

TO: ALL
FROM: RICHARD HARDWICK, PRINCIPAL ACCOUNTANT
DATE: FEBRUARY 24, 2020
SUBJECT: 2019/2020 FISCAL YEAR TRANSITION PLAN

To assist the Business Office and maintain the schedule to close fiscal year 2019-2020, please review the following important deadlines for Purchasing, Accounts Payable, Travel Reimbursement, Cal Card processing, and Revolving Cash.

PURCHASING

- **March 30, 2020 (Monday)** – You will receive an email with attached PDFs listing all open purchase orders (PO) and blanket purchase orders (BPO) sorted by creator.

Advise the Business Office (email Laura Meglemre *and* Jordan Ghisetti) regarding which POs and BPOs can be closed. A PO or BPO can be closed when all invoices are paid.

**The email must include the vendor name and the PO or BPO number.*

- **April 15, 2020 (Wednesday) – General Fund** – Last day to input requisitions into Datatel. Requisitions must be in “outstanding” status, all approvals must be completed and all contracts, quotes and/or other backup documentation must be received in the Business Office.
- **April 17, 2020 (Friday) – General Fund** – Last day POs and BPOs will be created.
If you anticipate needing a purchase order after the April 17th cut-off, call Laura Meglemre at extension 4121.
- **May 13, 2020 (Wednesday) – Grants and Categorical Programs** – Last day to input requisitions into Datatel. Requisitions must be in “outstanding” status, all approvals must be completed and all contracts, quotes and/or other backup documentation must be received in the Business Office.
- **May 15, 2020 (Friday) – Grants and Categorical Programs** – Last day POs and BPOs will be created.
**Grant and Categorical purchasing inquiries after May 15th call Laura Meglemre at 4121.*

- **June 22, 2020 (Monday)** – All fiscal year 2020 invoices (*except utilities*) must be submitted to the Business Office for payment.
- **June 30, 2020 (Tuesday)** – Last day goods and services (*except utilities*) can be delivered to the District.

Purchase Order Notes –

Only Services performed or Purchases received on or before 06/30/20 can be expensed to FY 2020. Delivery date is relevant; the invoice date is not.

*If possible, please ask your vendors to invoice June and July goods and services (*except utilities*) separately. Please take a moment to ensure that invoices have been received for all goods and services ordered by your department.*

GRANTS & CATEGORICAL PROGRAMS

- Please make an appointment with Taryn Pfrimmer at extension 4123 by Monday, April 13, 2020 for reporting and year-end closing purposes.
- Expenditure moves via Journal Entry that need to be made for year-end need to be submitted to Taryn Pfrimmer on or before Thursday, April 30, 2020.

CAL CARDS

- **May 8, 2020 (Friday)** – **Last day to use Cal Cards.** Purchases made after the May 2020 billing period will not show up on your Cal-card statement until early June/July.
Reconciling these purchases will hold up the fiscal year closing process. If Cal Card purchases need to be made after May 8 please contact Laura Meglemre at extension 4121 or Ericka Barber at extension 4136 for assistance.
- **May 13, 2020 (Wednesday)** – Cal Cards will be turned off until July 1, 2020 **and** until the Fiscal Year 2020/2021 Cal Card Agreement is executed and received in the Business Office.
- **June 15, 2020 (Monday)** – May 2020 Cal Card statement reconciliations are due in the Business Office for processing.

Cal Card Notes –

*The Cal-card billing period runs from the 23rd of each month to the 22nd of the following month. The Cal Card statements are generated by the credit card company a week or so following the close of the period. Because of the timing delay, and the need for the Business Office to post 2019-2020 expenditures to 06-30-20, all Cal Card statements need to be completed and submitted to the Business Office as soon as possible. **Cal Cards will be deactivated between 05/08/20 and 06/30/20.** If travel is required between May 8th and June 30th, please make payment arrangements ahead of time or contact Laura Meglemre at extension 4121 to discuss other options.*

REVOLVING CASH

- **June 15, 2020 (Monday)** – Last day to submit Revolving Cash requests to the Business Office for FY 2020.

TRAVEL EXPENSE & LOCAL MILEAGE REQUESTS

- **July 1, 2020 (Wednesday)** – All travel expense requests must be signed and submitted to the Business Office. If your travel includes a car rental, please avoid using the District Chevron fuel card between June 27th and June 30th.

PREPARING FOR FISCAL YEAR 2020

- **June 1, 2020 (Monday)** – Creation of FY 2021 requisitions can be entered into Datatel. Please use **07/01/20** as the Requisition Date.
- Certain departments will receive a meeting request from Laura Meglemre to schedule mass requisition processing for Fiscal Year 2021.
- You will receive emails from Jordan Ghisetti requesting that certain requisitions be entered as soon as possible to avoid delay in payment for recurring expenditures.

QUESTIONS OR CONCERNS

- Fiscal Year transition plan questions or concerns can be directed to Sara Stolt at extension 4172 or by email at Sara-Stolt@redwoods.edu.

During the year-end closing procedure, if you need immediate assistance or would like to review items for your department, please make an appointment with the Business Office.

The Business Office is committed to working with all departments to effectively meet the deadlines outlined above.