

MEMORANDUM

DATE: February 24, 2017
TO: All Administrators, Faculty, and Staff
FROM: Carmen Martinez-Coniglio, Director of Fiscal Services
SUBJECT: **FISCAL YEAR 2017 YEAR-END CLOSING SCHEDULE**

This memo highlights critical deadline dates and procedures which are necessary to ensure an orderly year-end closing process and to provide administrators, faculty, and staff adequate notice to plan for final transactions in the fiscal year 2017. Please take special notice of the information contained in this document, and share it with your staff and others that you deem appropriate.

Departments should begin reviewing their budgets, including payroll expenditures, operating expenditures, and encumbrances by accessing PeopleSoft Budget Overview or nVision reports. While many of you may be familiar with past practices, we ask that you review the information below as some may have changed this year.

Open Purchase Orders: Automatically closed on Wednesday, July 12, 2017

Preliminary open P.O. reports will be provided to Division V.P.'s beginning March 6th.

Purchases initiated in fiscal year 2017 will be applied to 2017 budgets only to the extent that deliveries of goods and services are received by June 30, 2017.

Unfulfilled or incomplete purchase orders encumber or commit funds, which decrease your available budget. Please review all your open purchase orders and unencumber funds from P.O.'s that are not critical to the completion of fiscal year 2017. If the item has been received or service has been rendered, and the purchase order still has a remaining balance, contact David Rice at drice@palomar.edu to close the P.O. To reduce budget commitments associated with a P.O., contact Purchasing for assistance.

All fiscal year 2017 P.O.'s will be automatically closed on July 12, 2017.

Requisitions for fiscal year 2018 activity should be entered with a **July 1, 2017** accounting date to differentiate between fiscal years when the new budget year is open. Contact Purchasing for more information.

Purchase Order (P.O.) Rollovers Wednesday, July 12, 2017

A limited number and certain types of purchase orders that will not be received or fulfilled by June 30, 2017 may be rolled over to fiscal year 2018. Fiscal Services will make final determination for all those P.O.'s requested to potentially be rolled over to the following year. Any intended P.O. rollovers must be received, in writing, no later than July 12, 2017, and be addressed to Sheri Wenzel at swenzel@palomar.edu.

Requisitions (Supplies, Equipment, & Services):

The deadlines for requisitions vary based on the type of purchase and funding source.

- **Computer equipment and software purchases:** Allow at least one week before each deadline to obtain I.S. approval.
- **Furniture purchases:** Allow at least four to six weeks lead time for the delivery and installation.
- **Requisitions (Amount Greater than Bid Limit \$88,300)** **Monday, April 3, 2017**
All funding sources: Requisitions for goods and services that require a public bid (greater than \$88,300) and requisitions for public works that require informal or formal public bid (greater than \$15,000) must have complete workflow approvals and ready for processing by Purchasing no later than April 3, 2017.
- **Requisitions (Unrestricted Fund/No Bid Required)** **Friday, April 28, 2017**
All requisitions, purchasing change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2017 unrestricted fund source must have complete workflow approvals and ready for processing by Purchasing no later than April 28, 2017.
- **Requisitions (Restricted Fund/No Bid Required)** **Monday, May 15, 2017**
All requisitions, purchasing change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2017 restricted fund source (i.e. Categorical Funds, State Scheduled Maintenance, Prop M funds, etc.) must have complete workflow approvals and ready for processing by Purchasing no later than May 15, 2017.

Invoices

By noon on Wednesday, July 12, 2017

Invoices for fiscal year 2017 purchases must be received by Accounts Payable for processing no later than 12 p.m. on July 12, 2017. **Goods and services must be received by June 30, 2017 in order to be paid.** If goods and services have been received, but your department has not received the invoice, please contact the vendor and request a copy of the invoice. Your expediency in handling invoices will help ensure payment in the proper fiscal year. Email invoices to AP@palomar.edu. All invoices must reflect and identify the corresponding purchase order number. Invoices received after this deadline will be charged against fiscal 2018 budget.

If an invoice covers goods or services that will be delivered both in fiscal years 2017 and 2018, General Accounting will reallocate the fiscal year 2018 portion to Prepaid Expense and post the expenditure to the appropriate year. Contact Sheri Wenzel at swenzel@palomar.edu for additional information.

CAL-Card Charges

June Statements Due: Tuesday, July 11, 2017

Fiscal year 2017 CAL-Card purchases may be made through June 22nd for goods and services as allowed under the CAL-Card policy. **No equipment, services, or personal expenses may be charged against a District CAL-Card.** Remember that charges made using CAL-Cards do not encumber funds and, if not tracked closely, can lead to overspent budget. Personal purchases, overspending budgets, and/or late submission of statements are considered to be a misuse and subject to revocation of CAL-Card privileges. June statements are due to Chris Wick (cwick@palomar.edu) by July 11, 2017.

Grants and Categorical Funds

Project managers must review their work plan in conjunction with the grant expenditures posted on Budget Overview. Late expenses may be charged to your fiscal year 2017 grant/categorically funded budgets if carryover of unused funds is allowed by the funding agency or if it is a federal grant with a September 30, 2017 end date. Otherwise, your division will be responsible for absorbing that cost within 2018 general fund budget. Notify Pai Wang-Smith (pwang-smith@palomar.edu) of any fiscal activities after the closing deadline dates outlined in this memo.

