




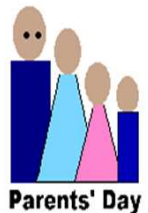




# July 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <b>3</b>	 <b>Happy New Year!</b>		 <b>Happy New Year!</b>	<b>FY 2012 Signature List Due to ACO before ANY warrants are released (Form AP-2) &amp; FY 2012 Authorized Signature List due to ACO (Form ADM-3)</b>	<b>1 ~ Oasis to Open Period 1</b> LAFCO Billing must be mailed out by EOD	<b>2</b> 1st June Prelim Reports Run Date
<b>10</b>	<b>11</b> 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	<b>5 ~ Board Dark</b> 1st June Prelim Reports Release Date	<b>6 ~ TCR Cut-Off Date</b> Schedule K - Dept reports available on ACO Website  All Treasurer Approved TCR to be completed by 5 PM	<b>7</b> Capital Asset Certification due to ACO	<b>8 ~ CAC Bldg Closed</b> 	<b>9</b>
<b>17</b>	<b>18</b> 2nd June Prelim Reports Release Date  Last day to input & process Billings in the Billing Module  Last Day for Dept to process interface journals	<b>12</b>	<b>13 ~ PP14 Payday</b>	<b>14</b> 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	<b>15 ~ CAC Bldg Closed</b> 	<b>16</b> 2nd June Prelim Reports Run Date
<b>24</b>  <b>Parents' Day</b>	<b>25 ~ Open Period 2</b> 3rd June Prelim Reports Release Date  ACO to receive approved Schedule K & K-1 reports from CEO	<b>19 ~ Board Dark</b>  Collections due from Tax Collector to ACO	<b>20</b>	<b>21 ~ MAM Meeting @ 2 PM</b> 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	<b>22 ~ CAC Bldg Closed</b> 	<b>23</b> 3rd June Prelim Reports Run Date
<b>31</b>	<b>26</b>	<b>27 ~ PP15 Payday</b> 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	<b>28 ~ ACO to Close Period 12</b>  Open AR/BI Period 2 by BOD  Deadline to submit Operating Lease supporting documentation for FY 2011  Property Tax apportionment posted	<b>29 ~ CAC Bldg Closed</b> 	<b>30</b> Final June (Period 12) Reports Run Date	








# August 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> 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	<b>2 ~ Board Dark</b>  TCR Cut-Off Date  Nigro and Nigro @ Parks  Smith Marion Auditors @ Housing	<b>3</b> Nigro and Nigro @ Parks  Smith Marion Auditors @ Housing	<b>4</b> Schedules P & W due to ACO  FY 2011 Final Appropriation Transfers due to CEO by Noon  Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	<b>5 ~ CAC Bldg Closed</b> 	<b>6 ~ July Final Reports Run Date</b> 
<b>7</b> 	<b>8</b> July Final Reports Release Date  Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA  Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	<b>9 ~ Board Dark</b> 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	<b>10 ~ PP16 Payday</b> Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA  TRS @ RDA & Perris Valley Cemetery  Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	<b>11</b> Brown Armstrong @ AQIF, IETSA, PDF&A & SWCFA  TRS @ RDA & Perris Valley Cemetery  Nigro and Nigro @ Parks Smith Marion Auditors @ Housing	<b>12 ~ CAC Bldg Closed</b> 	<b>13</b>
<b>14</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>15</b> Brown Armstrong @ Van Horn  VTD @ First 5  Nigro and Nigro @ Parks TRS @ RDA & Perris Valley Cemetery Smith Marion Auditors @ Housing	<b>16</b> Brown Armstrong @ Van Horn  VTD @ First 5  TRS @ RDA & Perris Valley Cemetery Smith Marion Auditors @ Housing	<b>17</b> Brown Armstrong @ Van Horn  VTD @ First 5  Smith Marion Auditors @ Housing	<b>18 ~ MAM Meeting @ 2 PM</b> 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	<b>19 ~ CAC Bldg Closed</b> 	<b>20</b>
<b>21</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>22</b> ACO to provide CEO with dept summary of Schedule K & K-1 for Final Approval  Brown Armstrong @ CORAL  VTD @ First 5	<b>23 ~ Board Dark</b> Brown Armstrong @ CORAL  VTD @ First 5	<b>24 ~ PP17 Payday</b> Brown Armstrong @ CORAL  VTD @ First 5	<b>25</b> 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	<b>26 ~ CAC Bldg Closed</b> 	<b>27</b>
<b>28</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>29</b> Open Period 3 @ BOD  Brown Armstrong @ CORAL  TRS @ Flood	<b>30 ~ Board Dark</b> Brown Armstrong @ CORAL  TRS @ Flood	<b>31</b> Open AR/BI Period 3 @ BOD  August Journal & Voucher Supporting Documentation due to ACO  Brown Armstrong @ CORAL TRS @ Flood	<b>Email Questions to:</b> <a href="mailto:acoyearend@co.riverside.ca.us">acoyearend@co.riverside.ca.us</a>		












