

## ADMINISTRATIVE SERVICES FISCAL YEAR 2020-21 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2020-2021 fiscal year closing and to give key document processing dates to the Hartnell community.

Following are the definitions of several terms used throughout this memo:

➔	Fiscal/Budget Year	July 1 <sup>st</sup> through June 30 <sup>th</sup>
➔	Closing Year/FY 2021	July 1, 2020 through June 30, 2021
➔	New Year/FY 2021	July 1, 2021 through June 30, 2022

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2020-2021 and FY 2021-2022 transactions on a single document.**

Cashier's Office Hours:	8:30 a.m. to 4:30 p.m. Monday through Thursday 9:00 a.m. to 1:00 p.m. Friday
Business Office Hours:	8:00 a.m. to 5:00 p.m. Monday through Friday
Payroll Office Hours:	8:00 a.m. to 5:00 p.m. Monday through Friday

### Fiscal Year 2019-2020 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2020-2021)	Business Office Acceptance Date for New Year (FY2021-2022)
Purchase Orders/Requisitions	4/30/2021 5:00 p.m.	5/31/2021
Office Depot Supply Orders	5/28/2021 5:00 p.m.	7/01/2021
Use of Existing BPO	5/28/2021 5:00 p.m.	7/01/2021
Adjunct Contracts for Summer (Per HR Schedule)	5/29/2021 8:00 a.m.	N/A
Run Budge Reports & Review Encumbrances	6/30/2021 5:00 p.m.	N/A
Cash Receipts (Checks and/or Credit Card Payments)	6/18/2021 5:00 p.m.	7/01/2021
Timecard Entry Opens	6/30/2021 8:00 a.m.	N/A
Timecard Entry Closes (June 11 <sup>th</sup> – June 30 <sup>th</sup> )	7/06/2021 5:00 p.m.	N/A
Invoices and Packing Slips (From POs)	7/09/2021 5:00 p.m.	7/01/2021
Travel Expense Claim Forms	7/09/2021 5:00 p.m.	7/01/2021
Check Requests	7/09/2021 5:00 p.m.	7/01/2021
Time & Effort Certifications (Federal Grant Employees)	7/09/2021 5:00 p.m.	
Expenditure Transfers	7/09/2021 Noon	7/01/2021
Budget Revisions/Budget Transfers	7/09/2021 Noon	7/01/2021

**Index of Business Services and Other Important Contacts**

<b>Document Type</b>	<b>Contact Person</b>	<b>Phone Ext.</b>
Accounts Receivable	Lucy Trafton	6737
Accounts Payable (A-Z)	Karen Martinez	6997
Payroll	Abel Del Real Dora Sanchez	6993 6951
Budget Revisions/Transfers Budget Revisions/Transfers - Grants	David Techaira Paul Luciano	6835 6983
Travel Claims and Credit Card Requests Travel Claims	Lucy Trafton Julia Silveira	6737 6800
Cash Receipts	Blanca Garcia Tina Summers	6700 6998
Check Requests	Karen Martinez	6997
Grants	Paul Luciano	6983
Expenditure Transfers – General Fund	Elizabeth Flores	6983
Expenditure Transfers – Grants	David Techaira Elizabeth Flores Jennifer Santana	6835 6983 6975
Purchasing	Joanne Ritter	6129
Petty Cash	Dora Sanchez David Techaira	6951 6835
Purchase Orders/Requisitions	Joanne Ritter	6129
Timecard Entry	Dora Sanchez Abel Del Real	6951 6993