



Santa Clara County  
Office of Education



# Fiscal Year-End Close Workshop

## Internal Business Services

Fiscal Year 2025-26  
April 13-14, 2026



[sccoe.org](https://sccoe.org)

# Emergency Preparedness



- Identify CPR/First Aid-Certified individuals in the room
- For emergencies, dial **9-1-1** from a landline



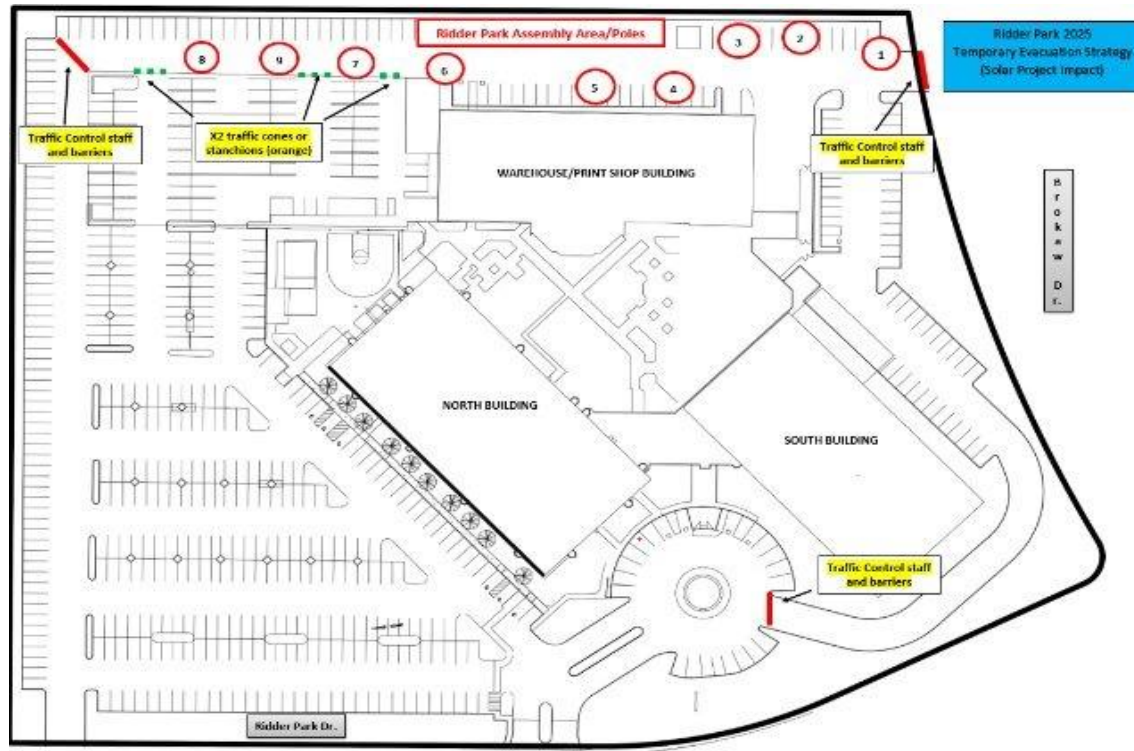
- Notify SCCOE Staff if you require assistance exiting
- A wheelchair is available (1<sup>st</sup> Floor, North Building)



- Visit [Sccoe.to/EmergencyPlan](https://sccoe.to/EmergencyPlan) for the complete plan

# Emergency Evacuation Site

**Do not use elevators**



- Presenter to point out **Assembly Area 8**, 2 stairwells/exits
- Follow staff to vacate the building
- Join your group in the parking lot at Assembly Area 8
- Do not go to your car or leave the parking lot until attendance reporting is completed

# Emergency Devices

Emergency devices are located on each floor at the south end of the walkways connect North and South buildings



**Automated External  
Defibrillator (AED)**



**First Aid Kits**



**Fire Extinguishers**



**Narcan Naloxone  
Nasal Spray**



## **Visitor Wi-Fi Access**

connect to “**sccoe\_visitor**” – no password is required



## **All-Gender Restroom**

South Building, 2<sup>nd</sup> Floor  
(around the corner from the Oak Grove Room)



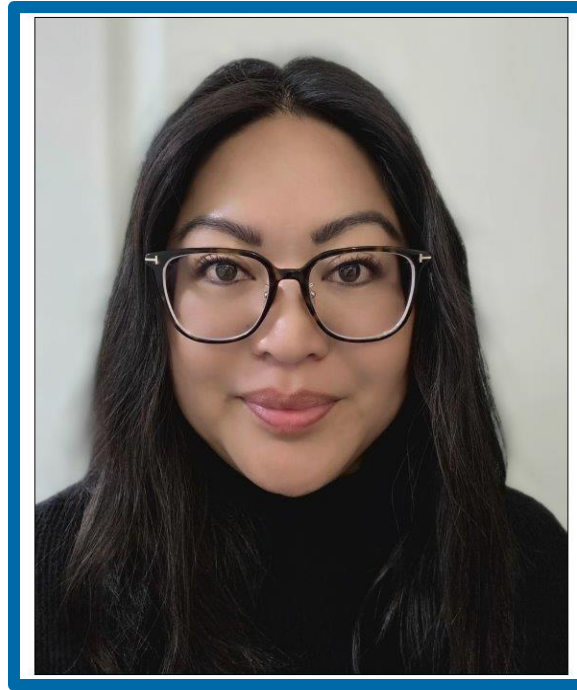
## **Privacy Room**

North Building, 1<sup>st</sup> Floor  
(across from the East Side/San Jose Room, next to the central stairwell)

