



## ADMINISTRATIVE SERVICES FISCAL YEAR 2023-24 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2023-2024 fiscal year closing and provide key document processing dates to the Hartnell College 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 2024                  July 1, 2023 through June 30, 2024
- ➔ New Year/FY 2025                      July 1, 2024 through June 30, 2025

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2023-2024 and FY 2024-2025 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 2023-2024 Key Closing Dates

<b>Document Type</b>	<b>Business Office Cutoff Date for Old Year (FY2023-2024)</b>	<b>Business Office Acceptance Date for New Year (FY2024-2025)</b>
Purchase Orders/Requisitions	5/03/2024 5:00 p.m.	6/03/2024
Office Depot supply orders	5/31/2024 5:00 p.m.	7/01/2024
Use of Existing Blanket Purchase Orders (BPO)	5/31/2024 5:00 p.m.	7/01/2024
Run Budget Reports and Review encumbrances	6/28/2024 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/14/2024 5:00 p.m.	7/01/2024
Timecard Entry for period of June 11th to June 30th	Opens: 6/27/2024 Closes: 7/02/2024 5p.m.	N/A
Invoices and Packing slips (from POs)	7/15/2024 5:00 p.m.	7/01/2024
Travel Expense Claim Forms	7/15/2024 5:00 p.m.	7/01/2024
Check Requests	7/15/2024 5:00 p.m.	7/01/2024
Expenditure Transfers	7/15/2024 5:00 p.m.	7/31/2024
Time & Effort Forms (Federal Grant Employees)	7/15/2024 5:00 p.m.	7/10/2024
Budget Revisions/ Budget Transfers	7/15/2024 5:00 p.m.	10/01/2024

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

<b>Document Type</b>	<b>Contact Person</b>	<b>Phone Ext.</b>
Accounts Receivables, Expenditure/Budget Transfer posting	Lucy Trafton	6737
Accounts Payable (A-Z), Check Requests	Karen Martinez accountspayable@hartnell.edu	6997
Payroll	Abel Del Real	6993
Budget Revisions/Transfers	Paul Luciano David Techaira	6996 6835
Budget Revisions/Transfers - Grants	David Techaira Jennifer Santana	6835 6997
Travel / Mileage Reimbursements	Julia Silveira Lucy Trafton travel@hartnell.edu	6800 6737
Cash Receipts (Cashiers)	Diana Aiello / Sofia Martinez cashiers@hartnell.edu	6998
Grants	David Techaira Jennifer Santana	6835 6975
Expenditure Transfers – General Fund	Paul Luciano David Techaira	6996 6835
Expenditure Transfers – Grants	David Techaira Jennifer Santana	6835 6975
Purchasing, purchase orders and requisitions	Joanne Ritter	6129
Timecard Entry	Abel Del Real	6993