

FISCAL MEMORANDUM FAS 18-03

DATE: March 14, 2018
TO: All Administrators, Faculty, and Staff
FROM: Carmen Martinez-Coniglio, Director of Fiscal Services
SUBJECT: **FISCAL YEAR 2017-2018 YEAR-END CLOSING SCHEDULE**

It is once again time to plan the process to close out the district's books for fiscal year-end June 30, 2018. Year-end closing requires the coordinated efforts of Budget, Accounting, Purchasing and campus departments to ensure that all financial activity is accurately recorded. Departments should begin reviewing their budgets and verifying that all requisitions, invoices, travel expenses, and payroll transactions pertaining to fiscal year 2017-18 have been recorded accurately and all corrections have been posted. Before closing, it is necessary to ensure the accuracy of all outstanding purchase orders so that our fund balances can be accurately carried forward. 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.

PURCHASING AND CONTRACTS SERVICES:

Open Purchase Orders: Automatically closed on Tuesday, August 7, 2018

Purchases initiated in fiscal year 2017-18 will be applied to 2017-18 budgets only to the extent that deliveries of goods and services are received by June 30, 2018.

Preliminary open P.O. reports will be provided to Division V.P.'s beginning March 19. Please review all your open purchase orders and unencumber funds from P.O.'s that are not critical to the completion of this fiscal year. If the purchase order has been completely fulfilled (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. Any P.O. not currently needed should be closed. All blanket P.O.'s must be reviewed and finalized.

All fiscal year 2017-18 P.O.'s will be automatically closed on August 7, 2018.

Purchase Order (P.O.) Rollovers

Tuesday, August 7, 2018

A limited number and certain types of purchase orders that will not be fulfilled by June 30, 2018 may be rolled over to fiscal year 2018-19. Due to budget constraints, General Fund Unrestricted funds from 2017-18 will not be available for roll over to 2018-19. 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 August 7, 2018, and be addressed to Jennie Vastola at jvastola@palomar.edu.

Invoices

By noon on Tuesday, August 7, 2018

During the fiscal year 2017-18, your department might incur unpaid expenses but won't receive the invoice until July. The district is required to recognize the expenses in the period it's incurred. **Goods must be received and services must be rendered by June 30, 2018 in order to be paid from fiscal year 2017-18 funds.** Invoices for fiscal year 2017-18 expenses must be received by Accounts Payable for processing no later than 12 p.m. on August 7, 2018. If your department has not received the invoice, please contact the vendor and submit your invoice to Accounts Payable by the deadline date. Invoices may be electronically sent to AP@palomar.edu. Your expediency in handling invoices will help ensure payment in the proper fiscal year. Invoices received after this deadline will be charged against fiscal 2018-19 budget.

Prepaid Expenses

During the fiscal year 2017-18, it may be necessary to pay for 2018-19 expenses in advance. The district is required to reallocate these transactions as **Prepaid Expenses** and record them in the fiscal year when the goods or services are used/rendered; not the fiscal year in which the expenses are paid. Please add a note, **Prepayment 2018-19**, at the top of any 2018-19 invoice requiring prepayment in 2017-18. Contact Ping Lee at plee@palomar.edu for questions regarding prepaid expenses.

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 \$90,200) Friday, April 6, 2018**

All funding sources: Requisitions for goods and services that require a public bid (greater than \$90,200) and requisitions for public works that require informal or formal public bid (greater than \$15,000) must have complete workflow approvals and be ready for processing by Purchasing no later than April 6, 2018.

- **Requisitions (Unrestricted Fund/No Bid Required) Monday, April 30, 2018**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2017-18 unrestricted fund source must have complete workflow approvals and be ready for processing by Purchasing no later than April 30, 2018.

- **Requisitions (Restricted Fund/No Bid Required)** **Thursday, May 10, 2018**

All requisitions, 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, IELM, State Scheduled Maintenance, etc.) must have complete workflow approvals and be ready for processing by Purchasing no later than May 10, 2018.

- **Requisitions for Fiscal Year 2018-19 Activity**

Departments will be notified when fiscal year 2018-19 budget is available and when requisitions may be entered. Requisitions for fiscal year 2018-19 activity must be entered with a **July 1, 2018** accounting date to differentiate between fiscal years when the new budget year is open. Contact Purchasing for more information.

CAL-Card Charges

Expenditure Cut-Off: Friday, June 22, 2018

The expenditure cut-off date for fiscal year 2017-18 processed from CAL-Card is June 22, 2018. Charges after June 22 will be paid from fiscal year 2018-19 funds. Remember that charges made using CAL-Cards do not encumber funds and, if not tracked closely, can lead to overspent budget. **No equipment > \$200, services, or personal expenses may be charged against a District CAL-Card.** Purchases in violation of the district CAL-Card policy, overspending of budgets, and/or late submission of statements are considered to be a misuse of the CAL-Card and subject to revocation of cardholder privileges.

