

## ADMINISTRATIVE SERVICES FISCAL YEAR 2018-19 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2018-2019 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 2019                  July 1, 2018 through June 30, 2019
- ➔ New Year/FY 2020                      July 1, 2019 through June 30, 2020
- ➔ Fully Approved                          No further approvals required on the document

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2018-2019 and FY 2019-2020 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 2018-2019 Key Closing Dates**

<b>Document Type</b>	<b>Business Office Cutoff Date for Old Year (FY2018-2019)</b>	<b>Business Office Acceptance Date for New Year (FY2019-2020)</b>
Purchase Orders/Requisitions	5/03/2019 5:00 p.m.	5/31/2019
Office Depot supply orders	5/31/2019 5:00 p.m.	7/01/2019
Office Depot printing	5/31/2019 5:00 p.m.	7/01/2019
Adjunct Contracts for Summer (Per HR Schedule)	5/31/2019 8:00 a.m.	N/A
Review and clear encumbrances	6/14/2019 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/21/2019 5:00 p.m.	7/01/2019
Timecard Entry Open (June 11 <sup>th</sup> to June 30 <sup>th</sup> )	6/28/2019 8:00 a.m.	N/A
Petty Cash Reimbursements	7/01/2019 1:00 p.m.	7/01/2019
Time Card Entry Close	7/03/2019 5:00 p.m.	N/A
Invoices and Packing slips (from POs)	7/10/2019 5:00 p.m.	7/01/2019
Travel Claims	7/10/2019 5:00 p.m.	7/01/2019
Check Requests	7/10/2019 5:00 p.m.	7/01/2019
Time & Effort Certifications (Federal Grant Employees)	7/12/2019 5:00 p.m.	
Expenditure Transfers	7/12/2019 NOON	7/01/2019
Budget Revisions/ Budget Transfers	7/12/2019 NOON	7/01/2019

#### **Hartnell College Mission**

*Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.*

#### **Hartnell College Vision**

*Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.*

**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	Suzie Payne	6752
Budget Revisions/Transfers - Grants	David Techaira	6835
Travel Claims	Lucy Trafton	6737
Cash Receipts	Blanca Garcia Tina Summers	6700 6998
Check Requests	Karen Martinez	6997
Grants	Elizabeth Flores Jennifer Santana	6983 6975
Expenditure Transfers – General Fund	Paul Luciano	6996
Expenditure Transfers – Grants	David Techaira Elizabeth Flores Jennifer Santana	6835 6983 6975
Purchasing	Joanne Ritter	6129
Petty Cash	Dora Sanchez David Techaira Suzie Payne	6951 6835 6752
Purchase Orders/Requisitions	Joanne Ritter	6129
Timecard Entry	Dora Sanchez Abel Del Real	6951 6993