# Presenters



**Lauren Nguyen**  
Director, Internal  
Business Services



**Grace Lacap**  
Supervisor, Accounting  
Services



**Deanna Herrera**  
Manager, Accounting  
Services

# Overview

- Importance of year-end deadlines
- Schedule of Year-End Deadlines
- Year-end process for revenue
- Year-end process for expenses



## Published fiscal year-end deadlines are important:

- To ensure financial transactions are recorded in the appropriate fiscal year in compliance with Generally Accepted Accounting Principles (GAAP).
- To ensure SCCOE will be able to issue its annual financial statements within the mandated time frame.



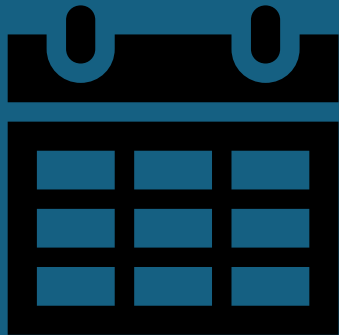
# What is a Fiscal Year (FY)?

## A Fiscal Year:

- is a period of one-year.
- for SCCOE, it is the period beginning July 1 and ending on June 30.

*Note: A fiscal year is different from a sponsored project period as a sponsored project period may end before June 30 or may cross from one fiscal year to another.*

# Schedule of Year- End Deadlines



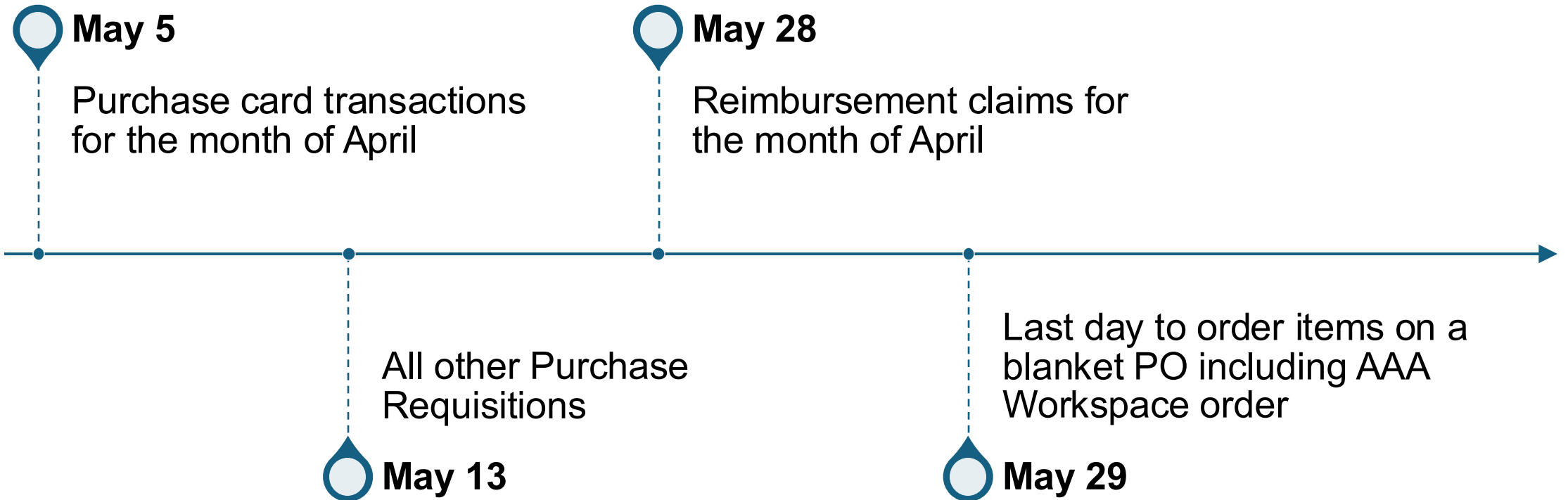
Month	Due Date	Item	Description
APRIL 2026	4/29	Purchase Order	Purchase Requisitions that require a bid or RFP
MAY 2026	5/5	Purchase Card	P-Card transactions for the month of April
	5/13	Purchase Order	All other Purchase Requisitions <i>(Please ensure all goods and services are received by June 30, 2026)</i>
	5/28	Reimbursement Claims	Reimbursement claims for the month of April
	5/29	Purchase Order	Last day to order items on a blanket PO including AAA Workspace (Just-in-Time) orders
<u>Note:</u>		Purchase requisition dates above indicate cutoff for requisitions to be in Purchasing's final queue.	
JUNE 2026	6/5	Purchase Card	P-Card transactions for the month of May
	6/10	Purchase Order	Last day for Purchase Order Change Orders (POCO) <i>(Please ensure all goods and services are received by June 30, 2026)</i>
	6/18	Accounts Receivable (A/R)	Last day to create invoices in IBM (QCC Invoicing Billing Management), for FY25-26 - IBM Module will reopen on <b>July 7, 2026</b> for FY 26/27
	6/26	Reimbursement Claims	Reimbursement claims for the month of May
	6/29	Cash Deposits	Last day to submit cash and check deposits for FY25-26
JULY 2026	7/6	Purchase Card	P-Card transactions for the month of June
		Journal Entries	Final Journal Entries for all funds
	7/10	Accounts Payable (A/P)	Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors
	7/20	Reimbursement Claims	Reimbursement claims for the month of June

