within Same Major Fund Codes
- July 17 Budget Transfers for a total balanced college budget
July 18 Final budget transfers complete in District queue (all accounts in balance)