



*Business and Administrative  
Services*

## INTEROFFICE MEMORANDUM

**To:** Faculty, Administration and Support Services  
**From:** Ava Lee-Pang, Interim Director of Business and Administrative Services  
**Date:** March 17, 2021  
**Subject:** Fiscal Year-End 2021 (FYE21) Closing Procedures

This memorandum provides important dates for the fiscal year-end 2021 purchasing closing process. This information may also be obtained from the BCC web site ([www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)). Click on **About BCC** and then click on **Business and Administrative Services**.

**This year's goal is to close the District's financial books no later than Monday, August 31, 2021.** Your assistance is necessary in achieving a timelier close. A timely year-end close is crucial for timely carryover budget uploads for the subsequent budget year.

This year the purchasing cut off for the Unrestricted General Fund is similar to that of prior year. The cut-off is split between tangible items and services. **Friday, April 9, 2021** will be the cut-off for all Purchase Requisitions (PR) encumbering funds for **tangible items** from the **Unrestricted General Fund** accounts and **Categorical/grants that do not carryover (ends June 30)**. **The cut-off date will be Friday, April 23, 2021** for all categorical funds that can be carryover into 21-22 FY. The cut-off date will be **Friday May 14, 2021** for all PRs encumbering fund for **services** from the **Unrestricted General Fund** accounts and all other funding sources (including but not limited to categorical, grant programs, bonds and all other fund types). All requisitions must be approved in PeopleSoft FSCM System and **received by the Business Office by 5:00 p.m.** on the respective date noted above 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 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, Brian Slaughter can be reached by email, [bslaughter@peralta.edu](mailto:bslaughter@peralta.edu).

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, 2021**. **If it is determined that goods and /or services will**



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not be received prior to **June 30, 2021** then PO's should be closed or adjusted using a Change Order requisition within fiscal year 2021. Please follow-up with the Purchasing Department after Change Order requisition submitted.

All invoices must be emailed to Accounts Payable at [accountspayable@peralta.edu](mailto:accountspayable@peralta.edu) and reference the Purchase Order number within five (5) working days of receipt in order to ensure prompt payment to vendors. **If you have not received an invoice, but goods and/or services were received or work completed prior to June 30, 2021, please contact the vendors for an invoice so that the amount can be accrued in the current fiscal year. If an accrual is not processed in this situation, the invoices will be paid from the next fiscal year budget (2021-2022).**

FISCAL YEAR 2022 purchase requisitions can be initiated on or after July 1, 2021. However, vendors will be instructed that good and/or services cannot be received until July 1, 2021 or after. Exceptions can only be approved by the VC of Finance & Administration.

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.

Your assistance is appreciated.

Transaction	Date
Purchasing Cut-off Unrestricted Funds & Categorical/grants ending June 30, 2021 - <b>Tangible items</b>	April 9, 2021
Purchasing Cut-off Categorical/grants ending <b>beyond</b> June 30, 2021 - <b>Tangible Items</b>	April 23, 2021
Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - <b>Services</b>	May 14, 2021
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders -- <b>Services</b>	May 14, 2021
Final Day to Submit ePAFs for 2020-21 Payroll Adjustment Final Day to Submit <u>Summer Session</u> ePAFs (2020-21/2021-22)	June 30, 2021
Warehouse Cut-off (Stores and Warehouses Orders)	June 10, 2021
Deposit Cut-off (Checks due to the District Office)	June 24, 2021
Accounts Payable Cut-off (Invoices to District AP)	July 9, 2021
Payroll Adjustment Request Cut-off	July 26, 2021
Journal Entries Cut-off (Expense Transfers)	August 4, 2021
Accruals from 2020-21	August 4, 2021



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## **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 2nd** for Unrestricted General Fund and **May 7<sup>th</sup>** for all other funds. This will provide a sufficient unencumbered balance for the claim to be successfully posted on the due date.
2. The first budget load for FY21-22 is scheduled for June 22, 2021.
3. These fiscal year-end procedures do not address most payroll transactions. A separate memorandum will be issued for year-end payroll procedures.
4. Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to **July 1, 2021** must be approved by the College President prior to **June 30, 2021**. 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.
5. Payroll adjustments for pay periods in fiscal year 2020-21 must be received by July 26th for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 26<sup>th</sup> will be returned unprocessed.
6. Reminder: If goods are delivered to the college, as opposed to the Warehouse receiving them, please notify the Warehouse in order to record the receipt of goods, and also the Purchasing Department immediately so that the open PO is not inadvertently closed.