






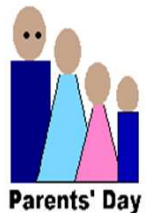



July 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 3	 4	 5	 6	7 FY 2012 Signature List Due to ACO before ANY warrants are released (Form AP-2) & FY 2012 Authorized Signature List due to ACO (Form ADM-3) Capital Asset Certification due to ACO	1 ~ Oasis to Open Period 1 LAFCO Billing must be mailed out by EOD 	2 1st June Prelim Reports Run Date
10	11 Budget and Beilenson Hearings Deadline to submit Capital Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 10 thru 12	12	13 ~ PP14 Payday All Treasurer Approved TCR to be completed by 5 PM	14 All Capital Asset Documentation due to ACO ALL vouchers DELIVERED to the ACO with an invoice date of 6/30/11 or earlier will be accrued back by the ACO to FY 2011's budget. Year-end Schedules due to ACO by EOD except Schedules P & W (due August 4th) Schedule K & K1 must be submitted to CEO	15 ~ CAC Bldg Closed 	16 2nd June Prelim Reports Run Date
17	18 2nd June Prelim Reports Release Date Last day to input & process Billings in the Billing Module Last Day for Dept to process interface journals	19 ~ Board Dark Collections due from Tax Collector to ACO	20	21 ~ MAM Meeting @ 2 PM Last day for Depts to edit check, budget check & post interface journals Last Day to Enter June (Period 12) Journals Last day to enter "CASH" related journal entries All journal backup documentation due to ACO by EOD All Dept YE Accruals & Journal Cleanup must be completed by EOD Last Day to Enter July Journals & Vouchers Open Period 2 by EOD AR & Billing Module Closing for FY 2011	22 ~ CAC Bldg Closed 	23 3rd June Prelim Reports Run Date
24  Parents' Day	25 ~ Open Period 2 3rd June Prelim Reports Release Date ACO to receive approved Schedule K & K-1 reports from CEO	26	27 ~ PP15 Payday July Journal & Voucher Supporting Documentation due to ACO PP15 journal posting, 10% accrued back to FY 2011, 90% FY 2012 Last day to submit request for FY 2011 Cash Overage and Shortages	28 ~ ACO to Close Period 12 Open AR/BI Period 2 by BOD Deadline to submit Operating Lease supporting documentation for FY 2011 Property Tax apportionment posted	29 ~ CAC Bldg Closed 	30 Final June (Period 12) Reports Run Date
31						










August 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 FINAL June (Period 12) Reports Release Date FY 2011 Final Appropriation Transfers due to CEO by Noon Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	2 ~ Board Dark TCR Cut-Off Date Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	3 Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	4 Schedules P & W due to ACO FY 2011 Final Appropriation Transfers due to CEO by Noon Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	5 ~ CAC Bldg Closed 	6 ~ July Final Reports Run Date 
7 	8 July Final Reports Release Date Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	9 ~ Board Dark Special district Debt Service Tax Rates due to ACO - Property Tax Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA Nigro and Nigro @ Parks TRS @ RDA & Perris Valley Cemetery Smith Marion Auditors @ Housing	10 ~ PP16 Payday Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA TRS @ RDA & Perris Valley Cemetery Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	11 Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA TRS @ RDA & Perris Valley Cemetery Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	12 ~ CAC Bldg Closed 	13
14 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	15 Brown Armstrong @ Van Horn VTD @ First 5 Nigro and Nigro @ Parks TRS @ RDA & Perris Valley Cemetery Smith Marion Auditors @ Housing	16 Brown Armstrong @ Van Horn VTD @ First 5 TRS @ RDA & Perris Valley Cemetery Smith Marion Auditors @ Housing	17 Brown Armstrong @ Van Horn VTD @ First 5 Smith Marion Auditors @ Housing	18 ~ MAM Meeting @ 2 PM ALL vouchers since July 15th DELIVERED to the ACO with an invoice date of 6/30/11 or earlier and greater than \$5000 will be accrued back by the ACO to FY 2011's budget. Brown Armstrong @ Van Horn VTD @ First 5 Smith Marion Auditors @ Housing	19 ~ CAC Bldg Closed 	20
21 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	22 ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval Brown Armstrong @ CORAL VTD @ First 5	23 ~ Board Dark Brown Armstrong @ CORAL VTD @ First 5	24 ~ PP17 Payday Brown Armstrong @ CORAL VTD @ First 5	25 Last Day to Enter August Journals & Vouchers ACO to receive Final approved Schedule K & K-1 from CEO with Form 11's for Reserve for Encumbrance Brown Armstrong @ CORAL VTD @ First 5	26 ~ CAC Bldg Closed 	27
28 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	29 Open Period 3 @ BOD Brown Armstrong @ CORAL TRS @ Flood	30 ~ Board Dark Brown Armstrong @ CORAL TRS @ Flood	31 Open AR/BI Period 3 @ BOD August Journal & Voucher Supporting Documentation due to ACO Brown Armstrong @ CORAL TRS @ Flood	Email Questions to: acoyearend@co.riverside.ca.us		










