

ADMINISTRATIVE SERVICES FISCAL YEAR 2021-22 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2021-2022 fiscal year closing and to give key document processing dates to the Hartnell community.

Following are the definitions of several terms used throughout this memo:

→ Fiscal/Budget Year July 1st through June 30th

→ Closing Year/FY 2022
→ New Year/FY 2023
July 1, 2021 through June 30, 2022
July 1, 2022 through June 30, 2023

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. Please do not combine FY 2021-2022 and FY 2022-2023 transactions on a single document.

Cashier's Office Hours: 8:30 a.m. to 4:30 p.m., Monday through Thursday

9:00 a.m. to 1:00 p.m., Friday

Business Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday Payroll Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

Fiscal Year 2021-2022 Key Closing Dates

	Business Office	Business Office
	Cutoff	Acceptance Date
Document Type	Date for Old Year	for New Year
	(FY2021-2022)	(FY2022-2023)
Purchase Orders/Requisitions	5/06/2022 5:00 p.m.	5/31/2022
Office Depot supply orders	6/03/2022 5:00 p.m.	7/01/2022
Use of Existing Blanket Purchase Orders (BPO)	6/03/2022 5:00 p.m.	7/01/2022
Run Budget Reports and Review encumbrances	6/30/2022 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/17/2022 5:00 p.m.	7/01/2022
Timecard Entry Opens 6/30/2022 for period of June		
11th to June 30th	7/05/2022 5:00 p.m.	N/A
Timecard Entry Opens 7/11/2022 for period of July 1st		7/11/2022 8:00a.m. to
to July 11th	N/A	7/14/2022 5:00 p.m.
Invoices and Packing slips (from POs)	7/15/2022 5:00 p.m.	7/01/2022
Travel Expense Claim Forms	7/08/2022 5:00 p.m.	7/01/2022
Check Requests	7/15/2022 5:00 p.m.	7/01/2022
Time & Effort Certifications (Federal Grant	7/15/2022 5:00 p.m.	8/10/2022
Employees)		
Expenditure Transfers	7/15/2022 5:00 p.m.	7/01/2022
Budget Revisions/ Budget Transfers	7/15/2022 5:00 p.m.	7/01/2022

INDEX OF BUSINESS SERVICES AND OTHER IMPORTANT CONTACTS

BUSINESS SERVICE	CONTACT PERSON	PHONE EXT.
Accounts Receivable – Grants Accounts Receivable – General Funds	Jennifer Santana Lucy Trafton	6975 6737
Accounts Payable	Karen Martinez	6997
Budget Revisions/Transfers Support – General Funds	Paul Luciano David Techaira	6996 6835
Budget Revisions/Transfers Support – Grants	Elizabeth Flores Alicia Gregory	6983 6752
Cash Receipts	Sofia Martinez	6998
Check Requests	Karen Martinez	6997
Expenditure Transfer Support – General Funds	Paul Luciano David Techaira	6996 6835
Expenditure Transfer Support – Grants	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
Grants	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
Payroll	Dora Sanchez Abel Del Real	6951 6993
Petty Cash	Dora Sanchez David Techaira	6951 6835
Purchasing	Joanne Ritter	6129
Purchase Orders/Requisitions	Joanne Ritter	6129
Mailroom/Keys		6700
Travel Authorization	Julia Silveira	6800
Travel Claims and Credit Card Requests	Lucy Trafton	6737