# April 2026 Deadlines

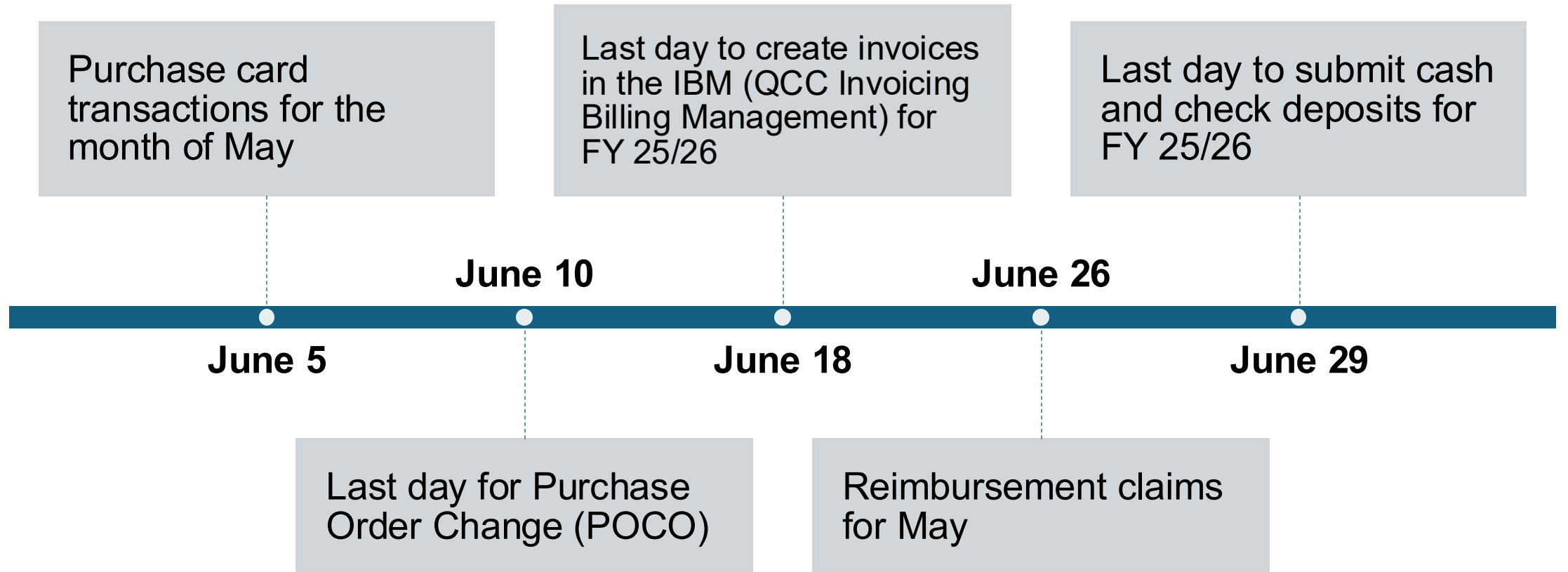
Purchase requisitions that require a bid or RFP (Request for Proposal)

April 29

# May 2026 Deadlines



# June 2026 Deadlines



# July 2026 Deadlines

-Purchase card transactions for the month of June  
-Final journal entries for all funds

**July 6**

Reimbursement claims for the month of June


**July 20**

**July 10**

Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors

# Year-End Deadline Guidelines

## ➤ Reimbursement Claims

- Per SCCOE policy, reimbursement claims must be submitted to Accounting Services **on a monthly basis**.  [3350 AR - Travel Authorization and Travel Expenses/Reimbursements](#)
- Use the appropriate reimbursement forms posted on the SCCOE Intranet and ensure that they are complete with required supporting documents.
- Failure to comply with deadlines and lack of required supporting documents may result in denial and nonpayment of claims.

# Year-End Deadline Guidelines (Cont'd)

## ➤ Purchase Requisitions

Ensure required supporting documents (contracts, quotes, etc.) are attached to the requisition

**Please note:** Any exceptions to the deadlines will require a justification memo approved by the respective Division Head and the Assistant Superintendent of Business Services.

## ➤ AAA Workspace Business Supplies

Secure approvals from the **Purchasing** department and **Deanna Herrera** in Internal Business Services before placing orders past the May 29 deadline. Ensure items will be delivered by June 30.

Please sign and date all pink packing slips from AAA and submit to Accounting Services as soon as you receive them.

