




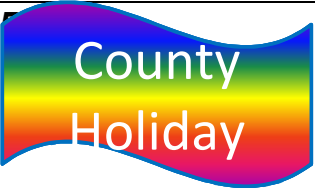



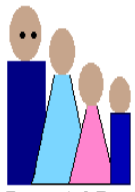





# July 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<p><b>1</b> - Open Period 1 FY 2011 Signature List Due to ACO before ANY warrants are released (Form AP-2) &amp; FY 2011 Authorized Signature List due to ACO (Form ADM-3)</p> <p>All Treasurer Approved TCR to be completed by 5 PM</p>	<p><b>2</b> ~ County Bldgs Closed</p> 	<p><b>3</b> 1st June Prelim Reports Run Date</p>
<p><b>4</b></p> 		<p><b>6</b> - Board Dark 1st June Prelim Reports Release Date</p>	<p><b>7</b> Schedule K - Dept reports available on ACO Website</p>	<p><b>8</b> MAM Meeting @ 9 AM RMAP Meeting @ 8 AM</p> <p>Capital Asset Certification due to ACO</p>	<p><b>9</b> ~ County Bldgs Closed</p> 	<p><b>10</b></p>
<p><b>11</b></p>	<p><b>12</b> Budget and Beilenson Hearings</p> <p>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</p>	<p><b>13</b> TRS @ First 5</p>	<p><b>14</b> ~ PP14 Payday</p> <p>PP14 journal posting &amp; accrued 100% back to FY 2010</p> <p>TRS @ First 5</p>	<p><b>15</b> All Capital Asset Documentation due to ACO</p> <p>ALL vouchers DELIVERED to the ACO with an invoice date of 6/30/10 or earlier will be accrued back by the ACO to FY 2010's budget.</p> <p>Year-end Schedules due to ACO by EOD except Schedules P &amp; W (due August 5th)</p> <p>Schedule K &amp; K1 must be submitted to CEO</p> <p>TRS @ First 5</p>	<p><b>16</b> ~ County Bldgs Closed</p> 	<p><b>17</b> 2nd June Prelim Reports Run Date</p>
<p><b>18</b></p>	<p><b>19</b> 2nd June Prelim Reports Release Date</p> <p>Last day to input &amp; process Billings in the Billing Module</p> <p>Last Day for Dept to process interface journals</p>	<p><b>20</b> ~ Board Dark</p> <p>Collections due from Tax Collector to ACO</p>	<p><b>21</b></p>	<p><b>22</b> Last day for Depts to edit check, budget check &amp; post interface journals</p> <p>Last Day to Enter June (Period 12) Journals</p> <p>Last day to enter "CASH" related journal entries</p> <p>All journal backup documentation due to ACO by EOD</p> <p>All Dept YE Accruals &amp; Journal Cleanup must be completed by EOD</p> <p>Last Day to Enter July Journals &amp; Vouchers</p> <p>AR &amp; Billing Module Closing for FY 2010</p>	<p><b>23</b> ~ County Bldgs Closed</p> 	<p><b>24</b> 3rd June Prelim Reports Run Date</p>
<p><b>25</b></p>  <p>Parents' Day</p>	<p><b>26</b> ~ Open Period 2 3rd June Prelim Reports Release Date</p> <p>ACO to receive approved Schedule K &amp; K-1 reports from CEO</p> <p>Smith Marion Auditors @ Housing</p>	<p><b>27</b> Smith Marion Auditors @ Housing</p>	<p><b>28</b> ~ PP15 Payday</p> <p>July Journal &amp; Voucher Supporting Documentation due to ACO</p> <p>Last day to submit request for FY 09/10 Cash Overage and Shortages</p> <p>Smith Marion Auditors @ Housing</p>	<p><b>29</b> ~ ACO to Close Period 12</p> <p>Open AR/BI Period 2 by BOD</p> <p>Deadline to submit Operating Lease supporting documentation for FY 2010</p> <p>Property Tax apportionment posted</p> <p>Smith Marion Auditors @ Housing</p>	<p><b>30</b> ~ County Bldgs Closed</p> 	<p><b>31</b> Final June (Period 12) Reports Run Date</p>









