



## 2015-16 FISCAL YEAR MINI - CLOSING SCHEDULE

The following listing of timelines is alphabetical by operational area. These District deadlines apply to all sources of funding. **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.

	Task	Due Date	Send To/ Comments
<b>ACCOUNTING</b>	1. Forward invoices for purchase orders where goods or services have been received as of <u>March 31</u>	ASAP but no later than <b>Friday, April 14</b>	Accounts Payable
	2. Review <u>last year</u> set liabilities status	<b>Friday, March 18</b>	Colleges/Division/AP
	3. Materials Fees calculation review (note: fee increase needs Board approval)	<b>Friday, March 18</b>	Colleges/Accounting
	4. Each Division should run the open Encumbrance report (FWBENST) to review the status of the purchase order and request change order or PO liquidation as needed.	<b>Friday, March 18</b>	Colleges/Purchasing/AP
	5. For grants ending <b>3/31/15</b> , all invoices representing liabilities that need to be booked and are for expenses that cannot be actually paid prior to March 31 need to be sent to accounting by <b>April 4</b> .	<b>Monday, April 4</b>	Colleges/Grant/Accounting
	6. Review Labor Distributions for all permanent employee	<b>Friday, April 7</b>	Colleges/Grant/Payroll
	7. Review sick leave/vacation balance (To ensure no vacation/sick overpayment and compensatory time do not exceed 50 hours limit)	<b>Friday, April 20</b>	HR/Accounting
	8. Unit Banking Balance review	<b>Friday, April 28</b>	Payroll
	9. Review 50% report	<b>Friday, April 22</b>	Colleges/Accounting
<b>ACCOUNTS RECEIVABLE</b>	1. All charge backs and invoices are <u>issued by District</u> for third-party billings, facility contracts, rental agreements, utility/telephone or contract classes up to March 31	<b>Monday, April 1</b>	Colleges/ District Accts. Receivable
	2. Review <u>last year</u> set receivables status	<b>Friday, March 18</b>	District Accts. Receivable
	3. Follow up on outstanding invoices issued, which have not been paid by <u>March 31</u>	<b>Friday, April 7</b>	Colleges/ District Accts. Receivable

<b>ACCOUNTS RECEIVABLE</b>	4. State Schedule Maintenance and Capital Outlay Claims should be filed to the State Chancellor's Office.	<b>Monday, April 4</b>	Copy of claims to District Accts. Receivable
<b>BUDGET TRANSFERS</b>	1. Where possible, discretionary accounts for all funds should have positive or zero balances—this is an ongoing activity.  2. Benefits and Budget preliminary review	<b>Friday, April 8</b>  <b>Friday, April 8</b>	Journal transfers for budget transfers should be in District-level queues by <b>April 8</b>  Rachelle Minong, David Feune
<b>CONFERENCE ADVANCES/EXPENSES</b>	1. For travel and conference attendance completed by March 31	<b>Friday, April 27</b>	District Accounts Payable
<b>MILEAGE</b>	2. For mileage through March 31	<b>Friday, April 20</b>	District Accounts Payable
<b>EXPENSE REIMB.</b>	3. For claim through March 31	<b>Friday, April 20</b>	District Accounts Payable
<b>EXPENDITURE JOURNALS</b>	Movement of expenditures between major fund codes (note: acct. 1000-3999 to Payroll Acct. 4000-7999 to AP)	<b>Friday, April 8</b>	District Payroll Office or Accounts Payable
<b>INDEPENDENT CONTRACTS</b>	1. For services rendered through March 31, 2016  2. 2015-16 "Authorization for Payment" for services provide by independent contractors to March 31	<b>Friday, March 18</b>  ASAP but no later than <b>Friday, April 14</b>	District Purchasing  District Accounts Payable
<b>PROCUREMENT CARD CHARGES – JOURNALS and Procard Statement approval/scanning in Intranet</b>	1. March 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 US Bank-Visa, not when the purchase is made.  2. Procurement card expenditure journals.  3. Procard statement approval/scanning in Intranet up to March 2016	<b>Friday, April 8</b>  <b>Friday, April 14</b>  <b>Friday, April 27</b>	District Accounts Payable  Colleges/Division  Colleges/Division
<b>PURCHASING 2015-16 Bid purchases</b>	For <u>single purchases or purchases of like items exceeding \$87,800</u> a formal bid process, followed by Board approval, is required unless a pricing contract with a vendor is already in effect.	<b>May 17</b> Purchase information must be communicated to Buyers by this date to ensure PO completion by June 30.	(Note: Colleges verify lead-time to ensure delivery before June 30 <sup>th</sup> for posted fiscal year <b>2016</b> expenditures)
<b>STANDING ORDERS</b>	Telephone orders or in-person purchases against standing orders. Review any outstanding standing orders. Email buyers if available encumbrance is unreasonably high or PO needs to be increased.	<b>Friday, April 1</b>	District Purchasing/AP

## **CHRONOLOGICAL RECAP OF 2015-16 MINI-CLOSE ACTIVITIES**

### **March 2016**

March 18 Invoices issued by college due to District  
March 18 Last Year Set Liabilities/Receivables status  
March 18 Materials fees calculation review  
March 18 Data required for Accounts Receivable Invoices to be issued by District  
March 18 Independent Contracts for Services through 3/31  
March 18 Review of purchase orders status

### **April 2016**

April 4 District invoices issued for facility rental/grant/third party billing/service provided through March 31  
April 4 Set liabilities for grants expired on 3/31  
April 4 Grant funds clean up  
April 4 State Scheduled Maintenance and Capital Outlay claims due  
April 8 Follow up on outstanding invoices  
April 8 Expenditure Journals between Major Fund Codes  
April 8 Benefits and budgets preliminary review  
April 7 Labor Distributions review for all permanent employee  
April 14 Forward all approved invoices to A/P for goods or services received by March 31  
April 15 Procurement Card Expenditure Journals  
April 20 Sick, Vacation and Compensatory time liability  
April 20 Mileage and other expense reimbursement claim through March 31  
April 22 50% law review  
April 27 Procurement Card Statement Approval/Scanning in intranet through March  
April 27 Travel and Conference Expense Forms for travel through March 31  
April 28 Unit Banking balance review

### **MAY 2016**

May 17 Purchases exceeding **\$87,800** requires formal bid process—request assistance from Purchasing.