

























# January 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 		<b>3</b> ~ Board Dark TCR Cut-Off Date  December Prelim Reports Release Date	<b>4</b>	<b>5</b>	<b>6</b> ~ CAC Bldg Closed  	<b>7</b> December Final Reports Run Date
<b>8</b>	<b>9</b> SH2 Distribution  December Final Reports Release Date	<b>10</b> SH2 Distribution	<b>11</b> ~ PP1 Payday SH2 Distribution  AGA Lunchtime Seminar begins @ 11:30 AM Location: San Bernardino Hilton	<b>12</b> SH2 Distribution  Vehicle Logs due to ACO Payroll	<b>13</b> ~ CAC Bldg Closed  	<b>14</b>
		<b>17</b> ~ Board Dark	<b>18</b>	<b>19</b> Debt Advisory Committee Meeting	<b>20</b> ~ CAC Bldg Closed  	<b>21</b>
<b>22</b> 	<b>23</b> ~ Chinese New Year Last Day to Enter January Journals & Vouchers  SS1, CS1, S06, Y06, S12, Y12 Distribution	<b>24</b> Open Period 8 @ BOD  SS1, CS1, S06, Y06, S12, Y12 Distribution	<b>25</b> ~ PP2 Payday SS1, CS1, S06, Y06, S12, Y12 Distribution	<b>26</b> January Journal & Voucher Supporting Documentation due to ACO  SS1, CS1, S06, Y06, S12, Y12 Distribution	<b>27</b> ~ CAC Bldg Closed  	<b>28</b>
<b>29</b>	<b>30</b> Official FY 12/13 Budget Kickoff Meeting #1 CAC Boardroom 3 to 5 pm	<b>31</b> Open AR/BI Period 8 by BOD  Internal Service Rates Approved by the BOS Budget Guidelines approved by the BOS	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), EMMA: Electronic Municipal Market Access, FY: Fiscal Year, Garn: Garnishments, IETSA: Inland Empire Tobacco Securitization Authority, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PDFFA: Palm Desert Financing Authority, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RCRMC: Hospital, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account			










# February 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Property Tax Distribution Codes: <b>SA1</b> : Secured Advance 1, <b>SS1</b> : Secured Settlement 1 & Redevelopment Collection 1, <b>SA2</b> : Secured Advance 2, <b>SS2</b> : Secured Settlement 2 & Redevelopment Collection 2, <b>SS3</b> : Secured Settlement 3, <b>SS4</b> : Teeter Settlement, <b>CS1</b> : State Board of Equalization (SBE) Collection 1, <b>CS2</b> : SBE Collection 2, <b>CS3</b> : SBE Collection 3 & Redevelopment Collection 3, <b>UC1</b> : Unsecured Collection 1, <b>UC2</b> : Unsecured Collection 2, <b>UC3</b> : Unsecured Collection 3, <b>SP1</b> : Secured Prior Year (SPY) Collection 1 - Tax, <b>SPA</b> : SPY Collection 1 - Penalty, <b>SP2</b> : SPY Collection 2 - Tax, <b>SPB</b> : SPY Collection 2 - Penalty, <b>PYU</b> : Unsecured Prior Year, <b>SH1</b> : Homeowner's 15%, <b>SH2</b> : Homeowner's 35%, <b>SH3</b> : Homeowner's 35%, <b>SH4</b> : Homeowner's 15%, <b>HO6</b> : HOX Supplemental, <b>S07-S06</b> : Supplemental Taxes -AB 2345 Current , <b>Y07-Y06</b> : Supplemental Taxes - AB 2345 Prior - Tax , <b>Z07-Z06</b> : Supplemental Taxes - AB 2345 Prior - Penalty			<b>1</b> TCR Cut-Off Date	<b>2</b> ~ Groundhog Day Official FY 12/13 Budget Kickoff Meeting #2 CAC Boardroom 9 to 11 am Base go-live system available for Budget Entry	<b>3</b> ~ CAC Bldg Closed 	<b>4</b> January Reports Final Run Date
	<b>6</b> January Final Reports Release Date	<b>7</b> Mid-Year Budget Report presented to BOS  BOS Proclamation: February as American Heart Month - Wear Red Day	<b>8</b> ~ PP3 Payday AGA Lunchtime Seminar begins @ 11:30 AM Location: Mexi-Cali Restaurant in Riverside	<b>9</b> 2nd Qtr Cashflow posted to EMMA	<b>10</b> ~ CAC Bldg Closed 	<b>11</b>
<b>12</b> ~ Abe Lincoln's Birthday 	<b>13</b> 	<b>14</b> ~ Board Dark  Vehicle Logs due to ACO Payroll	<b>15</b> SB90 Mandate Reimbursements	<b>16</b> Debt Advisory Committee Meeting	<b>17</b> ~ CAC Bldg Closed 	<b>18</b>
<b>19</b>	<b>20</b> ~ Washington's Birthday 	<b>21</b> ~ Board Dark  SP1 & SPA Distribution	<b>22</b> ~ PP4 Payday SP1 & SPA Distribution  Ash Wednesday Lent Begins 	<b>23</b> 2nd Quarter CIP Schedule Q due to ACO  SP1 & SPA Distribution	<b>24</b> ~ CAC Bldg Closed 	<b>25</b>