# August 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 	<b>2</b> FINAL June (Period 12) Reports Release Date  FY 2010 Final Appropriation Transfers due to ACO by Noon  TRS @ Parks	<b>3 ~ Board Dark</b>  TRS @ Parks	<b>4</b> TRS @ Parks	<b>5</b> Schedules P & W due to ACO  FY 2010 Final Appropriation Transfers due to CEO by Noon  TRS @ Parks	<b>6 ~ County Bldgs Closed</b>  	<b>7</b> July Final Reports Run Date
<b>8</b>	<b>9</b> July Final Reports Release Date  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports  Brown Armstrong @ PDF&A & SWCFA  TRS @ RDA and First 5	<b>10</b> BOS to adopt Final Budget  Special district Debt Service Tax Rates due to ACO - Property Tax  Brown Armstrong @ PDF&A & SWCFA	<b>11 ~ PP16 Payday</b>  Brown Armstrong @ PDF&A & SWCFA  TRS @ RDA and First 5	<b>12</b> Brown Armstrong @ PDF&A & SWCFA  TRS @ RDA and First 5	<b>13 ~ County Bldgs Closed</b>  	<b>14</b>
<b>15 ~ Nat'l Relaxation Day</b> 	<b>16</b> Brown Armstrong @ Inland Empire Tobacco Securitization Authority  TRS @ Flood	<b>17 ~ Board Dark</b> Brown Armstrong @ Inland Empire Tobacco Securitization Authority  TRS @ Flood	<b>18</b> Brown Armstrong @ Inland Empire Tobacco Securitization Authority  TRS @ Flood	<b>19</b> Brown Armstrong @ Inland Empire Tobacco Securitization Authority  ALL vouchers since July 15th DELIVERED to the ACO with an invoice date of 6/30/10 or earlier and greater than \$5000 will be accrued back by the ACO to FY 2010's budget.  TRS @ Flood	<b>20 ~ County Bldgs Closed</b>  	<b>21</b>
<b>22</b>	<b>23</b> Last Day to Enter August Journals & Vouchers  ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval  Brown Armstrong @ AQIF & Van Horn	<b>24 ~ Board Dark</b>  MAM Meeting @ 9 AM  Open Period 3  Brown Armstrong @ AQIF & Van Horn	<b>25 ~ PP17 Payday</b> Brown Armstrong @ AQIF & Van Horn	<b>26</b> Brown Armstrong @ AQIF & Van Horn  August Journal & Voucher Supporting Documentation due to ACO  ACO to receive Final approved Schedule K & K-1 from CEO with Form 11's for Reserve for Encumbrance	<b>27 ~ County Bldgs Closed</b>  	<b>28</b>
<b>29</b>	<b>30</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports  Brown Armstrong @ CORAL	<b>31</b> Open AR/BI Period 3 @ BOD  Brown Armstrong @ CORAL	 <p><b>Weather-lore, beliefs and sayings</b></p> <p>The hottest days of the year often fall in August.</p> <p>'Dry August and warm doth harvest no harm'.</p> <p>'If the first week of August be warm, the winter will be white and long.'</p>			











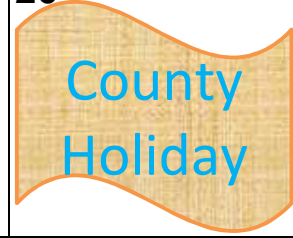
# September 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Email Questions to:</b></p> <p><b>acoyearend@co.riverside.ca.us</b></p>			<p><b>1</b> Brown Armstrong @ CORAL</p>	<p><b>2</b> Component Unit drafts due to ACO by EOD</p> <p>State Controllers Report data due to ACO by EOD (only for RCRMC, Waste &amp; Airport)</p> <p>Brown Armstrong @ CORAL</p>	<p><b>3</b> ~ County Bldgs Closed</p> 	<p><b>4</b> August Final Reports Run Date</p>
<p><b>5</b></p>	<p><b>6</b></p> 	<p><b>7</b> ~ Board Dark</p> <p>June &amp; Period 998 Prelim Reports Run Date</p> <p>August Final Reports Release Date</p>	<p><b>8</b> ~ PP18 Payday</p> <p>June &amp; Period 998 Prelim Reports Release Date</p>	<p><b>9</b></p>	<p><b>10</b> ~ County Bldgs Closed</p> 	<p><b>11</b> ~ Patriot Day</p> 
<p><b>12</b></p> 	<p><b>13</b></p> <p>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>14</b></p>	<p><b>15</b></p>	<p><b>16</b></p>	<p><b>17</b></p> 	<p><b>18</b></p> 
<p><b>19</b></p>	<p><b>20</b> Brown Armstrong @ RCRMC</p> <p>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>21</b> ~ Board Dark</p> <p>CEO to submit Reserve for Encumbrance Form 11 by Noon</p> <p>Brown Armstrong @ RCRMC</p>	<p><b>22</b> ~ PP19 Payday</p> <p>Brown Armstrong @ RCRMC</p>	<p><b>23</b> ~ Open Period 4</p> <p>Brown Armstrong @ RCRMC</p> <p>Last Day to Enter September Journals &amp; Vouchers</p>	<p><b>24</b> ~ County Bldgs Closed</p> 	<p><b>25</b></p>
<p><b>26</b></p>	<p><b>27</b></p> <p>Brown Armstrong to begin final audit fieldwork at ACO</p>	<p><b>28</b></p> <p>Board to hear Reserve for Encumbrance Form 11</p>	<p><b>29</b></p> <p>MAM Meeting @ 2 PM</p> <p>September Journal &amp; Voucher Supporting Documentation due to ACO</p>	<p><b>30</b></p> <p>Open AR/BI Period 4 by BOD</p> <p>September Prelim Reports Run Date</p>		