# Year-End Deadline Guidelines (Cont'd)

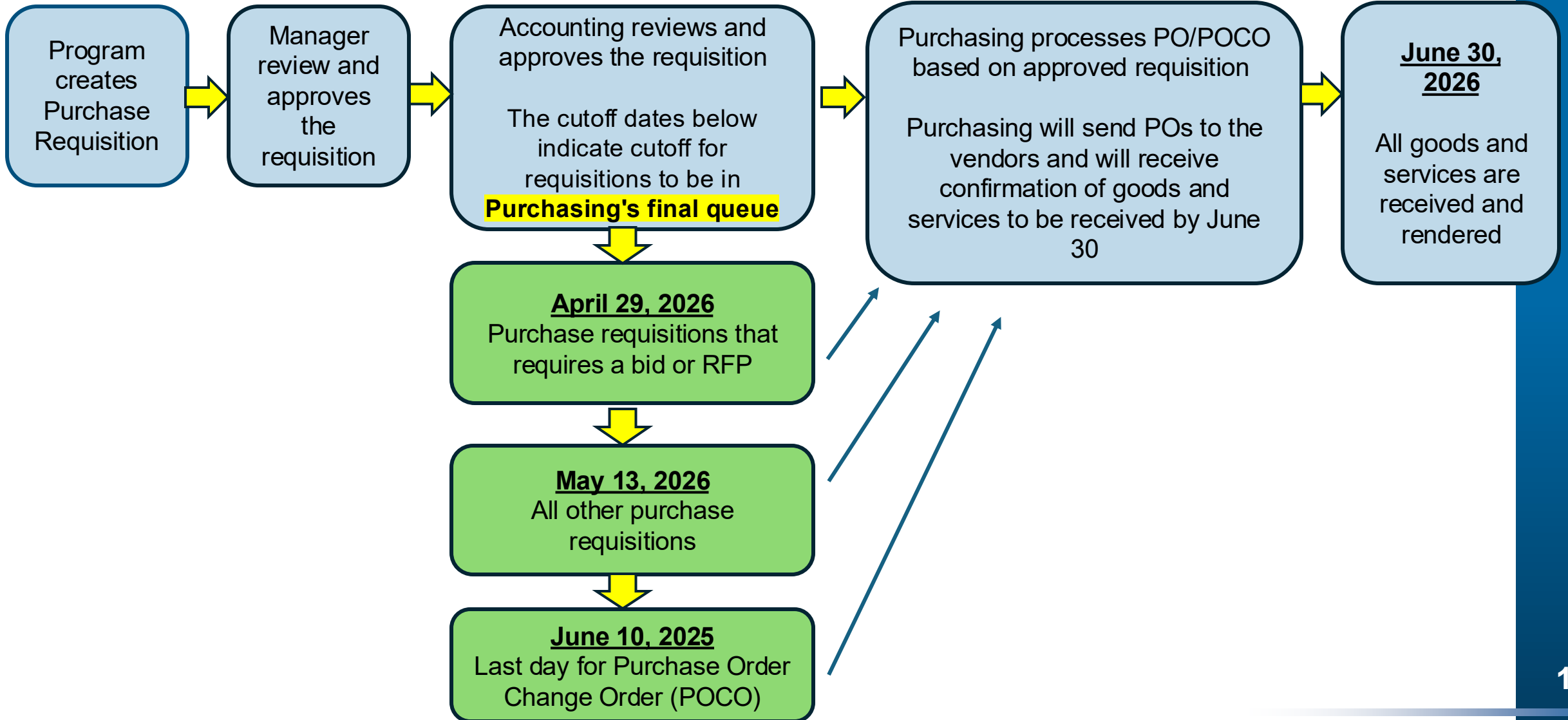
## ➤ Purchase Orders

- Purchase orders with multiple account lines: Programs must ensure there are enough funds in each account line before placing the order.
- A packing slip is used to denote that the physical goods have been received.
- Programs must inform warehouse and forward a copy of the packing slip upon receipt of goods so that warehouse can update the received items in QCC.
- Without confirmation that the items were received, Accounting Services will not process the payment to the vendor.

## ➤ Purchase Order Change Order (POCO)

- All POCOs must be in **Purchasing's queue** by **June 10th**.
- POCO forms must be submitted via E-mail or can be routed to Purchasing via DocuSign. The POCO form can be found on the SCCOE Intranet in Forms & Templates under the Business tab.

# Year-End Deadline Procurement Process



# Year-End Deadline Guidelines (Cont'd)

## ➤ Purchase Card (P-Card)

- Ensure the Cardholder and Manager have approved all P-Card transactions in Bank of America Works.
- Ensure all receipts and supporting documents such as Travel Approvals, if applicable, have been uploaded to Bank of America Works.

## ➤ Personnel Activity Reports (PARs)

- All employees whose salaries are multi-funded must complete their PARs.
- All PAR reports for FY 2025-26 (July 1, 2025-June 30, 2026) must be submitted to Accounting Services by **July 15, 2026**.



# Year-End Process for Revenue



# Billing (Accounts Receivable)

**June 18**—Last day to create invoices in QCC IBM (Invoice Billing Management) for FY 2025-26

**June 23**—Last day to provide instructions to **C**lose, **A**ccrue, or **R**oll

- Programs must routinely run A/R aging reports to review and monitor status of open invoices.
- To help initiate the year-end process Accounting Services will send an A/R aging report to programs. Programs will determine if an invoice should be closed, accrued, or rolled and provide instructions via email to **Grace Lacap (please copy respective accountant)** by

**June 23, 2026.**

Please notate on report:

- **C** for **C**lose
- **A** for invoices to be **A**ccrued
- **R** for invoices to **R**olled

# Accounts Receivable Aging Review

## Close

- Invoice was a duplicate or issued in error
- Payment was posted directly to account string
- Invoice is uncollectible

## Accrue

- Services rendered by June 30<sup>th</sup>
- Goods delivered by June 30<sup>th</sup>

## Roll

- Services will be rendered next fiscal year
- Goods will be delivered next fiscal year

### **PLEASE NOTE:**

Invoice close request requires email justification from the program and copy the program manager. Request to close an invoice of \$2,500 and over requires a separate email from the program manager. IBM (Invoice Billing Management) re-opens on **July 7, 2026** for FY 2026-27.