 	<b>27</b> Last Day to Enter February Journals & Vouchers	<b>28</b> Open Period 9 at BOD	<b>29</b> Open AR/BI Period 9 by BOD  	<b>Mardi Gras, also known as Fat Tuesday (Mardi Gras is French for "Fat Tuesday") or Shrove Tuesday, is the last day of feasting before Lent begins on Ash Wednesday.</b>		

# March 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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), EMMA: Electronic Municipal Market Access, FY: Fiscal Year, Garn: Garnishments, IETSA: Inland Empire Tobacco Securitization Authority, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PDFFA: Palm Desert Financing Authority, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RCRMC: Hospital, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account				<b>1</b> February Journal & Voucher Supporting Documentation due to ACO	<b>2</b> ~ CAC Bldg Closed 	<b>3</b> 
<b>4</b>	<b>5</b>	<b>6</b> ~ Board Dark	<b>7</b> ~ PP5 Payday TCR Cut-Off Date  RMAP Meeting 1 to 2 pm	<b>8</b>	<b>9</b> ~ CAC Bldg Closed 	<b>10</b> February Reports Final Run Date
	<b>12</b> MAM Meeting - 2 to 4 pm  February Final Reports Release Date  Vehicle Logs due to ACO  Payroll	<b>13</b> BOS Proclamation - Social Worker Appreciation Month	<b>14</b> FY 2013 Department Budgets due to Executive Office  AGA Lunchtime Seminar begins @ 11:30 AM Location: San Bernardino Hilton	<b>15</b> Debt Advisory Committee Meeting	<b>16</b> ~ CAC Bldg Closed 	<b>17</b> 
<b>18</b>	<b>19</b> Pre-Board Budget Meetings	<b>20</b> Pre-Board Budget Meetings 	<b>21</b> ~ PP6 Payday Pre-Board Budget Meetings	<b>22</b> Pre-Board Budget Meetings	<b>23</b> ~ CAC Bldg Closed 	<b>24</b>
<b>25</b>	<b>26</b> Last Day to Enter March Journals & Vouchers	<b>27</b> ~ Open Period 10 at BOD Budget Workshops 	<b>28</b> Budget Workshops 	<b>29</b> ~ Budget Workshops Open AR/BI Period 10 at BOD  March Journal & Voucher Supporting Documentation due to ACO  Single Audit reporting to Federal Clearing House & SCO	<b>30</b> ~ CAC Bldg Closed 	<b>31</b> March Prelim Reports Run Date







# April 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 	<b>2</b> March Prelim Reports Release Date	<b>3</b> ~ Board Dark	<b>4</b> ~ PP7 Payday TCR Cut-Off Date	<b>5</b> Requisitions for goods or services over \$100,000 not covered by an existing County contract must be received at Purchasing.		<b>7</b> March Final Reports Run Date
	<b>9</b> SA2 Distribution  March Final Reports Release Date  3rd Quarter Reports due from Departments to Executive Office	<b>10</b> SA2 Distribution  BOS Proclamation - Child Abuse Prevention Month	<b>11</b> SA2 Distribution  AGA All-Day Seminar at Riverside Marriott	<b>12</b> SA2 Distribution  Contract request forms have to be returned to Purchasing. Bidding Procedures may apply.  Vehicle Logs due to ACO Payroll	<b>13</b> ~ CAC Bldg Closed 	<b>14</b>
<b>15</b>	<b>16</b> ~ Tax Day Departmental Budget Workshops		<b>18</b> ~ PP8 Payday	<b>19</b> Debt Advisory Committee Meeting  Requisitions for goods or services between \$25,000 and \$100,000 not covered by an existing County contract must be received in Purchasing	<b>20</b> ~ CAC Bldg Closed 	<b>21</b>
	<b>23</b> Last Day to Enter April Journals & Vouchers	<b>24</b> Open Period 11 by BOD	<b>25</b> ~ Admin Professionals Day 	<b>26</b> April Journal & Voucher Supporting Documentation due to ACO	<b>27</b> ~ CAC Bldg Closed <small>Desivalley.com</small> 	<b>28</b>
<b>29</b>	<b>30</b> Open AR/BI Period 11 by BOD	<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), EMMA: Electronic Municipal Market Access, 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, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account				







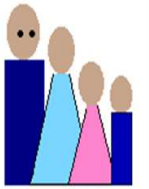

