

Document # MSOP13	Title: Year End Closing Procedures	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

Purpose: The purpose of this procedure is to serve as a guide to fiscal year end closing procedures.

Scope: This guide applies to all administrators, faculty, staff, and auxiliaries who are involved in the purchasing and payment of goods and services.

Responsibilities:

District Finance – Vice Chancellor of Finance & Administration, Budget Director
Director of Business & Administrative Business Services
College President
All Managers or Cost Center Manager

Procedure:

1.0 PURCHASING CUT OFF:

Note: The District Finance sets off the purchasing cut off and the College sets the date within 7-10 working days before the deadline set by the District to allow the College staff to process all transactions.

1.1 GENERAL FUND UNRESTRICTED FUNDS

The cut-off is split between tangible items and services. **April 10th** will be the cut-off for all Purchase Requisitions (PR) encumbering funds for **tangible items** from the Unrestricted General Fund accounts **as well as categorical/grants that do not carryover.**

1.2 SERVICES AND ALL OTHER FUNDS

May 11th will be the cut-off date for all PRs encumbering fund for **services** from the Unrestricted General Fund accounts. **May 11th** will also be the cut-off for all other funding sources (including but not limited to categorical, grant programs, bonds and all other fund types). All requisitions must be approved in PROMT and received by the Purchasing department by **5:00 p.m.** on the respective date noted above or they will be returned to the Requestor unprocessed.

1.3 Purchases for Commencement related activities are considered an exception to these timelines. Prior approval by the District Office is not required; however, the procurement process must still be followed for these purchases.

1.4 The other exception to the purchasing cut-off is purchases made for Health and Safety emergencies. As soon as these situations are identified, the manager with the budget responsibility should contact the Purchasing department ASAP. The Purchasing Director, Marie Hampton, can be reached at extension 7895.

1.5 OPEN POs: Please review all current open POs to make sure that all goods and/or services will be received on or prior to June 30, 2015. If it is determined that goods and/or services will not be received prior to June 30, 2015, POs should be closed or adjusted using a Request for Change Order form and initiate a fiscal year 2016 Purchase Requisitions. Please contact the Purchasing department for such requests.

1.6 Invoices must be submitted to Accounts Payable as soon as possible in order to ensure prompt payment to vendors. The payment process will not begin until Accounts Payable receives all necessary documents authorizing payment. Please check to make sure the manager with budget responsibility signs all documents before forwarding them to Accounts Payable. **Invoices received after July 16, 2015 will be paid out of the 2015-16 fiscal year budget.**

1.7 FISCAL YEAR 2015 purchase requisitions can be initiated on or after July 1, 2015. However, vendors will be instructed that good and/or services cannot be received until July 1, 2015 or after. Anticipate any conference, travel or mileage expenses you may incur after the cut-off date and process a PR for the estimated expenses. Failure to do so will delay reimbursement.

Transaction	Date
Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - Tangible items	April 10, 2015
Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - Services	May 11, 2015
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 11, 2015
Warehouse Cut-off (Stores and Warehouses Orders)	June 11, 2015
Deposits Cut-off (Checks due to District Office)	June 11, 2015
Personnel Actions Cut-off (ePAFs)	June 18, 2015
Accounts Payable Cut-off (Invoices to District AP)	July 16, 2015
Journal Entries Cut-off (Expense Transfers)	August 6, 2015
Payroll Adjustment Requests Cut-off	August 6, 2015

2.0 KEY OR IMPORTANT NOTES:

- 2.1.1 The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list. For instance, if you are processing a transaction that requires an increase to an encumbrance (PO). You must cancel or adjust encumbrance(s) before April 10th for Unrestricted General Fund and May 11th for all other funds. This will provided a sufficient unencumbered balance for the claim to be successfully posted on the due date.
- 2.1.2 The month of June will be closed on Monday, June 30, 2015, and the monthly June report will be generated on July 15, 2015.
- 2.1.3 The first budget load for FY15-16 is scheduled for May 22, 2015.
- 2.1.4 These fiscal year-end procedures do not address most payroll transactions. A separate memorandum will be issued for year-end payroll procedures.
- 2.1.5 Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to July 1, 2014 must be approved by the College President (for colleges) or the Vice Chancellors (for district offices) prior to June 12, 2015. This deadline is necessary for the District to timely and accurately close its books. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.
- 2.1.6 Payroll adjustments for pay periods in fiscal year 2014-2015 must be received by August 6, 2015 for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after August 6, 2015 will be returned unprocessed.

Forms/Records:

Form #	Record Retention	
Required by Standard		

Revision History:

Revision	Date	Description of changes
1.0	7/14/2014	Initial Release
2.0	2/12/2015	Fiscal Closing Memorandum for FY2014-15