



Prelim ~ April 2009 - ACO Year End Closing Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|--|--|----------|
|  | | | | | | |
| | | 1 | 2 | 3 Reqs for goods & Services over \$100K must be received by Purchasing Dept in order to go through bidding process (if necessary) | 4 March Final Reports Run Date | |
| 5 | 6 March Final Reports Release Date | 7 | 8 | 9 | 10 Contract request forms have to be returned to Purchasing. Bidding Procedures may apply. | 11 |
| 12  | 13 | 14 | 15 | 16 PO Cleanup Capital Assets Certification Packets Distributed | 17 | 18 |
| 19 | 20 External Auditors (VTD) On-Site at Hospital performing Interim Field Work | 21 External Auditors (VTD) On-Site at Hospital performing Interim Field Work | 22 External Auditors (VTD) On-Site at Hospital performing Interim Field Work | 23 Last Day to Enter April Journals & Vouchers External Auditors (VTD) On-Site at Hospital performing Interim Field Work | 24 Requisitions for goods or services between \$25,000 and \$100,000 not covered by an existing County contract must be received in Purchasing External Auditors (VTD) On-Site at Hospital performing Interim Field Work | 25 |
| 26 | 27 | 28 April Journal & Voucher Supporting Documentation due to ACO | 29 | 30 MAM Meeting @ 2PM | Email Questions to: acoyearend@co.riverside.ca.us | |





Prelim ~ May 2009 - ACO Year End Closing Schedule



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|---|---|---|--|
| <p>Acronyms: ACO: Auditor - Controller Office, AM: Asset Management, AP: Accounts Payable, CAC: County Administration Center, CEO: County Executive Office, E/C: Exclusive Care, EOD: End of Day (5:00 PM), FY: Fiscal Year, Garn: Garnishments, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RMC: Hospital, TCR: Treasurer Cash Receipt, T/TC: Treasurer / Tax Collector W/C: Worker's Compensation, YE: Year End, ZBA: Zero-Balance Account</p> | | | | | 1 | 2 |
| 3 | 4 | 5  | 6 | 7 | 8 | 9 April Final Reports Run Date |
| 10  | 11 April Final Reports Release Date Notifications to change "Regular Blanket PO's" roll over to new FY or stop "Roll over Blanket PO's" from rolling into new FY External Auditors (VTD) On-Site performing Interim Field Work | 12 External Auditors (VTD) On-Site performing Interim Field Work | 13 External Auditors (VTD) On-Site performing Interim Field Work | 14 External Auditors (VTD) On-Site performing Interim Field Work | 15 External Auditors (VTD) On-Site performing Interim Field Work Deadline to submit Capital Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 1 thru 9 | 16 - Armed Forces Day  |
| 17 | 18 Schedules for Periods 0-9 due to ACO: S-9 Deferred Revenue T-9 Due From Other Gov't (DFOG) V-9 Due to Other Gov't (DTOG) | 19 Year End Training at DPSS | 20 Year End Training at CAC | 21 Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surpluses or disposal to ACO for review & approval. | 22 Last Day to Enter May Journals & Vouchers All FY 2009 Req for goods & services outside dept authority due to Purchasing | 23 |
| 24 | 25  | 26~ Board Dark External Auditors (VTD) On-Site performing Interim Field Work | 27 External Auditors (VTD) On-Site performing Interim Field Work | 28 May Journal & Voucher Supporting Documentation due to ACO External Auditors (VTD) On-Site performing Interim Field Work | 29 Oasis to run Preliminary Encumbrances Report (RVPOA591) ISF Billing through April 30 should be posted on or before May 30 3rd Qtr Inter/Intra fund dept charges must be complete External Auditors (VTD) On-Site performing Interim Field Work | 30 |