# May 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Reminders:</b> Begin Clean up of Credit Vouchers  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports		<b>1</b> 3rd Quarter Budget Report & Economist Presentation to the BOS BOS Proclamation - Foster Care Awareness & Elder Abuse Prevention Month  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO	<b>2 ~ PP9 Payday</b> TCR Cut-Off Date  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO	<b>3</b> Brown Armstrong to perform Interim Fieldwork / Testing at the ACO	<b>4 ~ CAC Bldg Closed</b> 	<b>5</b> April Final Reports Run Date 
<b>6</b>	<b>7</b> April Final Reports Release Date  Brown Armstrong to perform Interim Fieldwork / Testing at ACO	<b>8</b> Brown Armstrong to perform Interim Fieldwork / Testing at ACO	<b>9</b> Brown Armstrong to perform Interim Fieldwork / Testing at ACO  AGA Lunchtime Seminar begins @ 11:30 AM Location: San Bernardino Hilton	<b>10 ~ 3rd Quarter Cashflow posted to EMMA</b> Schedules for Periods 0-9 due to ACO: S-9 Deferred Revenue, T-9 Due From Other Gov't (DFOG) and V-9 Due to Other Gov't (DFOG)  3rd Qtr Realignment report due to ACO 3rd Quarter CIP Schedule Q due to ACO  Brown Armstrong to perform Interim Fieldwork / Testing at ACO  Notifications to change "Regular Blanket PO's" roll over to new FY or stop "Roll over Blanket PO's" from rolling into new FY	<b>11 ~ CAC Bldg Closed</b> 	<b>12</b>
<b>13</b> 	<b>14 ~ SH3 Distribution</b> 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  Vehicle Logs due to ACO Payroll  Brown Armstrong to perform Interim Fieldwork / Testing at RCRMC  TRS @ Parks	<b>15 ~ SH3 Distribution</b> Brown Armstrong to perform Interim Fieldwork / Testing at RCRMC  TRS @ Parks	<b>16 ~ PP10 Payday</b> SH3 Distribution  Brown Armstrong to perform Interim Fieldwork / Testing at RCRMC  TRS @ Parks	<b>17 ~ SH3 Distribution</b> Debt Advisory Committee Meeting  Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surpluses or disposal to ACO for review & approval.  All FY 2012 Req for goods & services outside dept authority due to Purchasing  Brown Armstrong to perform Interim Fieldwork / Testing at RCRMC  TRS @ Parks	<b>18 ~ CAC Bldg Closed</b> 	<b>19</b> 
<b>20</b>	<b>21</b> SS2 & CS2 Distribution  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO  Smith Marion Auditors @ Housing  TRS @ Flood	<b>22 ~ Open Period 12</b> SS2 & CS2 Distribution  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO  Smith Marion Auditors @ Housing  TRS @ Flood	<b>23</b> SS2 & CS2 Distribution  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO  Smith Marion Auditors @ Housing  TRS @ Flood	<b>24 ~ SS2 &amp; CS2 Distribution</b> Last Day to Enter May Journals & Vouchers Open Period 12 by EOD  ISF Billing through April 30 should be posted on or before May 30  3rd Qtr Inter/Intra fund dept charges must be complete  Brown Armstrong to perform Interim Fieldwork / Testing at the ACO Smith Marion Auditors @ Housing TRS @ Flood	<b>25 ~ CAC Bldg Closed</b> 	<b>26</b>
<b>27</b> 	<b>28</b> 	<b>29 ~ Board Dark</b>	<b>30 ~ PP11 Payday</b> Free Pay Period	<b>31 ~ Board Dark</b> Open AR/BI Period 12 by BOD  May Journal & Voucher Supporting Documentation due to ACO  Last day to do replenishments and inventory Reqs	<b>Email Questions to:</b> <a href="mailto:acoyearend@co.riverside.ca.us">acoyearend@co.riverside.ca.us</a>	






# June 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Reminders: <a href="mailto:acoyearend@co.riverside.ca.us">Email Questions to: acoyearend@co.riverside.ca.us</a></b> <b>Inventory Business Units must review Purchasing Calendar for items to do before starting physical inventories</b> <b>Reminder: You must Submit AP Signature List to ACO for FY 2013</b>					<b>1 ~ CAC Bldg Closed</b> 	
<b>3</b>	<b>4</b> Annual Space Occupancy Certification due to EDA/FM	<b>5 ~ CA State Elections</b>	<b>6 ~ TCR Cut-Off Date</b>	<b>7</b> Recommended budget available for department pick-up at the Executive Office	<b>8 ~ CAC Bldg Closed</b> 	<b>9</b> May Final Reports Run Date