# Accounts Receivable Aging Report

Sample Summary Aging Report		Customer Aging Report As of: 05/31/2004		J6990	AR0120	L.00.02	PAGE
Cust #	Customer Name	A/R Balance	Current Bal	+30 Balance +90 Balance	+60 Balance +120 Balance		
000109	Acme Novelties, Inc Manager: John Smith-Jones (650) 123-4569	\$625.00	\$625.00	\$0.00 \$0.00	\$0.00 \$0.00		
000106	Joe's Construction Co. Owner: Joe Schmoe (650) 555-3333 Ext. 221	\$11,441.26	\$7,626.26	\$0.00 \$0.00	\$0.00 \$3,815.00		
000103	Sam's Builders, Inc. Sam Iam (650) 555-1212 Ext. 312	\$5,365.95	\$5,365.95	\$0.00 \$0.00	\$0.00 \$0.00		
000069	Sample Customer for Testing Events Coordinator: Mr. Bigg (555) 555-5555	\$33.14	\$33.14	\$0.00 \$0.00	\$0.00 \$0.00		
<b>District Totals:</b>		<b>\$17,465.35</b>	<b>\$13,650.35</b>	<b>\$0.00 \$0.00</b>	<b>\$0.00 \$3,815.00</b>		

# Accounts Receivable Statement

**S T A T E M E N T**

San Mateo Construction, Inc.  
45 East 20th Ave.  
San Mateo, CA 94303

Date: 02/29/2004

Invoice	Inv Date	Receipt Number	Rcv Date	Amount
000112	09/09/2003			\$54.13
		00020101	02/01/2004	-\$5.00
		00021002	02/10/2004	-\$5.00
		00021099	02/15/2004	-\$54.13
000112		Invoice Adjustment:		\$10.00
000112		Invoice Balance:		<b>\$0.00</b>
000162	12/10/2003			\$6,006.80
		00021601	02/16/2000	-\$6,006.80
000162		Invoice Balance:		<b>\$0.00</b>
000164	12/10/2003			\$54.13
		00022103	02/21/2000	-\$54.13
000164		Invoice Balance:		<b>\$0.00</b>
000185	02/21/2003			<b>\$108.25</b>
			Total Due	<b>\$108.25</b>

**A G I N G**

0 to 29 Days	30 to 59 Days	60 to 99 Days	90 to 119 Days	120 Days&Over
\$108.25	\$0.00	\$0.00	\$0.00	\$0.00

# Cash Deposits

**June 29** – Last day to submit cash deposits for FY 2025-26



Please **do not** hold on to cash and checks. Please continue to submit cash and checks received after June 29 to Accounting Services.



If the cash and checks received are payments for FY 2025-26, please notate accordingly on the deposit transmittal.



The deposit transmittal form can be found on the SCCOE Intranet in Forms & Resources. Please ensure form is filled out completely with the account string or invoice number and attach any related supporting documentation to the deposit transmittal.

# Reminders for Other Revenue Processes

## ❖ Allocation

- Funding assigned based on formulas or entitlements (i.e. Title funding, categorical funds)

## ❖ Apportionment

- Scheduled distribution of allocated funds, release incrementally

## ❖ Drawdowns

- Requesting and accessing awarded funds on a reimbursement-basis

# Year-End Process for Expenses



# Recording Expenses in the Appropriate Year

Expenses must be recorded in the year they are incurred  
(*regardless of when the invoice is submitted*).

Goods or services that are received or rendered by June 30, 2026, must be recorded in **FY 2025-26**, including employee reimbursements.

