

## FISCAL MEMORANDUM FAS 19-01

DATE: February 14, 2019

TO: All Administrators, Faculty, and Staff

FROM: Carmen Martinez-Coniglio, Senior Director  
Fiscal Services

SUBJECT: **FISCAL YEAR 2018-2019 YEAR-END CLOSING SCHEDULE**

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It is once again time to plan the process to close out the district's books for fiscal year-end June 30, 2019. 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 2018-19 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 Wednesday, August 7, 2019**

**Purchases initiated in fiscal year 2018-19 will be applied to 2018-19 budgets only to the extent that deliveries of goods and services are received by June 30, 2019.**

Preliminary open P.O. reports will be provided to Division V.P.'s beginning March 25th. Review all your open purchase orders and unencumber funds from P.O.'s that are not critical to the completion of this fiscal year. All blanket P.O.'s must be reviewed and finalized. Any P.O.'s not currently needed should be closed. If the purchase order has been fulfilled (the item has been received or service has been rendered) but the P.O. is still open, contact Kathy Davis at [kdavis@palomar.edu](mailto:kdavis@palomar.edu) to close the P.O. Otherwise, all fiscal year 2018-19 P.O.'s will be automatically closed on August 7, 2019.

**Purchase Order (P.O.) Rollovers Wednesday, August 7, 2019**

A limited number and certain types of purchase orders that will not be fulfilled by June 30, 2019 may be rolled over to fiscal year 2019-20. General Unrestricted funds and certain Categorical funds from 2018-19 are not available for roll over to 2019-20. 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 5:00 p.m. August 7, 2019, and be addressed to Ping Lee at [plee@palomar.edu](mailto:plee@palomar.edu).

## Invoices

**By noon on Wednesday, August 7, 2019**

During the fiscal year 2018-19, 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, 2019 in order to be paid from fiscal year 2018-19 funds.** Invoices for fiscal year 2018-19 expenses must be received by Accounts Payable for processing no later than 12 p.m. on August 7, 2019. 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](mailto: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 2019-20 budget.

## Prepaid Expenses

During the fiscal year 2018-19, it may be necessary to pay for 2019-20 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 2019-20**, at the top of any 2019-20 invoice requiring prepayment in 2018-19. Contact Ping Lee at [plee@palomar.edu](mailto: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.

- **Requisitions (Amount Greater than Bid Limit \$92,600) Friday, April 5, 2019**

Public Contract Code (PCC) Section 20651(a) requires the district to competitively bid and award contracts involving expenditure of more than **\$92,600** for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
2. Services that are non-construction; and,
3. Repairs, including maintenance as defined in PCC section 20656, that are not public projects as defined in PCC section 22002(c).

Requisitions for goods and services that require a public bid (greater than \$92,600) and requisitions for public works that require informal or formal public bid (greater than \$15,000), regardless of funding source, must have complete workflow approvals and be ready for processing by Purchasing no later than April 5, 2019.

- **Requisitions (Unrestricted Fund/No Bid Required) Monday, April 29, 2019**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2018-19 unrestricted fund source must have complete workflow approvals and be ready for processing by Purchasing no later than April 29, 2019.

- **Requisitions (Restricted Fund/No Bid Required)**      **Thursday, May 9, 2019**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2018-19 restricted fund source (i.e. Categorical, IELM, State Scheduled Maintenance, etc.) must have complete workflow approvals and be ready for processing by Purchasing no later than May 9, 2019.

- **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 for Fiscal Year 2019-20 Activity**

Departments will be notified when fiscal year 2019-20 budget is available and when requisitions may be entered. Requisitions for fiscal year 2019-20 activity must be entered with a **July 1, 2019** 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 21, 2019**

The expenditure cut-off date for fiscal year 2018-19 processed from CAL-Card is June 21, 2019. CAL-Card charges can take 24 hours to two business days to actually post on your statement. Charges posted after the June statement period will be paid from fiscal year 2019-20 funds.

Remember that charges made using CAL-Cards do not encumber funds and, if not tracked closely, can lead to overspent budget. No equipment greater than \$200, services, or personal expenses may be charged against a District CAL-Card. Purchases in violation of the CAL-Card policy, overspending of budgets, and/or late submission of statements are subject to revocation of cardholder privileges.

### **CAL-Card Reconciliation Statements**      **Due to Internal Audit by Wed., July 10, 2019**

#### **Grants and Categorical Funds**

Project managers must review their work plan in conjunction with the grant expenditures posted on Budgets Overview. If your grant is expiring on June 30, 2019, please initiate all your purchases well in advance of **May 9, 2019**. As you are making plans for year-end purchases, pay particular attention to the **district's** fiscal year-end deadlines. If a carry forward budget is allowed by the funding agency or by a federal grant ending on September 30, 2019, Fiscal Services may use deferred revenue accounts for associated goods and services that are provided for or delivered after June 30, 2019. Use a **July 1, 2019** accounting date on requisitions for all goods and services to be charged against carry forward budgets. A good rule of thumb is to match the expense with the appropriate fiscal year revenue. Contact Pai Wang-Smith ([pwang-smith@palomar.edu](mailto:pwang-smith@palomar.edu)) for questions regarding financial reporting and deferred revenue.