<b>10</b>	<b>11 ~ May Final Reports</b> Release Date BOS to Adopt the Recommended Budget SH4 Distribution VTD @ First 5	<b>12 ~ Army Birthday</b> Board Adopts Recommended Budget - Budget Hearings Begin  Vehicle Logs due to ACO Payroll  SH4 Distribution VTD @ First 5	<b>13 ~ PP12 Payday and VTD @ First 5</b> <u>ACO to open PO Module for FY 12 - Period 1 &amp; GL Module for ACTUALS - Trans Type POR &amp; REQ</u>  SH4 Distribution  First day to enter new year REQ's and PO's for all items except fixed assets that do not have Board Approval (Contingent upon having FY 2013 Proposed budget loaded)	<b>14</b> Inventory Business Units Only: Last day to enter Inventory Receivers  Roll over Blanket PO's are copied into the new FY 2013  SH4 Distribution VTD @ First 5	<b>15 ~ CAC Bldg Closed</b> Central Mail charges (including postage) through June 15th will be billed to FY 2012, any items after this will be billed to FY 2013	<b>16</b>
<b>17</b> Happy  Father's Day 	<b>18 ~ HO6 Distribution</b> PP12 Journal Posting  FY 2012 Form 11 Estimated Revenue & Expense Changes due to ACO by EOD  Special District budgets due to ACO  Request to change ROLL OVER BLANKET PO quantity or dollar amts may be submitted to Purchasing  DPSS (DPARC), Fire (FPARC), RCRMC (MCARC), and EDA/FM (FMARC) begin Inventory Processes / Procedures	<b>19 ~ HO6 Distribution</b>  <b>Fact of the Day: 1978 - The Garfield comic strip launches.</b>	<b>20 ~ ~ HO6 Distribution</b> MAM and Year End Review at CAC - 2 PM to 4:30 PM  Last day to process overnight pmts for FY 2012  Last day to process stops, cancels, or replacement & stale dated warrants  	<b>21 ~ HO6 Distribution</b> Debt Advisory Committee Meeting  Supply Services Requisitions or online orders for FY 2012 must be received by the EOD  Last day to submit AP vouchers & supporting documentation for FY 2012 to ACO by EOD  Last day to enter, budget check PO's for FY 2012  Any FY 2012 Reqs not sourced to a PO will be canceled by depts. Depts will have to re-enter new reqs in FY 2013  Last day to enter FY 2012 receivers. These transactions will also have to be vouchered/paid by EOD. If you want PO to roll into new FY make sure all receivers are deleted.	<b>22</b> 	<b>23</b>
<b>24</b>	<b>25 ~ Process Garnishments</b> 4th Qtr Inter/Intra fund dept charges must be complete  ISF Billings thru June 30th (estimates) due by EOD  ACO will delete any FY 2012 vouchers not received at ACO by EOD  Last day to Interface voucher files to ACO  All INVENTORY business units must complete inventory processing / adjustments by 3PM	<b>26</b> Printing Services and Supply Services Orders completed and delivered through Tuesday, June 26th will be billed fiscal year 2012. Any shipments or orders completed after this date will be billed to fiscal year 2013	<b>27 ~ PP13 Payday</b>  <b>Fact of the Day: 1967 - World's first ATM installed in London.</b>	<b>28</b> AP Module Closing for FY 2012  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 <b>1:00 pm</b>  Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV (Run out of FRP8 Environment)  Only PeopleSoft Financials Production (FPD8) will be unavailable to the users after 5PM and will be back up by 5PM on Friday, June 29th	<b>29 ~ PO Rollover</b> Oasis to Run Reserve for Encumbrances Report  PO's that rolled from previous fiscal years that have had no activity and PO's under \$1,000 that are more than 4 month old will not roll to the new year, FY 2013  PO's for goods that do not have receipts issued against and PO's for services that have no vouchers against them will roll to the FY 2013  Partially received PO's and partially vouchered PO's will not roll into the new FY. They have to be reconciled/closed by the depts	<b>30</b> 1st June Prelim Reports Run Date









# July 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>  	<b>2</b> ~ 1st June Prelim Reports Release Date Open all PeopleSoft Modules for Period 1  First day to enter receipts into PS for PO's that rolled over	<b>3</b> TCR Cut-Off Date	<b>4</b> 	<b>5</b> Capital Asset Certification due to ACO  Schedule K - Dept reports available on ACO Website  All Treasurer Approved TCR to be completed by 5 PM	<b>6</b> ~ CAC Bldg Closed 	<b>7</b>
<b>8</b>	<b>9</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>10</b> ~ Board Dark	<b>11</b> ~ PP14 Payday	<b>12</b> All Capital Asset Documentation due to ACO  Year-end Schedules due to ACO by EOD except Schedules P & W (due August 2nd)  Schedule K & K1 must be submitted to CEO  Vehicle Logs due to ACO Payroll	<b>13</b> ~ CAC Bldg Closed 	<b>14</b> 2nd June Prelim Reports Run Date