Recorded in FY 25/26

JUNE 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

www.Calendar365.com

Recorded in FY 26/27

JULY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

www.Calendar365.com

# Expense Accruals

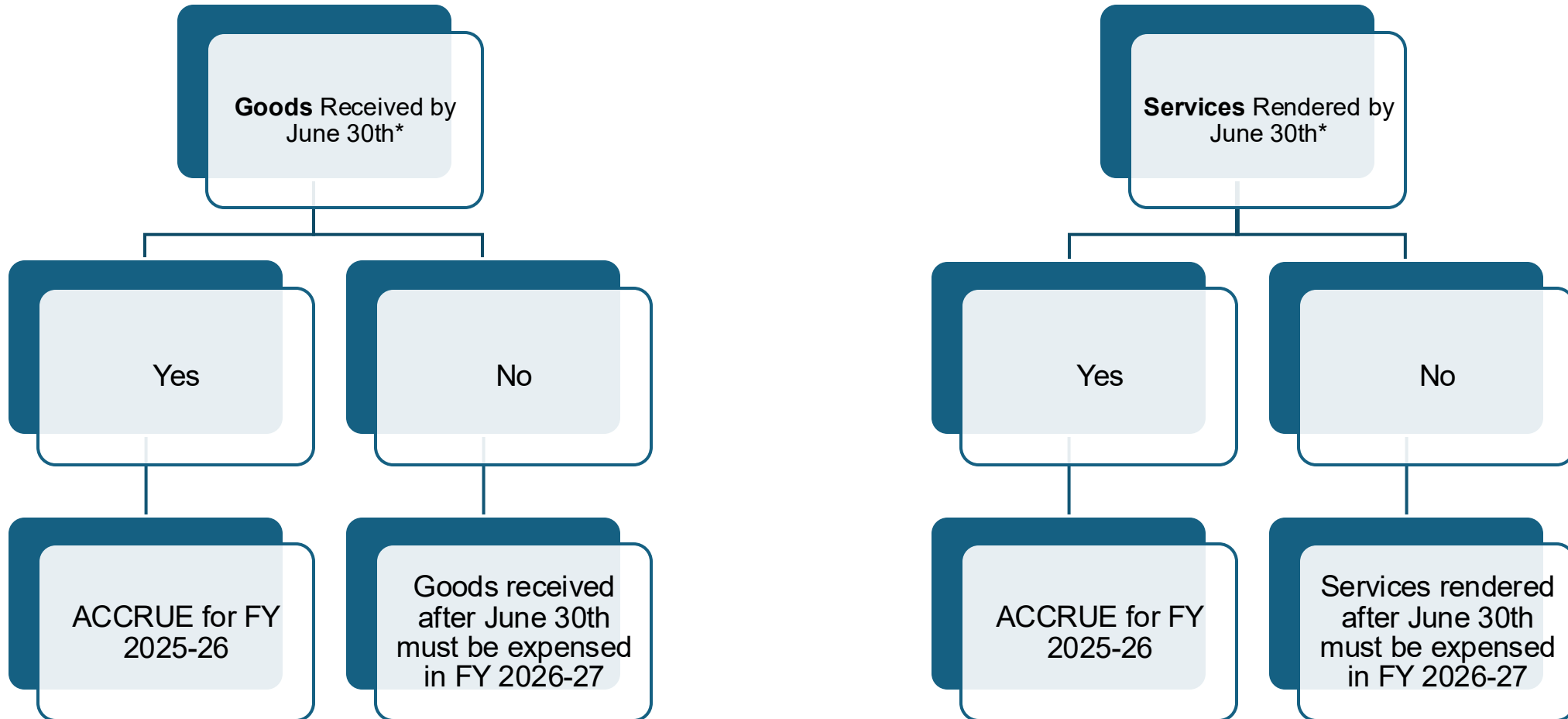
**Accrued Expenditure:** Expenditures incurred during the current fiscal year that are not paid until the subsequent fiscal year.

## Example:

- A consultant performs services in **April 2026 (FY 25/26)** and submits the invoice in **July 2026 (FY 26/27)**. This expenditure must be recorded in the appropriate fiscal year, **FY 2025-26**.

Programs must work with the respective program accountant to ACCRUE the expenditure.

# Expense Accrual Flowchart



\*Invoices must reference good received or services rendered on or before June 30th.

# Purchase Order Review

- Programs must routinely run open purchase order (PO) reports throughout the year to review and plan accordingly.
- Ensure that there is sufficient PO balance to pay invoices for the remainder of the fiscal year.
- Accounting Services will send out an Open Purchase Order Report to the programs. Programs must review the report and work with the respective accountant and accounting technician to determine if POs should be
  - **Closed**
  - **Accrued**
  - **Rolled over** into the next fiscal year

# Purchase Order Review

## Open Purchase Order (PO) Report

090 SCCOE

OPEN PURCHASE ORDERS

J21408 POR110 L.00.03 03/30/26 PAGE 19



NUMBER	VENDOR NAME	DESCRIPTION	ENCUMBERED	STAT	LIQUIDATED	BALANCE	ENTERED
Line	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr						
PO-620595	005373 SCHOOL SPECIALTY INC.	SUPPLEMENTAL TITLE I SUPPLIES	35,085.99	P	34,393.93	692.06	09/25/2025
	1. 882-3182-5-4300-00-5760-1110-318282-401-5700						
PO-622202	032089 CROPKING INC	CSI PAF 26-059	17,722.33			17,722.33	03/12/2026
	1. 882-3182-5-4300-00-5760-1110-318282-402-5700						
	2. 882-3182-5-5200-00-5760-1110-318282-402-5700		896.40			896.40	
	TOTAL AMOUNT		18,618.73		0.00	18,618.73	

# Purchase Order (PO) Close

## When and How to CLOSE a Purchase Order (PO):

- If there are no outstanding invoices, then close the PO:
  - When all goods have been received: email the program manager's approval to accounting technician to request to close the PO.
  - When all services are rendered: Submit a Purchase Order Change Order (POCO) to close the PO, which will disencumber funds.

**All invoices must be addressed to Accounting Services or emailed to [acctvendinv@sccoe.org](mailto:acctvendinv@sccoe.org). Invoices should not be addressed to school sites or other departments.**