September 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Email Questions to:</p> <p>acoyearend@co.riverside.ca.us</p>				<p>1</p> <p>Component Unit drafts due to ACO by EOD</p> <p>State Controllers Report data due to ACO by EOD (only for RCRMC, Waste & Airport)</p> <p>Brown Armstrong @ CORAL TRS @ Flood</p>	<p>2 ~ CAC Bldg Closed</p> 	<p>3</p> <p>June & Period 998 Prelim Reports Run Date</p>
4	<p>5</p> 	<p>6 ~ Board Dark</p> <p>TCR Cut-Off Date</p> <p>June & Period 998 Prelim Reports Release Date</p>	<p>7 ~ PP18 Payday</p>	8	<p>9 ~ CAC Bldg Closed</p> 	<p>10</p> <p>August Final Reports Run Date</p>
	<p>12</p> <p>August Final Reports Release Date</p> <p>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p>13</p> <p>BOS to adopt Final Budget, hear Reserve for Encumbrance & Year End Cleanup Form 11</p>	<p>14</p> <p>AGA Lunchtime Seminar begins @ 11:30 AM</p> <p>Location: TBD</p>	<p>15</p> <p>MAM Meeting @ 2 PM</p>	<p>16</p> 	<p>17</p> 
<p>18 ~ Air Force Bday</p> 	<p>19</p> <p>Brown Armstrong @ RCRMC</p> <p>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p>20</p> <p>Brown Armstrong @ RCRMC</p>	<p>21 ~ PP19 Payday</p> <p>Brown Armstrong @ RCRMC</p>	<p>22</p> <p>Open Period 4 by EOD</p> <p>Brown Armstrong @ RCRMC</p> <p>Last Day to Enter September Journals & Vouchers</p>	<p>23 ~ CAC Bldg Closed</p> 	24
25	<p>26</p> <p>Brown Armstrong to begin final audit fieldwork at ACO</p> <p>Brown Armstrong @ RCRMC & Waste</p>	<p>27</p> <p>Will not have 4/5th Vote</p> <p>Brown Armstrong @ ACO, RCRMC & Waste</p>	<p>28</p> <p>September Journal & Voucher Supporting Documentation due to ACO</p> <p>Brown Armstrong @ ACO, RCRMC & Waste</p>	<p>29</p> <p>Open AR/BI Period 4 by BOD</p> <p>Brown Armstrong @ ACO, RCRMC & Waste</p>	<p>30</p> <p>Open AR/BI Period 4 by BOD</p> <p>Brown Armstrong @ RCRMC & Waste</p>	


