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MEMORANDUM

Date: June 5, 2018
To: Assistant Superintendents
Department and Program Managers
Administrative Assistants
From: Lisa Anderson, Fiscal Services *YHAA*
RE: Significant Dates for Year End Close

Fiscal Services is beginning to prepare for the Year End Close. The following timelines are set by the Butte County Auditor-Controller and Administrative Services in order to assist you with the process.

Deposits:

Please be sure to send any information for June deposits to financialservices@bcoe.org in a timely manner. We must have all deposits to Financial Services by Tuesday, June 26th at 3 p.m. After this time, accounts receivable will be accrued for the 2017-18 fiscal year.

Accounts Payable:

Vendor checks for 6/30/18 will be run on the normal Tuesday/Thursday schedule the last week of June.

The deadline for 17-18 accounts payable, posted back to June 30th, is August 1st. Please notify your Fiscal Services Financial Lead of any expected accounts payable that will be received after the August 1st deadline.

S-Transfers:

The deadline for School Transfers (S-Transfers) is noon on Wednesday, July 11th.

Journal Entries and Interdepartmental Journals:

All correcting journal entries and interdepartmental journals need to be submitted by August 1st.

Labor Adjustments:

All labor adjustments need to be submitted by August 1st.

Accounts Receivable:

Please notify your Fiscal Services Financial Lead of any expected accounts receivable amounts from invoicing districts and private agencies by August 1st.

"WHERE STUDENTS COME FIRST"

Payroll:

The variable and supplemental payrolls in July will post back to June 30th.

Thank you for your cooperation and assistance. Our goal is to close the books in a timely manner so we can provide up-to-date information for the 2018-19 budgets.

Feel free to call Fiscal Services if you have any questions.

rj
FS-1718-081

cc: Tim Taylor
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Jenna Springer
Laura Allen
Ron Gephart
Martha Waugh
Jan Sorenson
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