



# DEPARTMENT OF BUSINESS SERVICES

**Date:** March 9, 2018  
**To:** Berkeley City College  
**From:** Shirley Slaughter  
**RE:** Year End Closing Deadlines

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This year the purchasing deadlines for the General Fund Unrestricted funds are similar to that of last year. The cut-off between tangible items and services is distinguished. Friday, **April 6, 2018** will be the deadline 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**. Friday, **May 11, 2018** will be the cut-off date for all PRs encumbering fund for **services** from the Unrestricted General Fund accounts. Friday, **May 11, 2018** 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 Business Office by **5:00 PM** on the respective date noted above (and on the chart below) or they will be returned to the Requestor unprocessed.

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.

The other exception to the purchasing cut-off is any purchase made for **Health and Safety emergencies**, of course. As soon as these situations are identified, the manager with the budget responsibility should contact John Pang or me to seek approval and one of us will contact the Purchasing department to seek assistance as required.

**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 29, 2018. **If it is determined that goods and /or services will not be received prior to June 29, 2018, POs should be closed or adjusted using a Request for Change Order form and initiate a fiscal year 2019 Purchase Requisition.**

**INVOICES must be approved at the Colleges and submitted to Accounts Payable within 5 working days of receipt** in order to ensure prompt payment to vendors.

The accounts payable process does not commence until Accounts Payable receives all necessary documents authorizing payment. Please check to ensure the manager with budget responsibility signs all documents before forwarding them to Accounts Payable. Note also: **Invoices received by DISTRICT ACCOUNTS PAYABLE after July 19, 2017 will be paid from the 2018-19 fiscal year budget. This is the DISTRICT deadline, not the Campus deadline. Departments are responsible for getting their invoices to the District Accounts Payable office; they do not need to come through the Campus Business Office.**

## *Berkeley City College's Mission*

*Is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to obtain college competency, careers, transfer, and skills for lifelong success.*

**To reiterate: Invoices received by Accounts Payable after July 19, 2018, will be paid from 2018-19 funds. Please make sure that your budget managers understand this. Exceptions can only be approved by the VCFA.**

FISCAL YEAR 2019 purchase requisitions can be initiated on or after July 1, 2018. However, please inform vendors that goods and/or services cannot be received until July 1, 2018 or after.

Lastly, please 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.

<b>2018 YEAR-END CLOSE TIMELINE</b>	
<b>Transaction</b>	<b>DATE</b>
<b>Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - <b>Tangible Items/ Goods</b></b>	<b>April 6, 2018</b>
<b>Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders -<b>Services</b></b>	<b>May 11, 2018</b>
<b>Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders</b>	<b>May 11, 2018</b>
<b>Personnel Actions Cut-off (ePAFs)</b>	<b>May 25, 2018</b>
<b>Warehouse Cut-off (Stores and Warehouses Orders)</b>	<b>May 31, 2018</b>
<b>Deposits Cut-off (Checks due to District Office)</b>	<b>May 31, 2018</b>
<b>Accounts Payable Cut-off (Invoices to District AP)</b>	<b>July 19, 2018</b>
<b>Payroll Adjustment Requests Cut-off</b>	<b>July 31, 2018</b>
<b>Journal Entries Cut-off (Expense Transfers)</b>	<b>July 31, 2018</b>

**KEY 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 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 6 for Unrestricted General Fund and before May 11 for all other funds. This will provide a sufficient unencumbered balance for the augmentation to be successfully posted on the due date.
2. The first budget load for FY18-19 is scheduled for May 25, 2018

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3. Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to July 1, 2018 must be approved by the College President (for colleges) or the Vice Chancellors (for district offices) AND submitted prior to May 25, 2018 to Human Resources. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.
4. Payroll adjustments for pay periods in fiscal year 2017-18 must be received by July 31, 2018 for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 31, 2018 will be returned unprocessed.
5. Reminder: if your college receives delivery of goods, as opposed to the warehouse receiving them, please notify the Business Office immediately so that the open PO is not inadvertently closed.
6. BCC projects/funds are listed below. Carry over is indicated for each project and/or fund.

<b>Project and/or Fund</b>	<b>Project Name</b>	<b>Carry over Yes/No</b>
Fund 01 – exception projects 1000, 1008, 3102		No
Fund 02	State One-Time Allocation	Yes (confirmation needed for FY2018-19)
Fund 03		Yes
Fund 07		Yes
Fund 10		Yes
Fund 11 project 0035	Strong Workforce Regional	Yes
Fund 11 project 0897	Instructional Equipment	No (confirmation needed)
Fund 11 project 0980	Carryover SSSP	No
Fund 11 project 1004	Federal Work Study	No
Fund 11 project 1008	FA Work Study Allowance	Yes
Fund 11 project 1009	CARE	No
Fund 11 project 1010	EOPS	No
Fund 11 project 1017	Instructional Supplies	Yes
Fund 11 project 1021	Career Ladder Project	No (confirmation required)
Fund 11 project 1026	Financial Aid	No
Fund 11 project 1051	CTE <i>formerly</i> VTEA	No
Fund 11 project 1053	CAA/Contra Costa	No
Fund 11 project 1057	CTE Tech Prep	No
Fund 11 project 1060	DSPS	No
Fund 11 project 1072	Specialty in Stem Cell Biology	Yes
Fund 11 project 1075	Career Path Trust	Yes
Fund 11 project 1080	Current Year SSSP	Yes
Fund 11 project 1081	CTE Enhancement Fund	No

