

ADMINISTRATIVE SERVICES FISCAL YEAR 2024-25 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2024-2025 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 1st through June 30th

→ Closing Year/FY 2025
 → New Year/FY 2026
 July 1, 2024 through June 30, 2025
 July 1, 2025 through June 30, 2026

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. Please do not combine FY 2024-2025 and FY 2025-2026 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 2024-2025 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2024-2025)	Business Office Acceptance Date for New Year (FY2025-2026)
Office Depot supply orders	5/30/2025 5:00 p.m.	7/01/2025
Use of Existing Blanket Purchase Orders (BPO)	5/30/2025 5:00 p.m.	7/01/2025
Run Budget Reports and Review encumbrances	6/30/2025 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/16/2025 5:00 p.m.	7/01/2025
Timecard Entry Opens 6/30/2025 for period of June 11th to June 30th Invoices and Packing slips (from POs)	7/02/2025 5:00 p.m. 7/14/2025 5:00 p.m.	N/A 7/01/2025
Travel Expense Claim Forms	7/14/2025 5:00 p.m.	7/01/2025
Check Requests	7/14/2025 5:00 p.m.	7/01/2025
Time & Effort Certifications (Federal Grant Employees)	7/14/2025 5:00 p.m.	8/10/2025
Expenditure Transfers	7/14/2025 5:00 p.m.	7/1/2025
Budget Revisions/ Budget Transfers	7/14/2025 5:00 p.m.	7/1/2025