

## ADMINISTRATIVE SERVICES FISCAL YEAR 2019-20 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2019-2020 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 2020                  July 1, 2019 through June 30, 2020
- ➔ New Year/FY 2021                      July 1, 2020 through June 30, 2021

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2019-2020 and FY 2020-2021 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**

<b>Document Type</b>	<b>Business Office Cutoff Date for Old Year (FY2019-2020)</b>	<b>Business Office Acceptance Date for New Year (FY2020-2021)</b>
Purchase Orders/Requisitions	5/01/2020 5:00 p.m.	5/31/2020
Office Depot Supply Orders	5/29/2020 5:00 p.m.	7/01/2020
Office Depot Printing	5/29/2020 5:00 p.m.	7/01/2020
Adjunct Contracts for Summer (Per HR Schedule)	5/29/2020 8:00 a.m.	N/A
Review and Clear Encumbrances	6/12/2020 5:00 p.m.	N/A
Cash Receipts (Checks and/or Credit Card Payments)	6/19/2020 5:00 p.m.	7/01/2020
Timecard Entry Closes (June 11 <sup>th</sup> – June 30 <sup>th</sup> )	6/29/2020 8:00 a.m.	N/A
Petty Cash Reimbursements	7/03/2020 1:00 p.m.	7/01/2020
Timecard Entry Closes (July 1 <sup>st</sup> – July 10 <sup>th</sup> )	7/03/2020 5:00 p.m.	N/A
Invoices and Packing Slips (From POs)	7/10/2020 5:00 p.m.	7/01/2020
Travel Expense Claim Forms	7/10/2020 5:00 p.m.	7/01/2020
Check Requests	7/10/2020 5:00 p.m.	7/01/2020
Time & Effort Certifications (Federal Grant Employees)	7/10/2020 5:00 p.m.	
Expenditure Transfers	7/10/2020 Noon	7/01/2020
Budget Revisions/Budget Transfers	7/10/2020 Noon	7/01/2020

**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	6993
	Dora Sanchez	6951
Budget Revisions/Transfers	David Techaira	6835
Budget Revisions/Transfers - Grants	Paul Luciano	6983
Travel Claims and Credit Card Requests Travel Claims	Lucy Trafton	6737
	Julia Silveira	6800
Cash Receipts	Blanca Garcia	6700
	Tina Summers	6998
Check Requests	Karen Martinez	6997
Grants	Paul Luciano	6983
Expenditure Transfers – General Fund	Elizabeth Flores	6983
Expenditure Transfers – Grants	David Techaira	6835
	Elizabeth Flores	6983
	Jennifer Santana	6975
Purchasing	Joanne Ritter	6129
Petty Cash	Dora Sanchez	6951
	David Techaira	6835
Purchase Orders/Requisitions	Joanne Ritter	6129
Timecard Entry	Dora Sanchez	6951
	Abel Del Real	6993