INTEROFFICE MEMORANDUM

**To:** BCC-FAS

**From:** Shirley Slaughter, Business Manager

**Date:** February 11, 2013

**Subject:**  Fiscal Year-End 2012-2013 Cut-Off Dates

The following is a summary of our internal purchasing cut-off dates:

|  |  |  |
| --- | --- | --- |
| Transaction | Due to Business Office | Due to District |
| Purchasing (Fund 01) | **Friday, March 29, 2013** | **April 4, 2013** |
| Purchasing (Other Funds) | **Friday, May 3, 2013** | **May 10, 2013** |
| Personnel Action Forms | **Thursday, June 6,2013** | **June 13,2013** |
| Warehouse (Store Close) | **Thursday, June 6, 2013** | **June 14, 2013** |
| Deposits | **Monday, June 24, 2013** | **June 24, 2013** |
| Accounts Payable | **Thursday, July 11, 2013** | **July 25, 2013** |
| Journal Entries | **August 1, 2013** | **August 1, 2013** |

**KEY OR IMPORTANT NOTES**:

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  
 the 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 **March 29th for Fund 01 and   
 May 3rd for all other funds.** This will provide a sufficient unencumbered balance for the claim   
 to be successfully posted on the due date.  
  
2. The month of June will be closed on **Friday, June 28, 2013**, and the monthly June reports will be  
 generated on July 15, 2013.

3. The first budget load for FY13-14 is scheduled for May 20, 2013.  
  
4. These fiscal year-end procedures do not address most payroll transactions. A separate   
 memorandum will be issued for year-end payroll procedures.

5. Personnel Actions Forms requesting payment for any assignments with a start date prior to July 1,  
 2013 must be received by the BO prior to **June 6, 2013**. 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.

6. Payroll adjustment for pay periods in Fiscal Year 2012-13 must be received by **August 1, 2013** for  
 processing and posting. Payroll adjustments received after August 1, 2013 will be returned  
 processed.

**THE ABOVE ARE FIRM CUT-OFF DATES. PLEASE PLAN ACCORDINGLY.**