DATE: March 1, 2016
TO: Faculty, Staff, and Program/Budget Managers
FROM: Graciano Mendoza, Director, Business Services
SUBJECT: 2015-16 Fiscal Year-End Deadlines
2016-17 Budget Year Deadlines

It's that time of year again when we will soon begin the process of closing out fiscal year 2015-16 and begin budgeting for 2016-17. The following is the schedule for this year.

The Business Office continues to review procedures to determine how we can improve the process of closing the fiscal year while providing a timely budget for the 2016-17 fiscal year. This is especially critical if we are to close the fiscal year by our projected deadline of August 1, 2016. Closing the fiscal year before completion of the final 2016-17 budget will allow the college to give full consideration to 2015-16 ending balance information during budget development for the 2016-17 Final Budget.

We want to minimize the risk of booking 2015-16 expenses in 2016-17 where they would be unplanned and unbudgeted. The following deadlines are critical:

1) All academic contracts regarding Spring 2016 and categorical Summer 2016 need to be submitted no later than June 3rd.

2) In order to minimize the time-consuming and very manual process of setting numerous liabilities at year end, our goal this year is to have all purchase order payments and check requests processed and paid by the June 30th check run.

3) Divisions and departments need to ensure that budget transfers (BTs) and journal entries (JE) are submitted by July 1st so that negative balances in the budgets are covered by the time we close the fiscal year.

4) Managers who have responsibility for categorical funds need to make sure their projects are closed out by the July 8th deadline stated below.

5) Divisions and departments need to make sure that June time cards are turned in according to schedule. (See page three for this year’s schedule.)

7) Open blanket purchase orders: When spending for the year is completed, open blanket purchase orders should be closed promptly. Remaining open 2015-16 BPO's will be closed automatically on 7/21/2016. If you need a BPO closed before that date submit a BPO Change Form to the Purchasing Department. Forms are available at: http://www.cabrillo.edu/internal/purchasing/forms.html.
The Business Office is committed to working together with you to effectively meet these deadlines.

Please note: These timelines will be upheld and will apply equally to every program, including categorical programs.

**Paperwork must be completely filled out:** with appropriate budget numbers and all required signatures and delivered to the Business Office or Purchasing Dept. if that is the intended destination by **5:00 p.m.** on the designated day. **Deadlines within your Division/Department may be sooner.**

March 1 to April 8
- All program and budget managers, including ancillary funds, should review their financial reports. Staff in the Business Office will be available by appointment to assist with questions. This exercise is the pre-closing review and is essential to more accurate estimates of ending balances.

March 30
- Deadline to submit purchase requisitions for furniture and equipment for FY 2015-16. **We encourage you to submit purchase requisitions for furniture and equipment as early as possible to ensure goods are received and paid in this fiscal year (there can be a lead time of 6-12 weeks for these items).**

April 8 to May 6
- All Program and budget managers again review financial printouts and begin preparing all paperwork needed to close; e.g., journal entries and budget transfers.
- Information on how to fill out this paperwork can be found in the Business Office Guide. The Business Office Guide can be accessed at http://www.cabrillo.edu/internal/businessoffice/

April 29
- First day to submit fiscal year 2016-17 purchase order requisitions. Please write “16-17” clearly on the top of the form. If **renewing** a blanket PO please reference BPO number from current year.

May 11
- Deadline to submit blanket purchase requisitions for fiscal year 2015-16.
- Deadline to submit regular purchase requisitions for fiscal year 2015-16.

May 13
- Deadline to order from Cabrillo Revolving Stores.

May 27
- Deadline to augment/modify blanket purchase orders.

June 1
- Deadline to use/order from blanket purchase order. Prior to June 1st, merchandise should be ordered in sufficient quantity to last until July 1st. **Any order not received by June 30, 2016 will be charged/expensed into the new 2016-17 fiscal year.**

June 24
- Deadline to submit 2015-16 check requests to the Business Office for payments such as:
  - Vendor invoices for goods received or payments for items like subscriptions or license renewals that do not require a new purchase order.
  - Employee reimbursement for goods or services already received. **Paperwork must be in the Business Office by Friday June 24th.** Requests for payment received after this date will be processed against next
year's budget. No further purchases of goods or services may be made on the reimbursement basis until July 1st.

- Employee reimbursement for mileage, travel and conference expenses already completed. Expenses incurred between June 20th and 30th will be paid in the following fiscal year and charged to the 2016-17 fiscal year budget.

June 30

Items must be received in Warehouse by June 30th. Items received by departments must have packing slips and other documentation sent to Rich Torres (x5046) before June 30, 2016.

Any order not received by June 30, 2016 will be charged/expensed into the new 2016-17 fiscal year.

Accruals should not be set up for items not received by June 30, 2016.

July 8

All programs, including categorical, must be closed by July 8th or prior to leaving for the summer, whichever is earlier. To successfully close a program, the program manager needs to retrieve a financial printout, review and complete all paperwork needed to close; e.g., journal entries/reclassification of funds, budget transfers, estimated year-end time cards and related benefits calculations. Please work with your Division Accounting Specialist or your designated Business Office contact. All program/budget managers should have completed the March 1st to April 8th preparation for closing.

July 15

All categorical programs must submit a detailed line-item budget for the coming year by July 15th or prior to leaving for the summer, whichever is earlier. Program budgets for the coming year received after July 15th will be processed after the Board adopts the final budget.

July 21

All blanket and regular purchase orders will be closed. Any order not received by June 30, 2016 will be charged/expensed into the new 2016-17 fiscal year.

2015-16 Payroll and Time Card Deadlines for Temp Hourly:

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<td>June 20 - June 30</td>
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2015-16 Payroll and Time Card Deadlines for Overtime for Staff:

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<tr>
<td>June 1 - June 30</td>
<td>due July 1</td>
<td>paid July 29</td>
</tr>
<tr>
<td>July 1 - July 31</td>
<td>due August 1</td>
<td>paid August 31</td>
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We thank you in advance for helping us make the close of 2015-16 and the opening of 2016-17 timely and successful.

GM/rv