











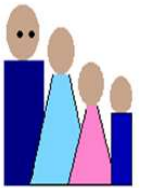






# June 2012 - ACO Accounting Calendar

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 <u>BOS to Adopt the Recommended Budget</u> SH4 Distribution VTD @ First 5	<b>12 ~ Army Birthday</b> 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>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>Updated as of: 6/13/2012</b>	<b>26 ~ No 4/5th @ Board Mtg</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









# July 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>  <b>Happy New Year!</b>	<b>2</b> ~ 1st June Prelim Reports Release Date Open PeopleSoft Modules for Period 1 1099 2nd Quarter Load First day to enter receipts into PS for PO's that rolled over Run Cash Recon Files	<b>3</b> TCR Cut-Off Date	<b>4</b>  <b>Happy July!</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>  <b>Parents' Day</b>	<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>
<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 style="text-align: center;"><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             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>            Final June (Period 12) 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>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            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            Nigro and Nigro @ Parks</p>	<p><b>21</b> ~ Board Dark            Brown Armstrong @ CORAL             VTD @ First 5            Nigro and Nigro @ Parks</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            Nigro and Nigro @ Parks</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            Nigro and Nigro @ Parks</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             Updated as of: 6/13/2012</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>	


# 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, PDFAs: 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>  <b>LABOR DAY</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>  <b>Grandparents' DAY</b> 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>  <b>HAPPY AUTUMN TO YOU</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> Updated as of: 6/13/2012</p>						

# October 2012 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> September Prelim Reports Release Date  Brown Armstrong @ ACO  1099 Pre-4th Quarter Load	<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>8</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: TBD 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>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>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><b>Property Tax Distribution Codes:</b> <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</p> <p>Brown Armstrong expected completion date of final fieldwork</p>	<p><b>2</b> ~ CAC Bldg Closed</p> 	<p><b>3</b> Sadie Hawkins Day</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</p> <p>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> RMAP Meeting 1 to 2 pm</p> <p>Vehicle Logs due to ACO Payroll</p>	<p><b>14</b> ~ PP23 Payday AGA All Day Seminar Location: San Bernardino Hilton</p> <p>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>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>19</b> ~ Open Period 6 PP 23 Journal Posting</p>	<p><b>20</b> ~ Board Dark</p>	<p><b>21</b></p>	 <p><b>Best Wishes Happy Thanksgiving</b></p>		<p><b>24</b></p>
<p><b>25</b></p> <p>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p> <p>Updated as of: 6/13/2012</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</p> <p>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>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</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 1099 Scheduled Print Date  January Journal &amp; Voucher Supporting Documentation due to ACO</p>	<p>29 Open Period 11 by BOD</p>	<p>30</p>	<p>31 1099 Mailing Date  Open AR/BI Period 11 by BOD</p>		