**Facilities Work Requests**

**Friday, April 12, 2019**

All Facilities work requests that are to be charged against fiscal year 2018-19 funds must be received by the Facilities Department no later than April 1, 2019. 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 7, 2019**

**Pay Vouchers**

**By noon on Wednesday, July 24, 2019**

Any pay vouchers for **non-PO purchases** to be recorded as fiscal 2018-19 expenses must be received in Accounts Payable no later than 12:00 p.m. on July 24, 2019.

Unless the request is for student refunds or travel reimbursements, **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 (refer to the requisition deadlines above).

Procuring goods/services from vendors who are not in the PeopleSoft database may cause delays in our ability to pay vendors. **All new vendors must have a W-9 form on file.**

**Employee Travel/Mileage Reimbursement**

**Wednesday, July 24, 2019**

Claims for travel/mileage incurred during the fiscal year 2018-19 must be received in Accounts Payable no later than July 24, 2019.

**Final Commercial Warrant Disbursement**

**Thursday, August 8, 2019**

This is the final check run for all fiscal year 2018-19 activity. **No exceptions.**

**Cash/Checks Received**

**Friday, June 28, 2019**

All cash/checks collected are to be deposited **within one business day.** Do not hold funds received prior to June 28 for deposit in the following fiscal year. Departmental collections must be deposited to the Cashiers Office and posted in PeopleSoft by 3:00 p.m. on June 28, 2019. Deadline applies to San Marcos and all off site locations.

**Accounts Receivable**

**Friday, July 12, 2019**

Departments knowing of amounts owed to the College as of June 30, 2019, including all billings to be invoiced, must send an email to Ping Lee at [plee@palomar.edu](mailto: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 1, 2019**

All hourly timesheets, Overtime and Extra Hours reports, and Absence reports through June 30, 2019 are due to Payroll on July 1, 2019.

**Budget Adjustments**

**Friday, June 28, 2019**

Requests for budget adjustments must be received in the Budget Office no later than 3:00 p.m. on June 28, 2019 to be processed in fiscal year 2018-19.

**Revenue/Expense Transfers**

**Friday, June 28, 2019**

All revenues/expenditure transfers submitted to Accounting pertaining to fiscal year 2018-19 must be received no later than by June 28, 2019.

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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.

Any exception must have a written justification and approval by the following:

- (1) Division Vice President
- (2) Fiscal Director or Chief Business Officer

**Palomar Community College District  
Finance and Administrative Services**

**YEAR-END CLOSING DEADLINES FOR FY 2018-2019**

*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
<b>PURCHASING AND CONTRACTS SERVICES:</b>	
Requisitions for goods and services requiring public bid (Amount over \$92,600)	Friday, April 5, 2019
Requisitions for public works requiring public bid (Amount over \$15,000)	Friday, April 5, 2019
Requisitions (Charged to Unrestricted Funds)	Monday, April 29, 2019
Requisitions (Charged to Restricted Funds)	Thursday, May 9, 2019
<b>June Cal-Card Statements to Robert Threatt, Internal Audit</b> (Cal-Card charges posted after the June billing statement will be charged to FY 2019-20 budget)	Wednesday, July 10, 2019
All Open Purchase Orders (P.O.s) will be automatically closed	Wednesday, August 7, 2019
Requests for P.O. Rollovers <b>(Notify Ping Lee at pleee@palomar.edu)</b>	Wednesday, August 7, 2019
<b>FACILITIES SERVICES</b>	
Work Requests (Emergencies with VP approval only after cut-off with written justification on form)	Friday, April 12, 2019
Applications for Use of College Facilities	Friday, June 7, 2019
<b>FISCAL SERVICES</b>	
Departmental Deposits (Cash/Checks/Credit Cards) to Cashiers Office ..... <b>by 3:00 p.m.</b>	Friday, June 28, 2019
Revenue/Expense Adjustments	Friday, June 28, 2019
Budget Adjustments	Friday, June 28, 2019
Accounts Receivables/Billings to be Invoiced <b>(Notify Ping Lee, Interim Accounting Manager, at pleee@palomar.edu)</b>	Friday, July 12, 2019
Claims for Employee Travel/Mileage Reimbursements	Wednesday, July 24, 2019
Pay Vouchers (for non-PO goods and services)..... <b>by 12:00 p.m.</b>	Wednesday, July 24, 2019
Vendor Invoices for FY 2018-19 Purchase Orders..... <b>by 12:00 p.m.</b>	Wednesday, August 7, 2019
<b>FY 2018-19 Final Check Run</b>	<b>Thursday, August 08, 2019</b>
<b>PAYROLL:</b>	
All Hourly Time Sheets through June 30, 2019	Monday, July 01, 2019
All Overtime and Extra Hours Reports	Monday, July 01, 2019
All Absence Reports	Monday, July 01, 2019