Prelim ~ June 2009 - ACO Year End Closing Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|--|--|--|---|
| <p>Inventory Business Units must review Purchasing Calendar for items to do before starting physical inventories</p> | <p>1 External Auditors (VTD) On-Site at Waste performing Interim Field Work</p> | <p>2 External Auditors (VTD) On-Site at Waste performing Interim Field Work</p> | <p>3 External Auditors (VTD) On-Site at Waste performing Interim Field Work</p> | <p>4 External Auditors (VTD) On-Site at Waste performing Interim Field Work</p> | <p>5 Reminder to submit AP Signature List to ACO for FY 09/10 External Auditors (VTD) On-Site performing Interim Field Work</p> | <p>6 May Final Reports Run Date</p> |
| <p>7</p> | <p>8 May Final Reports Release Date</p> | <p>9</p> | <p>10</p> | <p>11</p> | <p>12</p> | <p>13</p> |
| <p>14 - Flag Day </p> | <p>15 First day to enter new year <u>REQ's</u> and <u>PO's</u> for all items except fixed assets that do not have Board Approval Central Mail, Printing Services & Supply Services Reqs initiated & completed will be billed to FY 07/08, any items after this will be billed to FY 09/10 DPARC (DPSS), Fire (FPARC) & MCARC begin Inventory Processes / Procedures</p> | <p>16 Roll over Blanket PO's are copied into the new FY 09/10</p> | <p>17 Request to change ROLL OVER BLANKET PO quantity or dollar amts may be submitted to Purchasing</p> | <p>18 MAM Meeting Receiving Finalization on PO's for Supply Services, Printing Services and Central Mail</p> | <p>19 All business units must complete inventory processing / adjustments by 12 Noon Last day to enter and budget check PO's for FY 08/09 <u>FY 07/08 Form 11 Estimated Revenue & Expense Changes due to ACO by EOD</u></p> | <p>20</p> |
| <p>21 </p> | <p>22 Any FY 08/09 Reqs not sourced to a Purchase Order will be canceled by departments. Departments will have to re-enter new reqs in FY 09/10 Last day to enter FY 08/09 receivers. These transactions can be paid / vouchered through July 18th and the transaction will be included in FY 08/09 reports.</p> | <p>23 Balances on PO's that have vouchers with different distribution types (i.e. PO by amount, and voucher by quantity or vice versa) or vouchers with different matching types (i.e. PO is 3-way match, voucher said no match) MUST be cancelled by County departments</p> | <p>24 PO's that rolled from previous fiscal years that have had no activity and PO's under \$1,000.00 that are more than 4 month old will not roll to the new year, FY 09/10.</p> | <p>25</p> | <p>26 <u>PeopleSoft Financials will come down at 4PM in order to begin the PO Rollover Process</u> Oasis to Run remaining Encumbrances Report (RVPOA591)</p> | <p>27 - 1st PO Rollover PO's for goods that do not have receipts entered will roll to the new FY 08/09. PO types: ELVPO, LVPA, Regular-G</p> |
| <p>2c</p> | <p>29 ISF Billings thru June 30th (estimates) due by EOD 4th Qtr Inter/Intra fund dept charges must be complete</p> | <p>30 Wire Transfers delivered to ACO by 9 AM Final Paycycle will be run for all invoices scheduled to pay by June 30th Last cash deposit must be received by T/TC by 3:00 pm Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV (Run out of FRP8 Environment) Last day to process stops, cancels or replacement & stale-dated warrants ISF Billings thru June 30th (estimates) due by EOD</p> | | <p>Email Questions to: acoyearend@co.riverside.ca.us</p> | | |

Prelim ~ July 2009 - ACO Year End Closing Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|---|---|---|---|
|  | | | 1 ~ Open Period FY 09/10 Signature List Due to the ACO before ANY warrants are released First day to enter receipts into PS for PO's that rolled over. All Treasurer Approved TCR to be completed by 5 PM | 2 PP 14 payroll journal posted as June 30th for FY 2009 | 3 |  |
| 5 | 6 1st June Prelim Reports Release Date | 7 ~ Board Dark Schedule K - Dept reports available on ACO Website | 8 | 9 Capital Asset Certification due to ACO | 10 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 | 11 2nd June Prelim Reports Run Date |
| 12 | 13 2nd June Prelim Reports Release Date | 14 Board Dark | 15 PP 15 - 100% posted to FY 08/09 No Split Payroll | 16 MAM Meeting Deposit Based Fee Billings will post 100% to FY 2009 | 17 ~ All Capital Asset Documentation due to ACO Year-end Schedules due to ACO by EOD except Schedule P (due August 8) <u>Schedule K & K1 must be submitted to CEO</u> Last day to enter FY 08/09 Vouchers (including Revolving Fund Reimbursement) and AP Voucher Interfaces (W/C, E/C, Garn., & Property Tax) <u>All voucher backup documentation due to ACO by EOD</u> Last day to enter vouchers against old FY 08/09 Purchase Orders for services rendered in FY 08/09 or goods that were received and entered into Peoplesoft prior to 06/23/2009 | 18 3rd June Prelim Reports Run Date |
| 19 | 20 ~ 3rd June Prelim Reports Release Date Last day to input & process Billings in the Billing Module Last Day for Dept to process interface journals Any FY 08/09 receiver not vouchered will be canceled in order to roll the PO to the new year. Departments will have to enter receivers into FY 08/09 after PO's have rolled (starting 07/28/09) Non-Roll over Blanket PO's will be canceled & remaining encumbrances returned to the old year FY 08/09 | 21 Board Dark | 22 Last day for Depts to edit check, budget check & post interface journals | 23 | 24 Last Day to Enter June (Period 12) Journals <u>All journal backup documentation due to ACO by EOD</u> All Dept YE Accruals & Journal Cleanup must be completed by EOD Last Day to Enter July Journals & Vouchers Collections due from Tax Collector to ACO | 25 ~ 2nd PO Rollover The balance of the FY 2009 (08/09) PO's for goods and services that have not been vouchered will roll to FY 2010 (09/10). <u>Note: Funding from FY 2009 does not roll to FY 2010.</u> |
| 26 National Parents Day | 27 Rolled PO's available for receipt or vouchering. Note: Funding from FY 2009 does not roll to FY 2010. Canceled FY 08/09 receivers can be re-entered as FY 08/09 receivers. Remaining FY 08/09 requisitions will be zeroed out and re-budget-checked in order to relieve pre-encumbrances. ACO to receive approved Schedule K & K-1 reports from CEO | 28 Board Dark | 29 July Journal & Voucher Supporting Documentation due to ACO | 30 ACO to run FY 08/09 1st AP accrual for invoices greater than \$5,000 paid in FY 09/10 Last day to submit request for FY 08/09 Cash Coverage and Shortages | 31 ACO to Close Period 12 Property Tax apportionment posted | Email Questions to: acoyearend@co.riverside.ca.us |