CAL-Card Reconciliation Statements

Due to Chris Wick by Wed., July 11, 2018

Grants and Categorical Funds

Project managers must review their work plan in conjunction with the grant expenditures posted on Budget Overview. If your grant is expiring on June 30, 2018, please initiate all your purchases well in advance of **May 10, 2018**. As you are making plans for year-end purchases, pay particular attention to **district (state)** fiscal year-end deadlines. If carryover of unused funds is allowed by the funding agency or by a federal grant ending on September 30, 2018, Fiscal Services may use deferred revenue accounts for associated goods and services that are provided for or delivered after June 30, 2018. A good rule of thumb is to match the expense with the appropriate fiscal year revenue. Contact Pai Wang-Smith (pwang-smith@palomar.edu) for questions regarding financial reporting and deferred revenue.

Facilities Work Requests

Friday, April 13, 2018

All Facilities work requests that are to be charged against fiscal year 2017-18 funds must be received by the Facilities Department no later than April 13, 2018. 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 8, 2018

Pay Vouchers

By noon on Wednesday, July 18, 2018

Any pay vouchers for **non-PO purchases** to be recorded as fiscal 2017-18 expenses must be received in Accounts Payable no later than 12:00 p.m. on July 18, 2018. **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 above for requisitions). Procuring goods/services from vendors who are not in the PeopleSoft database may cause delays in our ability to pay those vendors and may jeopardize your ability to have those goods/services paid from fiscal year 2017-18 funds. **All new vendors must have a W-9 form on file.**

Employee Travel/Mileage Reimbursement

Friday, July 6, 2018

Claims for travel/mileage incurred during the fiscal year 2017-18 must be received in Accounts Payable no later than July 6, 2018.

Final Commercial Warrant Disbursement

Wednesday, August 8, 2018

This is the final check run for all fiscal year 2017-18 activity. No exceptions.

Cash/Checks Received

Friday, June 29, 2018

All cash/checks collected are to be deposited **within one business day**. Do not hold funds received prior to June 29 for deposit in the following fiscal year. Departmental collections should be deposited to the Cashiers Office by 3:00 p.m. on June 29, 2018.

Accounts Receivable

Friday, July 6, 2018

Departments knowing of amounts owed to the College as of June 30, 2018, including all billings to be invoiced, must send an email to Ping Lee at PLee@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 2, 2018

All hourly timesheets, Overtime and Extra Hours reports, and Absence reports through June 30, 2018 are due to Payroll on July 2, 2018.

Budget Adjustments

Friday, June 29, 2018

Requests for budget adjustments must be received in the Budget Office no later than 4:00 p.m. on June 29, 2018 to be processed in fiscal year 2017-18.

Revenue/Expense Transfers

Friday, June 29, 2018

All revenues/expenditure transfers submitted to Accounting pertaining to fiscal year 2017-18 must be received no later than by June 29, 2018.

Unless otherwise noted in this memo, these dates represent final cut-off for financial activities and adjustments *and will be strictly adhered to*. **Please share this memo and the attached calendar of activities with the appropriate staff in your department.**

We understand a special situation may arise that requires an exception to an item in this document. When this occurs, please contact the appropriate department 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**

YEAR-END CLOSING DEADLINES FOR FY 2017-2018

*The table below summarizes the information provided on the year-end memo.
The cut-off dates indicated below will be STRICTLY ADHERED TO:*

Action	Deadline
PURCHASING AND CONTRACTS SERVICES:	
Requisitions for goods and services requiring public bid (Amount over \$90,200)	Friday, April 6, 2018
Requisitions for public works requiring public bid (Amount over \$15,000)	Friday, April 6, 2018
Requisitions (Charged to Unrestricted Funds)	Monday, April 30, 2018
Requisitions (Charged to Restricted Funds)	Thursday, May 10, 2018
June Cal-Card Statements to Chris Wick (Cal-Card charges after June 22, 2018 will be charged to FY 2018-19 budget)	Wednesday, July 11, 2018
All Open Purchase Orders (P.O.s) will be automatically closed	Tuesday, August 7, 2018
Requests for P.O. Rollovers (Notify Jennie Vastola, Executive Assistant, at jvastola@palomar.edu)	Tuesday, August 7, 2018
FACILITIES SERVICES	
Work Requests (Emergencies with VP approval only after cut-off with written justification on form)	Friday, April 13, 2018
Applications for Use of College Facilities	Friday, June 8, 2018
FISCAL SERVICES	
Departmental Deposits (Cash/Checks/Credit Cards)..... by 3:00 p.m.	Friday, June 29, 2018
Revenue/Expense Adjustments	Friday, June 29, 2018
Budget Adjustments	Friday, June 29, 2018
Accounts Receivables/Billings to be Invoiced (Notify Ping Lee, Interim Accounting Manager, at plee@palomar.edu)	Friday, July 06, 2018
Claims for Employee Travel/Mileage Reimbursements	Friday, July 06, 2018
Pay Vouchers (for non-PO goods and services)..... by 12:00 p.m.	Wednesday, July 18, 2018
Vendor Invoices for FY 2017-18 Purchase Orders..... by 12:00 p.m.	Tuesday, August 7, 2018
FY 2017-18 Final Check Run	Wednesday, August 08, 2018
PAYROLL:	
All Hourly Time Sheets through June 30, 2018	Monday, July 02, 2018
All Overtime and Extra Hours Reports	Monday, July 02, 2018
All Absence Reports	Monday, July 02, 2018