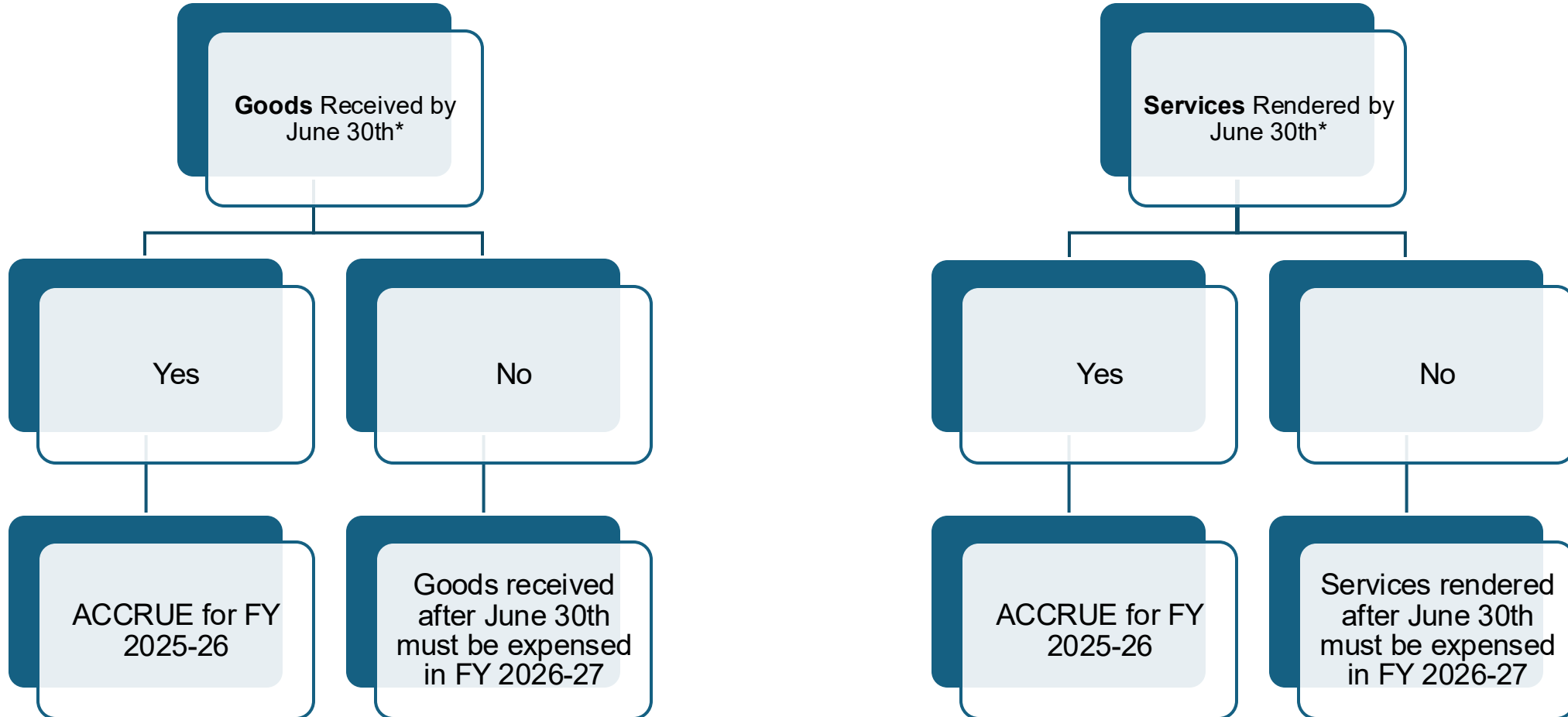
# Purchase Order (PO) Accrue

## When and How to ACCRUE invoices on a Purchase Order (PO):

- Review PO payment activity, if invoices are missing than the program much follow up with the vendor
  
- Review invoices for recurring services, e.g., utilities and landscaping
  - Might need to accrue for last months of the fiscal year
  
- Programs must work with the respective program accountant/accounting technician to ACCRUE any outstanding invoices

**All invoices must be addressed to Accounting Services or emailed to [acctvendinv@sccoe.org](mailto:acctvendinv@sccoe.org). Invoices should not be addressed to school sites or other departments.**

# Expense Accrual Flowchart



\*Invoices must reference good received or services rendered on or before June 30th.

# Purchase Order (PO) Roll Over

**A purchase order (PO) can be rolled over into the new fiscal year, under the following circumstances:**

- Not all goods were received by June 30<sup>th</sup>
- Not all services were rendered by June 30<sup>th</sup>
  - If this is not a multiyear contract, ensure a contract amendment is in place extending the contract period **before** rolling the PO balance into the following fiscal year.
- IF a contract crosses fiscal years (*this helps maintain PO history*)

# Purchase Order (PO) Roll Over

## PLEASE NOTE:

- Blanket POs for supplies, for example AAA Workspace, **cannot** be rolled over.
- When a purchase order is “**rolled over**” into the new fiscal year (FY 2026-27), the funds from FY 2025-26 do **not** roll into the new fiscal year.
  - Therefore, programs must ensure that budget is available for the rolled over PO in the new fiscal year.