Prelim ~ August 2009 - ACO Year End Closing Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|---|--|--|-----------|---|--|---|--|
| Email Questions to: acoyearend@co.riverside.ca.us | | | | | | 1 FINAL June (Period 12) Reports Run Date | |
| 2 | 3 FINAL June (Period 12) Reports Release Date FY 08/09 Final Appropriation Transfers due to ACO by Noon | 4 Board Dark | 5 | 6 | 7 Schedule P due to ACO FY 08/09 Final Appropriation Transfers due to CEO by Noon | 8 July Final Run Date | |
| 9 | 10 July Final Reports Release Date | 11 Board Dark | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 Board Dark | 19 | 20 MAM Meeting | 21 | 22 | |
| 23 | 24 Last Day to Enter August Journals & Vouchers ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval | 25 Board Dark | 26 | 27 August Journal & Voucher Supporting Documentation due to ACO | 28 ACO to receive Final approved Schedule K & K- 1 from CEO with Form 11's for Reserve for Encumbrance ACO to run FY 2009 AP accrual for invoices greater than \$5,000 paid in FY 2010 | 29 June & Period 998 Prelim Reports Run Date | |
| 30 | 31 | Interesting Fact: Aug 1, 1969: The Birth of the Internet | | | | | |



Prelim ~ September 2009 - ACO Year End Closing Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------------|--|--|--|---|---|------------------------------------|
| Notes | | 1 | 2 June & Period 998 Prelim Reports Release Date | 3 | 4 | 5 August Final Reports Run Date |
| 6 | 7  Labor Day | 8 August Final Reports Release Date CEO to submit Reserve for Encumbrance Form 11 by Noon | 9 | 10 | 11 | 12 |
| 13 National Grandparents Day | 14 External Auditors (VTD) On-Site at Van Horn performing Audit Field Work | 15 External Auditors (VTD) On-Site at Van Horn performing Audit Field Work Board to hear Reserve for Encumbrance Form 11 | 16 External Auditors (VTD) On-Site at Van Horn performing Audit Field Work | 17 External Auditors (VTD) On-Site at Van Horn performing Audit Field Work | 18 External Auditors (VTD) On-Site at Van Horn performing Audit Field Work | 19 |
| 20 | 21 External Auditors (VTD) On-Site at AQMD performing Audit Field Work | 22 ~ Board Dark External Auditors (VTD) On-Site at AQMD performing Audit Field Work | 23 MAM Meeting Last Day to Enter August Journals & Vouchers External Auditors (VTD) On-Site at AQMD performing Audit Field Work | 24 External Auditors (VTD) On-Site at AQMD performing Audit Field Work | 25 External Auditors (VTD) On-Site at AQMD performing Audit Field Work | 26 |
| 27 | 28 August Journal & Voucher Supporting Documentation due to ACO External Auditors (VTD) On-Site at Waste performing Audit Field Work | 29 External Auditors (VTD) On-Site at Waste performing Audit Field Work | 30 September Prelim Reports Run Date | Email Questions to: acoyearend@co.riverside.ca.us | | |