Facilities Work Requests

Friday, April 14, 2017

All Facilities work requests that are to be charged against fiscal year 2017 funds must be received by the Facilities Department no later than April 14, 2017. Emergency requests after the cut-off date must have written justification and approval by the Assistant Superintendent/Vice President, Finance and Administrative Services on the prescribed form.

Applications for Use of College Facilities

Friday, June 9, 2017

Pay Vouchers

By noon on Wednesday, July 12, 2017

Any requests for non-PO purchases relating to fiscal year 2017 must be received in Accounts Payable no later than 12:00 p.m. on July 12, 2017. **Pay Vouchers have a limit of \$1,000 and should not be submitted in lieu of purchase requisitions.** Purchases over \$1,000 must be processed through the regular purchasing guidelines (see deadlines for requisitions).

Employee Travel/Mileage Reimbursement

Friday, July 7, 2017

Claims for travel/mileage incurred during the fiscal year 2017 must be received in Accounts Payable no later than July 7, 2017. Claims received in Accounts Payable after July 7, 2017 will be charged against fiscal year 2018 budget.

Final Commercial Warrant Disbursement

Friday, July 14, 2017

Friday, July 14, 2017 will be the last check run for all fiscal year 2017 activity.

Cash/Checks Received

Upon Receipt

All cash/checks collected are to be deposited upon receipt. All deposits must be received in Fiscal Services by June 29th to be recorded in fiscal year 2017.

Accounts Receivable

Friday, July 7, 2017

Departments knowing of amounts owed to the College as of June 30, 2017, including all billings to invoiced, must send an email to Paty Reyes at preyes@palomar.edu detailing the amount owed, the name of the vendor, and the budget number which the revenue should be credited.

Payroll-related Information

Monday, July 3, 2017

All hourly timesheets, Overtime and Extra Hours reports, and Absence reports through June 30, 2017 are due to Payroll on July 1, 2017.

Budget Adjustments

Friday, June 30, 2017

Requests for budget adjustments must be received in the Budget Office no later than June 30, 2017 to be considered for processing in fiscal year 2017.

Revenue/Expense Transfers

Friday, June 30, 2017

All revenues/expenditure transfers submitted to Accounting pertaining to fiscal year 2017 must be received no later than by June 30, 2017.

Unless otherwise noted in this memo, these dates represent final cut-off for financial activities and adjustments and will be strictly adhered to.

We understand a special situation may arise that requires an exception to an item in this document. When this occurs, please contact us as soon as possible in order to accommodate any necessary adjustments. A written justification must be received for the exception and approval from the following: (1) Director/Dean, (2) Assistant Superintendent/Vice President of the division, AND (3) Assistant Superintendent/Vice President, Finance and Administrative Services.

Palomar Community College District
 Finance and Administrative Services/Fiscal Services
 Fiscal Year 2017 Year-End Closing

IMPORTANT DATES SUMMARY

Action	Deadline
PURCHASING AND CONTRACTS SERVICES:	
Requisitions for goods and services requiring public bid (Amount over \$88,300)	Monday, April 03, 2017
Requisitions for public works requiring public bid (Amount over \$15,000)	Monday, April 03, 2017
Requisitions (Charged to Unrestricted Funds)	Friday, April 28, 2017
Requisitions (Charged to Restricted Funds)	Monday, May 15, 2017
June Cal-Card Statements to Chris Wick (Cal-Card charges after June 22, 2017 will be charged to FY 2018 budget)	Tuesday, July 11, 2017
All Open Purchase Orders (P.O.s) will be automatically closed	Wednesday, July 12, 2017
Requests for P.O. Rollovers Notify Sheri Wenzel, Accounting Manager, at swenzel@palomar.edu	Wednesday, July 12, 2017
FACILITIES SERVICES	
Work Requests (Emergencies with VP approval only after cut-off with written justification on form)	Friday, April 14, 2017
Applications for Use of College Facilities	Friday, June 09, 2017
FISCAL SERVICES	
Departmental Deposits (Cash/Checks/Credit Cards)	Upon Receipt
Revenue/Expense Adjustments	Friday, June 30, 2017
Budget Adjustments	Friday, June 30, 2017
Accounts Receivables/Billings to be Invoiced (Notify Paty Reyes at PREyes@palomar.edu)	Friday, July 07, 2017
Claims for Employee Travel/Mileage Reimbursements	Friday, July 07, 2017
Pay Vouchers (for non-PO goods and services)..... by 12:00 p.m.	Wednesday, July 12, 2017
Vendor Invoices for FY 2017 Purchase Orders..... by 12:00 p.m.	Wednesday, July 12, 2017
FY 2017 Final Check Run	Friday, July 14, 2017
PAYROLL:	
All Hourly Time Sheets through June 30, 2017	Monday, July 03, 2017
All Overtime and Extra Hours Reports	Monday, July 03, 2017
All Absence Reports	Monday, July 03, 2017