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Fund 11 project 1083	Peer Personnel Training	No (confirmation needed)
Fund 11 project 1087	IEPI	Yes
Fund 11 project 1089	CCCCLP	No (confirmation needed)
Fund 11 project 1090	Student Equity	Yes
Fund 11 project 1091	Prior Year Student Equity	No
Fund 11 project 1093	CalWORKS	No
Fund 11 project 1094	TANF	No
Fund 11 project 1095	Peralta Initial Foster Youth	No (confirmation needed)
Fund 11 project 1097	Adult Education Block Grant	Yes
Fund 11 project 1135	Fulbright Pre-Academic Program	Yes
Fund 11 project 2000	Career Pathways Trust II	Yes
Fund 11 project 2032	CC Basic Skills Outcome Transformation	Yes
Fund 11 project 2035	Strong Workforce Local	Yes
Fund 11 project 2037	CTE Data Unlocked Initiative	No
Fund 11 project 2040	AB798 Textbook Affordable Program	Yes
Fund 11 project 2045	Zero Textbook Cost Degree	Yes
Fund 11 project 2051	Hunger Free Campus Support	Yes
Fund 11 project 2052	ECMC's Emergency Aid	Yes
Fund 11 project 2057	Veterans Resource Center	Yes
Fund 11 project 3127	Basic Skills Prior Year	No
Fund 11 project 3128	Basic Skills Current Year	Yes
Fund 12 project 2550	PASS	Yes
Fund 30	Contract ED	Yes
Fund 63	Measure A	No
Fund 71	Associated Students	Yes
Fund 72	Student Representation	Yes
Fund 84	Student Center	Yes

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From: [John Pang](#)  
To: [BCC-FAS](#)  
Subject: Weekly Reminder/Count-Down - PURCHASING & OTHER CUTOFF - Fiscal Year 2016-17  
Date: Monday, April 03, 2017 4:59:06 PM

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To: **BCC-FAS**

Subject: **Weekly Reminder/Count-Down - FY-End 2016-2017 Cut-Off Dates**

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The Business Office will be providing a weekly count-down to remind everyone the purchasing and other cut-off dates.

This year the purchasing cut-off for the Unrestricted Funds is similar to that of prior year. **The cut-off is split between tangible items and services.**

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

***Due to the Business Office:***

Transaction	Due to Business Office	Number of Business Day Left
Purchasing Cut-off (Fund 01 & Categorical/Grants that do not carryover) Requisitions and Purchase Orders (PR)- <b>Tangible Items</b>	<b>Thursday, April 7, 2017</b>	<b>4</b>
Purchasing Cut-off (Fund 01) Requisitions and Purchase Orders – <b>Services</b>	<b>Thursday, May 11, 2017</b>	<b>28</b>
Purchasing Cut-off (Other Funds) Requisitions and Purchase orders	<b>Thursday, May 11, 2017</b>	<b>28</b>
Personnel Actions Cut-Off (ePAFs)	<b>Wednesday May 24, 2017</b>	<b>37</b>
Warehouse Cut-Off (Stores & Warehouse Orders)	<b>Thursday, June 1, 2017</b>	<b>43</b>
Deposit Cut-Off (Checks due to the District Office)	<b>Thursday, June 1, 2017</b>	<b>43</b>
<b>Accounts Payable Cut-off (Invoices to Accts Payable)</b>	<b>Thursday, July 13, 2017</b>	<b>73</b>
Payroll Adjustment Request Cut-off	<b>Thursday, July 27, 2017</b>	<b>83</b>

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

**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 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 7<sup>th</sup> for Unrestricted General Fund and May 11<sup>th</sup> for all other funds. This will provided a sufficient unencumbered balance for the claim to be successfully posted on the due date.
2. The month of June will be closed on Thursday, June 30, 2017, and the monthly June report will be generated on July 17, 2017.
3. The first budget load for FY17-18 is scheduled for May 26, 2017.
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 Action Forms (ePAFs) requesting payment for any assignments with a start date prior to **July 1, 2017** must be approved by the College President prior to **June 1, 2017**. 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 adjustments for pay periods in fiscal year 2016-2017 must be received by July 27<sup>th</sup> for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 27<sup>th</sup> will be returned unprocessed.
7. Reminder: If our college receives the delivery of goods, as opposed to the warehouse receiving them, please notify the Purchasing Department immediately so that the open PO is not inadvertently closed.

**No exceptions will be made after the cut-off**

*Thank you for your cooperation.*

*John Pang*

*Supervisor, Business and Administrative Services*

Berkeley City College

Office: 510.981.2849

[jpang@peralta.edu](mailto:jpang@peralta.edu)