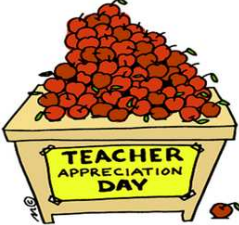



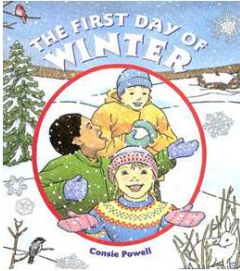

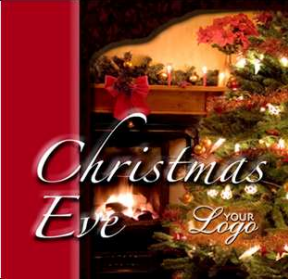

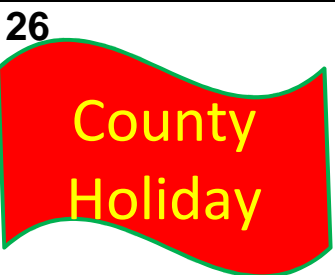


October 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes						1 September Prelim Reports Run Date
2	3 September Prelim Reports Release Date Brown Armstrong @ ACO	4 TCR Cut-Off Date Brown Armstrong @ ACO	5 ~ PP20 Payday Brown Armstrong @ ACO	6 Brown Armstrong @ ACO	7 ~ CAC Bldg Closed 	8 September Final Reports Run Date
9	 Happy Columbus Day	11 ~ Board Dark September Final Reports Release Date PP 20 Journal Posting Brown Armstrong @ ACO	12 Brown Armstrong @ ACO AGA All Day Seminar Location: TBD	13 ~ Navy Birthday 	14 ~ CAC Bldg Closed 	15  Happy Sweetest Day
16	17 ~ Brown Armstrong @ ACO  HAPPY BOSS DAY	18 State Controller Report due to the State	19 ~ PP21 Payday Brown Armstrong @ ACO	20 MAM Meeting @ 9 AM RMAP Meeting @ 8 AM Brown Armstrong @ ACO	21 ~ CAC Bldg Closed 	22
23	24 ~ PP 21 Journal Posting Last Day to Enter October Journals & Vouchers Brown Armstrong @ ACO Each Monday you should review your Outstanding	25 ~ Board Dark Open Period 5 Brown Armstrong @ ACO	26 Brown Armstrong @ ACO	27 Open AR/BI Period 5 by EOD October Journal & Voucher Supporting Documentation due to ACO Brown Armstrong @ ACO	28 ~ CAC Bldg Closed 	29
30	31 ~ Brown Armstrong @ ACO  Happy Halloween!	Acronyms: ACO: Auditor - Controller Office, AM: Asset Management, AP: Accounts Payable, AQIF, Air Quality Improvement Fund, BOD: Beginning of Day (8:00 AM), BOS: Board of Supervisors CAC: County Administration Center, CEO: County Executive Office, E/C: Exclusive Care, EOD: End of Day (5:00 PM), FY: Fiscal Year, Garn: Garnishments, IETSA: Inland Empire Tobacco Securitization Authority, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PDFA: Palm Desert Financing Authority, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RCRMC: Hospital, SWCFA: Southwest Community Financing Authority, TCR: Treasurer Cash Receipt, T/TC: Treasurer / Tax Collector W/C: Worker's Compensation, YE: Year End, ZBA: Zero-Balance				

November 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ~ Election Day Brown Armstrong @ ACO	2 ~ TCR Cut-Off Date PP22 Payday Brown Armstrong @ ACO	3 Brown Armstrong expected completion date of final fieldwork	4 ~ CAC Bldg Closed 	5 October Final Reports Run Date 
6 	7 ~ PP 22 Journal Posting October Final Reports Release Date	8 ~ Election Day 	9 Secured Property Tax Teeter Settlement Posting AGA Lunchtime Seminar begins @ 11:30 AM Location: TBD	10 ~ USMC Birthday 	 VETERANS DAY	12 ~ Accountant's Day 
13	14 MAM Meeting @ 2 PM	15	16 ~ PP23 Payday 	17	18 ~ CAC Bldg Closed 	19
20	21 ~ Open Period 6 PP 23 Journal Posting Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	22	23 		 BLACK FRIDAY	26
27	28 Last Day to Enter November Journals & Vouchers	29 ~ Board Dark	30 Open AR/BI Period 6 by BOD			Notes

December 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:				1 ~ PP 24 Payday Final Budget due to State Controller November Journal & Voucher Supporting Documentation due to ACO	2 ~ CAC Bldg Closed 	3
4	5 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	6 ~ TCR Cut-Off Date 	7	8	9 ~ CAC Bldg Closed 	10 November Final Reports Run Date
11	12 November Final Reports Release Date	13 ~ National Guard Bday 	14 ~ PP25 Payday AGA Lunchtime Seminar begins @ 11:30 AM Location: TBD	15 MAM Meeting @ 9 AM	16 ~ CAC Bldg Closed 	17
18	19 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	20 Will not have 4/5th Vote	21 	22 ~ Open Period 7 Last Day to Enter December Journals & Vouchers	23 ~ CAC Bldg Closed 	
	26 	27 ~ Board Dark	28 ~ PP26 Payday December Journal & Voucher Supporting Documentation due to ACO	29 ~ Open AR/BI Period 7 by BOD Comprehensive Annual Financial Report (CAFR) due to GFOA (Government Finance Officers Association) December Prelim Reports Run Date	30 ~ CAC Bldg Closed 	

January 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2 December Prelim Reports Release Date	3 ~ TCR Cut-Off Date	4	5	6 ~ County Bldgs Closed 	7 December Final Reports Run Date
8	9 December Final Reports Release Date	10	11 ~ PP1 Payday AGA Lunchtime Seminar begins @ 11:30 AM Location: TBD	12	13 ~ County Bldgs Closed 	14
15		17	18	19 Last Day to Enter January Journals & Vouchers	20 ~ County Bldgs Closed 	21
22	23 Open Period 8 @ BOD	24	25 ~ PP2 Payday January Journal & Voucher Supporting Documentation due to ACO	26	27 ~ County Bldgs Closed 	28
29	30 Open AR/BI Period 8 by BOD	31 Open AR/BI Period 8 by BOD	Notes			