<b>15</b>	<b>16</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>17</b> BOS Adopts Final Changes to FY 2013 Budget  Collections due from Tax Collector to ACO	<b>18</b>	<b>19</b> Debt Advisory Committee Meeting  ALL vouchers DELIVERED to the ACO with an invoice date of 6/30/12 or earlier will be accrued back by the ACO to FY 2012's budget.  Last day for Depts to edit check, budget check & post interface journals  Last Day to Enter June (Period 12) Journals All journal backup documentation due to ACO by EOD  Last day to enter "CASH" related journal entries  All Dept YE Accruals & Journal Cleanup must be completed by EOD  AR & Billing Module Closing for FY 2012	<b>20</b> ~ CAC Bldg Closed 	<b>21</b> 3rd June Prelim Reports Run Date
<b>22</b>  Parents' Day	<b>23</b> ~ Open Period 2 3rd June Prelim Reports Release Date  ACO to receive approved Schedule K & K-1 reports from CEO	<b>24</b> ~ Board Dark	<b>25</b> ~ PP15 Payday PP15 journal posting, 20% accrued back to FY 2012, 80% FY 2013  Last day to submit request for FY 2012 Cash Overage and Shortages	<b>26</b> ~ ACO to Close Period 12 Deadline to submit Operating Lease supporting documentation for FY 2012  Property Tax Apportionment Posted S01, S06, Y01, Y06, Z01 Z06 Distribution	<b>27</b> ~ CAC Bldg Closed 	<b>28</b> Final June (Period 12) Reports Run Date
<b>29</b>	<b>30</b> Last Day to Enter July Journals & Vouchers	<b>31</b> Open Period 2 by BOD	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), EMMA: Electronic Municipal Market Access, FY: Fiscal Year, Garn: Garnishments, IETSA: Inland Empire Tobacco Securitization Authority, ISF: Internal Service Funds, MAM: Monthly Accounting Meeting, PDFFA: Palm Desert Financing Authority, PO: Purchase Order, PP: Pay Period, Req: Requisitions, RCRMC: Hospital, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account			





# August 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Email Questions to:</b>  <a href="mailto:acoyearend@co.riverside.ca.us">acoyearend@co.riverside.ca.us</a></p>			<p><b>1</b> ~ TCR Cut-Off Date            FY 2012 Final Appropriation Transfers due to ACO by Noon             Nigro and Nigro @ Parks            Smith Marion Auditors @ Housing</p>	<p><b>2</b>            July Journal &amp; Voucher Supporting Documentation due to ACO            Schedules P &amp; W due to ACO             FY 2012 Final Appropriation Transfers due to CEO by Noon</p>	<p><b>3</b> ~ CAC Bldg Closed  </p>	<p><b>4</b> ~ June (Period 12) Final Reports Run Date</p>
<p><b>5</b>  </p>	<p><b>6</b>            SS3, CS3, SP2, SPB Distribution             FINAL June (Period 12) Reports Release Date             Brown Armstrong @ AQIF, IETSA, PDFA &amp; SWCFA            Nigro and Nigro @ Parks            Smith Marion Auditors @ Housing</p>	<p><b>7</b> ~ Board Dark            SS3, CS3, SP2, SPB Distribution             Special district Debt Service Tax Rates due to ACO - Property Tax             Brown Armstrong @ AQIF, IETSA, PDFA &amp; SWCFA            Nigro and Nigro @ Parks            TRS @ RDA &amp; Perris Valley Cemetery            Smith Marion Auditors @ Housing</p>	<p><b>8</b> ~ PP16 Payday            SS3, CS3, SP2, SPB Distribution             Brown Armstrong @ AQIF, IETSA, PDFA &amp; SWCFA            TRS @ RDA &amp; Perris Valley Cemetery            Nigro and Nigro @ Parks            Smith Marion Auditors @ Housing</p>	<p><b>9</b>            SS3, CS3, SP2, SPB Distribution             4th Quarter Cashflow posted to EMMA</p>	<p><b>10</b> ~ CAC Bldg Closed  </p>	<p><b>11</b> ~ July Final Reports Run Date</p>
