



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 1st through June 30th
- ➔ 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
Run Budget Reports and 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 06/30/2021 (June 11 th – June 30 th)	7/06/2021 8:00 a.m.	
Timecard Entry Closes 07/06/2021 (June 11 th – June 30 th)	7/06/2021 5:00 p.m.	N/A
Time Card Entry Opens 07.12.2021(July 1 st – July 10 th)	7/12/2021 8:00 a.m.	7/01/2021
Timecard Entry Closes 07/15/2021 (July 1 st – July 10 th)	7/15/2021 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

Document Type	Contact Person	Phone Ext.
Accounts Receivable	Lucy Trafton	6737
Accounts Payable (A-Z)	Karen Martinez	6997
Payroll	Abel Del Real	6993
	Dora Sanchez	6951
Budget Revisions/Transfers	Paul Luciano	6996
Budget Revisions/Transfers - Grants	Elizabeth Flores	6983
	Alicia Gregory	6752
Travel Claims and Credit Card Requests	Lucy Trafton	6737
Travel Claims	Julia Silveira	6800
Cash Receipts	Blanca Garcia	6700
	Tina Summers	6998
Check Requests	Karen Martinez	6997
Grants	Alicia Gregory	6752
	Elizabeth Flores	6983
	Jennifer Santana	6975
Expenditure Transfers – General Fund	Paul Luciano	6996
Expenditure Transfers – Grants	Alicia Gregory	6752
	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