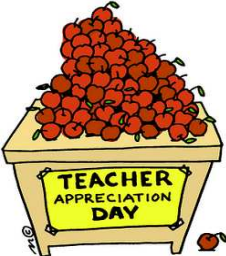


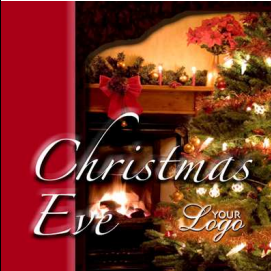


# October 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes					1	2
3	4 September Prelim Reports Release Date	5	6 ~ PP20 Payday	7	8 ~ County Bldgs Closed 	9 September Final Reports Run Date
10	 Happy Columbus Day	12 ~ Board Dark September Final Reports Release Date  PP 20 Journal Posting	13	14	15 ~ County Bldgs Closed 	16  National Bosses Day
17 	18 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	19 State Controller Report due to the State	20 ~ PP21 Payday	21	22 ~ County Bldgs Closed 	23
24  Happy Halloween!	25 ~ PP 21 Journal Posting Last Day to Enter October Journals & Vouchers  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	26 ~ Board Dark  Open Period 5	27  MAM Meeting @ 9 AM RMAP Meeting @ 8 AM	28 Open AR/BI Period 5 by EOD  October Journal & Voucher Supporting Documentation due to ACO	29 ~ County Bldgs Closed 	30
						Notes







# November 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>2 ~ Election Day</b> 	<b>3 ~ PP22 Payday</b>	<b>4</b>	<b>5 ~ County Bldgs Closed</b> 	<b>6</b> October Final Reports Run Date
<b>7</b> 	<b>8 ~ PP 22 Journal Posting October Final Reports Release Date</b>  MAM Meeting @ 2 PM	<b>9</b>	<b>10</b>  Secured Property Tax Teeter Settlement Posting	 VETERANS DAY	<b>12 ~ County Bldgs Closed</b> 	<b>13 ~ Accountant's Day</b> 
<b>14</b>	<b>15</b> 	<b>16 ~ Board Dark</b>	<b>17 ~ PP23 Payday</b>  	<b>18</b> Last Day to Enter November Journals & Vouchers  Brown Armstrong expected completion date of final fieldwork	<b>19 ~ County Bldgs Closed</b> 	<b>20</b>
<b>21</b>	<b>22 ~ Open Period 6 PP 23 Journal Posting</b>  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>23 ~ Board Dark</b>	<b>24</b> November Journal & Voucher Supporting Documentation due to ACO		<b>26</b> 	<b>27</b>
<b>28</b>	<b>29</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>30</b> Open AR/BI Period 6 by BOD	<b>Notes</b>			

# December 2010 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b>			<b>1</b> ~ PP 24 Payday  Final Budget due to State Controller	<b>2</b> MAM Meeting @ 2 PM	<b>3</b> ~ County Bldgs Closed 	<b>4</b> November Final Reports Run Date
<b>5</b>	<b>6</b> November Final Reports Release Date	<b>7</b> 	<b>8</b>	<b>9</b>	<b>10</b> ~ County Bldgs Closed 	<b>11</b>
<b>12</b>	<b>13</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>14</b>	<b>15</b> ~ PP25 Payday	<b>16</b>	<b>17</b> ~ County Bldgs Closed 	<b>18</b>
<b>19</b>	<b>20</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>21</b> ~ Board Dark	<b>22</b>	<b>23</b> Last Day to Enter December Journals & Vouchers		<b>25</b> 
<b>26</b>	<b>27</b> ~ Open Period 7  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>28</b> ~ Board Dark	<b>29</b> ~ PP26 Payday  December Journal & Voucher Supporting Documentation due to ACO	<b>30</b> ~ Open AR/BI Period 7 by BOD Comprehensive Annual Financial Report (CAFR) due to GFOA (Government Finance Officers Association)  December Prelim Reports Run Date		

# January 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Notes:							
2	3 December Prelim Reports Release Date	4	5	6	7 ~ County Bldgs Closed 	8 December Final Reports Run Date	
9	10 December Final Reports Release Date	11	12 ~ PP1 Payday	13	14 ~ County Bldgs Closed 	15	
16		18	19	20 Last Day to Enter January Journals & Vouchers	21 ~ County Bldgs Closed 	22	
23	24 Open Period 8 @ BOD	25	26 ~ PP2 Payday January Journal & Voucher Supporting Documentation due to ACO	27	28 ~ County Bldgs Closed 	29	
30	31 Open AR/BI Period 8 by BOD					Notes	