<p><b>12</b>            Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>13</b> ~ PYU, UC3 Distribution            July Final Reports Release Date             Vehicle Logs due to ACO Payroll             Brown Armstrong @ Van Horn            VTD @ First 5            Nigro and Nigro @ Parks            TRS @ RDA &amp; Perris Valley Cemetery            Smith Marion Auditors @ Housing</p>	<p><b>14</b> ~ Board Dark            PYU, UC3 Distribution             Brown Armstrong @ Van Horn            VTD @ First 5            TRS @ RDA &amp; Perris Valley Cemetery            Smith Marion Auditors @ Housing</p>	<p><b>15</b> ~ PYU, UC3 Distribution            Brown Armstrong @ Van Horn             VTD @ First 5             Smith Marion Auditors @ Housing</p>	<p><b>16</b> ~ PYU, UC3 Distribution            Debt Advisory Committee Meeting             ALL vouchers since July 15th DELIVERED to the ACO with an invoice date of 6/30/12 or earlier and greater than \$5000 will be accrued back by the ACO to FY 2012's budget.             Brown Armstrong @ Van Horn            VTD @ First 5            Smith Marion Auditors @ Housing</p>	<p><b>17</b> ~ CAC Bldg Closed  </p>	<p><b>18</b></p>
<p><b>19</b>            Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>20</b>            ACO to provide CEO with dept summary of Schedule K &amp; K-1 for Final Approval             Brown Armstrong @ CORAL             VTD @ First 5</p>	<p><b>21</b> ~ Board Dark            Brown Armstrong @ CORAL             VTD @ First 5</p>	<p><b>22</b> ~ PP17 Payday  <b>MAM Meeting 9 to 11 AM</b>  <b>RMAP Meeting 8 to 9 AM</b>             Brown Armstrong @ CORAL             VTD @ First 5</p>	<p><b>23</b>            ACO to receive Final approved Schedule K &amp; K-1 from CEO with Form 11's for Reserve for Encumbrance             Brown Armstrong @ CORAL            VTD @ First 5</p>	<p><b>24</b> ~ CAC Bldg Closed  </p>	<p><b>25</b></p>
<p><b>26</b>            Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>27</b>            Last Day to Enter August Journals &amp; Vouchers             Brown Armstrong @ CORAL            TRS @ Flood</p>	<p><b>28</b>            Open Period 3 @ BOD             Brown Armstrong @ CORAL             TRS @ Flood</p>	<p><b>29</b>            Brown Armstrong @ CORAL             TRS @ Flood</p>	<p><b>30</b>            Open AR/BI Period 3 @ BOD             August Journal &amp; Voucher Supporting Documentation due to ACO             Brown Armstrong @ CORAL            TRS @ Flood</p>	<p><b>31</b> ~ CAC Bldg Closed  </p>	<p></p>

# September 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>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), EMMA: Electronic Municipal Market Access, 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, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account</p>						<p><b>1</b> June &amp; Period 998 Prelim Reports Run Date</p>
<p><b>2</b></p>	<p><b>3</b> </p>	<p><b>4</b> ~ Board Dark June &amp; Period 998 Prelim Reports Release Date</p>	<p><b>5</b> ~ PP18 Payday TCR Cut-Off Date</p>	<p><b>6</b> Component Unit drafts due to ACO by EOD State Controllers Report data due to ACO by EOD (only for RCRMC, Waste &amp; Airport)</p>	<p><b>7</b> ~ CAC Bldg Closed </p>	<p><b>8</b> August Final Reports Run Date</p>
<p><b>9</b>  Grandparents' DAY at pppst.com</p>	<p><b>10</b> August Final Reports Release Date  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>11</b> ~ Patriot Day BOS to adopt Final Budget, hear Reserve for Encumbrance &amp; Year End Cleanup Form 11</p>	<p><b>12</b> AGA Lunctime Seminar begins @ 11:30 AM Location: San Bernardino Hilton  Vehicle Logs due to ACO Payroll</p>	<p><b>13</b></p>	<p><b>14</b> ~ CAC Bldg Closed </p>	<p><b>15</b></p>
<p><b>16</b></p>	<p><b>17</b> Brown Armstrong @ RCRMC  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>18</b> ~ Board Dark Brown Armstrong @ RCRMC  Air Force Birthday </p>	<p><b>19</b> ~ PP19 Payday Brown Armstrong @ RCRMC</p>	<p><b>20</b> Debt Advisory Committee Meeting  Brown Armstrong @ RCRMC</p>	<p><b>21</b> ~ CAC Bldg Closed </p>	<p><b>22</b> </p>
