INTEROFFICE MEMORANDUM

**To:** Faculty, Administration and Support Services

**From:** Shirley Slaughter, Director of Business and Administrative Services

**Date:** March 9, 2020

**Subject:**  Fiscal Year-End 2020 (FYE20) Closing Procedures

This memorandum provides important dates for the fiscal year-end 2020 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 years’ goal is to close the District’s financial books no later than Monday, August 31, 2020.** 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 3, 2020** will be the cut-off for all Purchase Requisitions (PR) encumbering funds for **tangible items** from the **Unrestricted General Fund** accounts. **Categorical/grants that do not carryover (ends June 30) cut off will be Friday, April 24, 2020**. The cut-off date will be **Friday May 15, 2020** for all PRs encumbering fund for **services** from the **Unrestricted General Fund** accounts. **Friday May 15, 2020** 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 ONEPeralta 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 at 510-466-7212.

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, 2020**. **If it is determined that goods and /or services will not be received prior to June 30, 2020 then PO’s should be closed or adjusted using a Request for Change Order to PO form and initiate a fiscal year 2020 Purchase Requisition. Please contact the Purchasing Department for such requests.**

All invoices must be emailed to Accounts Payable at 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, 2020, 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 (2020-2021).**

FISCAL YEAR 2021 purchase requisitions can be initiated on or after July 1, 2020. However, vendors will be instructed that good and/or services cannot be received until July 1, 2020 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.

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| Transaction  | Date |
| Purchasing Cut-off Unrestricted Funds - Tangible items | April 3, 2020 |
| Purchasing Cut-off Categorical/grants ending June 30, 2020 - Tangible Items | April 24, 2020 |
| Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders -Services  | May 15, 2020 |
| Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders | May 15, 2020 |
| Final Day to Submit ePAFs for 2019-20 Payroll Adjustment Final Day to Submit Summer Session ePAFs (2019-20/2020-21) | June 30, 2020 |
| Warehouse Cut-off (Stores and Warehouses Orders) | June 12, 2020 |
| Deposit Cut-off (Checks due to the District Office) | June 12, 2020 |
| Accounts Payable Cut-off (Invoices to District AP) | July 9, 2020 |
| Payroll Adjustment Request Cut-off | July 27, 2020 |
| Journal Entries Cut-off (Expense Transfers) | August 5, 2020 |

**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 3rd** for Unrestricted General Fund and **May 12th** 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 FY20-21 is scheduled for May 25, 2020.
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, 2020** must be approved by the College President prior to **June 30, 2020**. 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 2019-2020 must be received by July 27th for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 20th will be returned unprocessed.

6. Reminder: If goods are deliver 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.