

FISCAL MEMORANDUM FAS

DATE: April 26, 2022
TO: All Administrators
FROM: Nancy Lane, Acting Vice President of Finance & Administrative Services
SUBJECT: **FISCAL YEAR 2021-22 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, 2022. 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 2021-22 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.

Open Purchase Orders: Automatically closes on Friday, July 29, 2022

Purchases initiated in fiscal year 2021-22 will be applied to 2021-22 budgets ONLY to the extent that deliveries of goods and services were received by June 30, 2022.

Preliminary open P.O. reports will be provided to Division V.P.'s beginning May 2nd. 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 rendered) but the P.O. is still open, contact the Purchasing Department purchasing@palomar.edu to resolve the issue. Otherwise, all fiscal year 2021-22 P.O.'s will be automatically closed on July 30, 2022.

Purchase Order (P.O.) Rollovers Friday, July 15, 2022

A limited number and certain types of purchase orders that will not be fulfilled by June 30, 2022, may be rolled over to fiscal year 2022-23. Unspent General Unrestricted budgets and certain Categorical funds from 2021-22 do not carry forward to 2022-23.

Fiscal Services and Business Services will make final determinations for all 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. July 15, 2022, and sent to **Rich Taylor** at rtaylor1@palomar.edu.

Please make sure these PO(s) in FY 2022 have been fully paid for invoices dated on or before June 30th, 2022. Rolled Over PO(s) in FY 2023 are for invoices dated after June 30th,

2022 with prior purchase commitment made in FY 2022.

Invoices

By noon on Wednesday, July 27, 2022

During the fiscal year 2021-22, 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 is incurred. **Goods must be received, and services must be rendered by June 30, 2022 in order to be paid from fiscal year 2021-22 funds.** Invoices for fiscal year 2021-22 expenses must be received by Accounts Payable for processing no later than **12 p.m. on July 27, 2022.** 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 2022-23 budgets.

Prepaid Expenses

During the fiscal year 2021-22, it may be necessary to pay for 2022-23 expenses in advance. The district is required to record these transactions as **Prepaid Expenses** and allocate 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 2022-23**, at the top of any 2022-23 invoice requiring prepayment in 2021-22. Contact **Nancy Lane** at nlane@palomar.edu for questions regarding accrual of expenditures.

Requisitions (Supplies, Equipment, & Services):

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

Requisitions (Amount Greater than Bid Limit \$99,100) Friday, May 6, 2022

Public Contract Code (PCC) Section 20651(a) requires the district to competitively bid and award contracts involving expenditure of more than \$99,100 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 \$99,100) 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 29, 2022.

Requisitions (Unrestricted Fund/No Bid Required) Friday, May 6, 2022

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2021-22 unrestricted fund source must have complete workflow approvals and be ready for processing by Purchasing no later than April 29, 2022.

Requisitions (Restricted Fund/No Bid Required)**Friday, May 13, 2022**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2021-22 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 13, 2022.

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 2022-23 Activity

Departments will be notified when the fiscal year 2022-23 budget is available and when requisitions may be entered. Requisitions for fiscal year 2022-23 activity must be entered with a July 1, 2022, 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**Monday, June 20, 2022**

The expenditure cut-off date for fiscal year 2021-22 processed from CAL-Card is June 20, 2022. CAL-Card charges can take 24 hours to two business days to post on your statement. Charges posted after the June statement period will be paid from fiscal year 2021-22 funds. Remember that charges made using CAL-Cards do not encumber funds and, if not tracked closely, can lead to an 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**Friday, July 9, 2022**

Please contact **Osmara Cobian** at ocobian@palomar.edu with any questions or assistance needs.

Pay Vouchers/Payment Requests**By noon on Friday, July 22, 2022**

Any pay vouchers for **non-PO purchases** to be recorded as fiscal 2021-22 expenses must be received in Accounts Payable no later than 12:00 p.m. on July 22. 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 Mileage Reimbursement**By noon on Friday, July 15, 2022**

Claims for mileage incurred during the fiscal year 2021-22 must be received in Accounts Payable no later than 12PM, July 15, 2022.

Cash/Checks Received

By noon on Thursday, June 30, 2022

All cash/checks collected are to be deposited with the Cashier's Office as soon as possible-do not hold funds received prior to June 30 for deposit in the following fiscal year. Departmental collections must be delivered to the Cashier's Office by June 30th, at 12:00. To plan to deliver a deposit to the Cashier's Office, please contact Cassandra Stone at cstone@palomar.edu.

Final Commercial Warrant Disbursement

Friday, July 29, 2022

This is the final check run for all fiscal year 2021-22 activity. **No exceptions.**

Accounts Receivable

Friday, July 15, 2022

Departments aware of amounts owed to the College as of June 30, 2022, including all billings to be invoiced, must send an email to **Pai Wang-Smith Lee** at pwang-smith@palomar.edu detailing the amount owed, the name of the vendor, and the budget number which the revenue should be credited.

Payroll-related Information

Friday, July 1, 2022

All hourly timesheets, Overtime and Extra Hours reports, and Absence reports through June 30, 2022, are due to Payroll on **July 1, 2022.**

Budget Adjustments

Thursday, June 30, 2022

The Budget Office is **no longer accepting** budget adjustments/transfers for 2021-22. Please contact **Brandi Taveuveu** btaveuveu@palomar.edu for assistance.

Expense Transfers

Thursday, July 15, 2022

Fiscal Services is **no longer accepting** journals for expense transfers for 2021-22. Please contact **Nancy Lane** at nlane@palomar.edu for assistance.

Grants and Categorical Funds

Project managers must review their work plan in conjunction with grant expenditures posted on Budgets Overview. If your grant is expiring on June 30, 2022, please initiate all your purchases well in advance of May 6, 2022. As you are making plans for year-end purchases, please 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, 2022, Fiscal Services may use deferred revenue accounts for associated goods and services that are provided for or delivered after June 30, 2022. Use a July 1, 2022 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)** for questions regarding financial reporting and deferred revenue.

All June 30 grant reconciliations are due to Fiscal Services on Fri., August 12, 2022.

Facilities Work Requests

Friday, May 13, 2022

All Facilities work requests that are to be charged against fiscal year 2021-22 funds must be received by the Facilities Department no later than May 13, 2022. 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 must be submitted no later than Friday, June 3, 2022.

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 of activities with the appropriate staff in your department.**

We understand a special situation may arise, especially as we prepare for a phased-in repopulation plan, that requires an exception to an item in this document. When this occurs, please contact the appropriate department as soon as possible to accommodate any necessary adjustments.

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

- (1) Division Vice President
- (2) Nancy Lane, Acting Vice President of Finance & Administrative Services