<p><b>23</b></p>	<p><b>24</b> Last Day to Enter September Journals &amp; Vouchers  Brown Armstrong to begin final audit fieldwork at ACO  Brown Armstrong @ RCRMC &amp; Waste</p>	<p><b>25</b> Open Period 4 by BOD  Brown Armstrong @ ACO, RCRMC &amp; Waste</p>	<p><b>26</b> Brown Armstrong @ ACO, RCRMC &amp; Waste</p>	<p><b>27</b> September Journal &amp; Voucher Supporting Documentation due to ACO  Open AR/BI Period 4 by BOD  Brown Armstrong @ ACO, RCRMC &amp; Waste</p>	<p><b>28</b> ~ CAC Bldg Closed </p>	<p><b>29</b> September Prelim Reports Run Date</p>
<p><b>30</b></p>						

# October 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> September Prelim Reports Release Date  Brown Armstrong @ ACO	<b>2</b> Brown Armstrong @ ACO	<b>3</b> ~ PP20 Payday TCR Cut-Off Date  Brown Armstrong @ ACO	<b>4</b> Brown Armstrong @ ACO	<b>5</b> ~ CAC Bldg Closed  	<b>6</b> September Final Reports Run Date
<b>7</b>	 <b>Happy Columbus Day</b>	<b>9</b> ~ Board Dark September Final Reports Release Date  PP 20 Journal Posting  Brown Armstrong @ ACO	<b>10</b> Brown Armstrong @ ACO  AGA Lunchtime Seminar begins @ 11:30 AM Location: Mexi-Cali Restaurant in Riverside	<b>11</b> Brown Armstrong @ ACO  Vehicle Logs due to ACO Payroll	<b>12</b> ~ CAC Bldg Closed  	<b>13</b> ~ Navy Birthday  
<b>14</b>  <b>Clergy Appreciation Day</b>	<b>15</b> ~ UC1 Distribution Brown Armstrong @ ACO  Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>16</b> State Controller Report due to the State  	<b>17</b> ~ PP21 Payday Brown Armstrong @ ACO	<b>18</b> Debt Advisory Committee Meeting  Brown Armstrong @ ACO	<b>19</b> ~ CAC Bldg Closed  	<b>20</b> <b>SWEETEST DAY</b> 
<b>21</b>	<b>22</b> ~ PP 21 Journal Posting Last Day to Enter October Journals & Vouchers  Brown Armstrong @ ACO	<b>23</b> ~ Board Dark Open Period 5  Brown Armstrong @ ACO	<b>24</b> Brown Armstrong @ ACO	<b>25</b> Brown Armstrong @ ACO	<b>26</b> ~ CAC Bldg Closed  	<b>27</b> 
<b>28</b>	<b>29</b> October Journal & Voucher Supporting Documentation due to ACO  Brown Armstrong @ ACO	<b>30</b> ~ Board Dark Open Period 5 by BOD  Brown Armstrong @ ACO	<b>31</b> ~ PP22 Payday Free Pay Period Open AR/BI Period 5 by BOD Brown Armstrong @ ACO TCR Cut-Off Date  	<p><b>Sweetest Day is celebrated each year on the third Saturday of October. Although often thought of by many as a second Valentine's Day, Sweetest Day is actually a day meant to celebrate all the people who make your life special. It's an occasion to make someone happy, a chance to celebrate and give gifts to relatives, friends, and associates.</b></p>		



# November 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Property Tax Distribution Codes: <b>SA1</b>: Secured Advance 1, <b>SS1</b>: Secured Settlement 1 &amp; Redevelopment Collection 1, <b>SA2</b>: Secured Advance 2, <b>SS2</b>: Secured Settlement 2 &amp; Redevelopment Collection 2, <b>SS3</b>: Secured Settlement 3, <b>SS4</b>: Teeter Settlement, <b>CS1</b>: State Board of Equalization (SBE) Collection 1, <b>CS2</b>: SBE Collection 2, <b>CS3</b>: SBE Collection 3 &amp; Redevelopment Collection 3, <b>UC1</b>: Unsecured Collection 1, <b>UC2</b>: Unsecured Collection 2, <b>UC3</b>: Unsecured Collection 3, <b>SP1</b>: Secured Prior Year (SPY) Collection 1 - Tax, <b>SPA</b>: SPY Collection 1 - Penalty, <b>SP2</b>: SPY Collection 2 - Tax, <b>SPB</b>: SPY Collection 2 - Penalty, <b>PYU</b>: Unsecured Prior Year, <b>SH1</b>: Homeowner's 15%, <b>SH2</b>: Homeowner's 35%, <b>SH3</b>: Homeowner's 35%, <b>SH4</b>: Homeowner's 15%, <b>HO6</b>: HOX Supplemental, <b>S07-S06</b>: Supplemental Taxes -AB 2345 Current , <b>Y07-Y06</b>: Supplemental Taxes - AB 2345 Prior - Tax , <b>Z07-Z06</b>: Supplemental Taxes - AB 2345 Prior - Penalty</p>				<p><b>1</b>            September Journal &amp; Voucher Supporting Documentation due to ACO             Brown Armstrong expected completion date of final fieldwork</p>	<p><b>2</b> ~ CAC Bldg Closed  </p>	<p><b>3</b>  </p>
<p><b>4</b>  </p>	<p><b>5</b> ~ PP 22 Journal            Posting            October Final Reports Release Date             SS4 Distribution</p>	<p><b>6</b> ~ SS4 Distribution  </p>	<p><b>7</b> ~ SS4 Distribution            Secured Property Tax Teeter Settlement Posting             AGA Lunchtime Seminar begins @ 11:30 AM            Location: TBD</p>	<p><b>8</b> ~ SS4 Distribution            1st Quarter Cashflow posted to EMMA</p>	<p><b>9</b> ~ CAC Bldg Closed  </p>	<p><b>10</b>            October Final Reports Run Date  </p>