# September 2011 - ACO Accounting Calendar

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


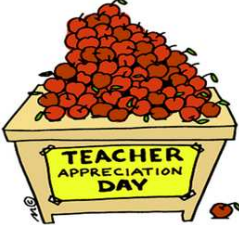



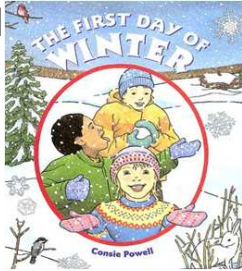

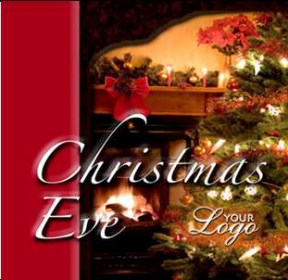

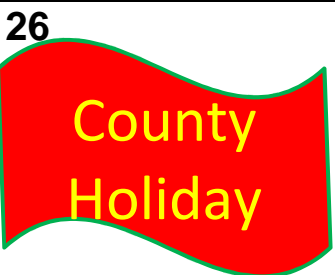


# October 2011 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes</b>						<b>1</b> September Prelim Reports Run Date
<b>2</b>	<b>3</b> September Prelim Reports Release Date  Brown Armstrong @ ACO	<b>4</b> TCR Cut-Off Date  Brown Armstrong @ ACO	<b>5 ~ PP20 Payday</b>  Brown Armstrong @ ACO	<b>6</b>  Brown Armstrong @ ACO	<b>7 ~ CAC Bldg Closed</b> 	<b>8</b> September Final Reports Run Date
<b>9</b>	 <b>Happy Columbus Day</b>	<b>11 ~ Board Dark</b> September Final Reports Release Date  PP 20 Journal Posting  Brown Armstrong @ ACO	<b>12</b> Brown Armstrong @ ACO  AGA All Day Seminar Location: TBD	<b>13 ~ Navy Birthday</b> 	<b>14 ~ CAC Bldg Closed</b> 	<b>15</b>  <b>Happy Sweetest Day</b>
<b>16</b>	<b>17 ~ Brown Armstrong @ ACO</b>  <b>HAPPY BOSS DAY</b>	<b>18</b> State Controller Report due to the State	<b>19 ~ PP21 Payday</b> Brown Armstrong @ ACO	<b>20</b> MAM Meeting @ 9 AM RMAP Meeting @ 8 AM  Brown Armstrong @ ACO	<b>21 ~ CAC Bldg Closed</b> 	<b>22</b>
<b>23</b>	<b>24 ~ PP 21 Journal Posting</b> Last Day to Enter October Journals & Vouchers  Brown Armstrong @ ACO  Each Monday you should review your Outstanding	<b>25 ~ Board Dark</b> Open Period 5  Brown Armstrong @ ACO	<b>26</b> Brown Armstrong @ ACO	<b>27</b> Open AR/BI Period 5 by EOD  October Journal & Voucher Supporting Documentation due to ACO  Brown Armstrong @ ACO	<b>28 ~ CAC Bldg Closed</b> 	<b>29</b>
<b>30</b>	<b>31 ~ Brown Armstrong @ ACO</b>  <b>Happy Halloween!</b>	<b>Acronyms:</b> 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
		<b>1</b> ~ Election Day  Brown Armstrong @ ACO	<b>2</b> ~ TCR Cut-Off Date  PP22 Payday  Brown Armstrong @ ACO	<b>3</b> Brown Armstrong expected completion date of final fieldwork	<b>4</b> ~ CAC Bldg Closed  	<b>5</b> October Final Reports Run Date  
<b>6</b>  	<b>7</b> ~ PP 22 Journal Posting October Final Reports Release Date	<b>8</b> ~ Election Day  	<b>9</b> Secured Property Tax Teeter Settlement Posting  AGA Luncheon Seminar begins @ 11:30 AM Location: TBD	<b>10</b> ~ USMC Birthday  	 VETERANS DAY	<b>12</b> ~ Accountant's Day  
<b>13</b>	<b>14</b>  MAM Meeting @ 2 PM	<b>15</b>	<b>16</b> ~ PP23 Payday  	<b>17</b>	<b>18</b> ~ CAC Bldg Closed  	<b>19</b>
<b>20</b>	<b>21</b> ~ Open Period 6 PP 23 Journal Posting  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>22</b>	<b>23</b>  			<b>26</b>
<b>27</b>	<b>28</b>  Last Day to Enter November Journals & Vouchers	<b>29</b> ~ Board Dark	<b>30</b>  Open AR/BI Period 6 by BOD			<b>Notes</b>

# December 2011 - ACO Accounting Calendar

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

# January 2012 - ACO Accounting Calendar

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