<p><b>11</b>  </p>	<p><b>12</b>  </p>	<p><b>13</b> ~ Board Dark  <b>MAM Meeting 2 to 4 pm</b>  <b>RMAP Meeting 1 to 2 pm</b>             Vehicle Logs due to ACO Payroll</p>	<p><b>14</b> ~ PP23 Payday            AGA All Day Seminar            Location: San Bernardino Hilton             1st Quarter Cashflow posted to EMMA</p>	<p><b>15</b>            Debt Advisory Committee Meeting</p>	<p><b>16</b> ~ CAC Bldg Closed  </p>	<p><b>17</b>  </p>
<p><b>18</b></p>	<p><b>19</b> ~ Open Period 6            PP 23 Journal Posting             Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>20</b> ~ Board Dark</p>	<p><b>21</b></p>	<p>  <b>Best Wishes</b>            Happy Thanksgiving</p>	<p><b>24</b>  </p>	
<p><b>25</b></p>	<p><b>26</b>            Last Day to Enter November Journals &amp; Vouchers</p>	<p><b>27</b>            Open Period 6 by BOD</p>	<p><b>28</b> ~ PP24 Payday</p>	<p><b>29</b>            November Journal &amp; Voucher Supporting Documentation due to ACO             Open AR/BI Period 6 by BOD</p>	<p><b>30</b> ~ CAC Bldg Closed  </p>	

# December 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b>						<b>1</b> Final Budget due to State Controller
<b>2</b>	<b>3</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>4</b>	<b>5</b> ~ TCR Cut-Off Date	<b>6</b>	<b>7</b> 	<b>8</b> November Final Reports Run Date
	<b>10</b> November Final Reports Release Date	<b>11</b>	<b>12</b> ~ PP25 Payday AGA Lunchtime Seminar begins @ 11:30 AM Location: TBD in Riverside  Vehicle Logs due to ACO Payroll	<b>13</b> ~ UC2, SH1 Distribution National Guard Bday 	<b>14</b> ~ CAC Bldg Closed 	<b>15</b>
<b>16</b>	<b>17</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>18</b> BOS Proclamation: National Memorial Day for the Homeless in Riverside County	<b>19</b>	<b>20</b> Last Day to Enter December Journals & Vouchers  Open Period 7 by EOD  Debt Advisory Committee Meeting	<b>21</b> 	<b>22</b>
<b>23</b>		<b>25</b> 	<b>26</b> ~ PP26 Payday 	<b>27</b> Open AR/BI Period 7 by BOD  December Journal & Voucher Supporting Documentation due to ACO	<b>28</b> ~ CAC Bldg Closed 	<b>29</b> December Prelim Reports Run Date
<b>30</b>	<b>NEW YEARS EVE</b>	<b>December 31st ~</b> Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) due to GFOA (Government Finance Officers Association)  Cost Allocation Plan due to SCO (State Controller's Office)				

# January 2013 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><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), EMMA: Electronic Municipal Market Access, 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, SBE: State Board of Equalization, SCO: State Controller's Office, 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 Account</p>						
		<p>1 ~ Board Dark</p> 	<p>2 ~ TCR Cut-Off Date December Prelim Reports Release Date</p>	<p>3 2nd Quarter Reports due from Departments to Executive Office</p>	<p>4 ~ CAC Bldg Closed</p> 	5
6	7	8	<p>9 ~ PP1 Payday AGA Lunchtime Seminar begins @ 11:30 AM Location: San Bernardino Hilton</p>	10	<p>11 ~ CAC Bldg Closed</p> 	<p>12 December Final Reports Run Date</p>
<p>13 GOLDEN GLOBE AWARDS</p> 	<p>14 December Final Reports Release Date - Includes Final Roll Forward Balances  Vehicle Logs due to ACO Payroll</p>	<p>15 RMAP Meeting @ 8 AM</p>	<p>16 MAM Meeting @ 2 PM</p>	<p>17 Last Day to Enter January Journals &amp; Vouchers  Open Period 8 @ EOD</p>	<p>18 ~ CAC Bldg Closed</p> 	19
20		22	<p>23 ~ PP2 Payday</p>	24	<p>25 ~ CAC Bldg Closed</p> 	26
27	<p>28 January Journal &amp; Voucher Supporting Documentation due to ACO</p>	<p>29 Open Period 11 by BOD</p>	30	<p>31 Open AR/BI Period 11 by BOD</p>		