# Purchase Order (PO) Roll Over - Example

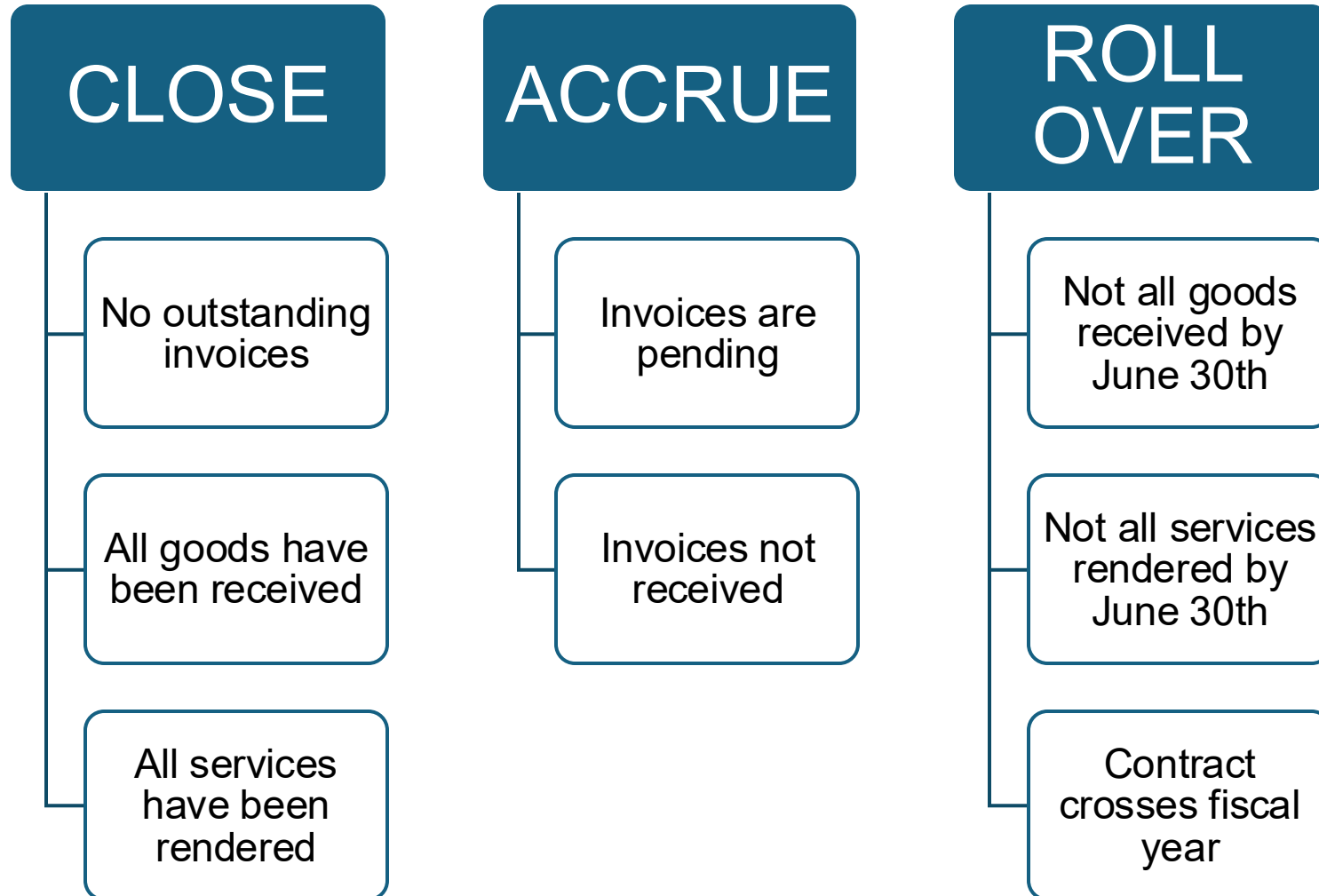
## EXAMPLE:

A FY 25/26 purchase order (PO) for Barnes & Noble bookstore was issued in May 2026. The vendor later notifies you that the books are on backorder and will not be delivered until mid-July 2026.

In this scenario, it is recommended that the PO get rolled over into FY 26/27:

- Allows you to keep the same purchase order
- Ensures expenses are recorded in the correct fiscal year
- **REMEMBER:** when rolling a PO into the new fiscal year, confirm that sufficient funds are available to cover the expense.

# Purchase Order (PO) Overview



# Roles & Responsibilities

Programs	Accounting Services
<ul style="list-style-type: none"> <li>• Monitor funds for revenue and expenditures, especially for sponsored projects that are ending in FY 25/26</li> <li>• Review PO's regularly               <ul style="list-style-type: none"> <li>○ Request for POCO, when applicable</li> <li>○ Determine which ones to close, accrue, roll</li> </ul> </li> <li>• Review A/R aging report regularly               <ul style="list-style-type: none"> <li>○ Determine which ones to close, accrue, roll</li> </ul> </li> <li>• Submit approved invoices &amp; reimbursement timely               <ul style="list-style-type: none"> <li>○ Ensure all supporting documents are attached</li> </ul> </li> <li>• Submit PAR forms timely</li> <li>• Reconcile P-Card expenses timely</li> <li>• Ensure all requisitions are in the purchasing queue by the deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Support the program in monitoring and analysis of revenues and expenditures</li> <li>• Provide support in reviewing financial reports, such as: Open PO Report, Budget Report, A/R Aging Report</li> <li>• Ensure all recurring service invoices have been received and paid for 12 months</li> <li>• Process invoices and reimbursements timely</li> <li>• Review program submissions for completeness and accuracy</li> <li>• Monitor encumbrances and budget balances and provide recommendations as needed</li> <li>• Prepare fund balance projections for preliminary year-end close, as needed</li> <li>• Process year-end budgetary and journal entries</li> </ul>

# Common Year-End Audit Requests



P-CARD TRANSACTIONS  
DOCUMENTATION



ACCRUAL  
DOCUMENTATION



PURCHASE ORDER  
PROCESS AND INVOICES

# Limited Exceptions

**Exceptions to the above deadlines will be limited and require a justification memo approved by the respective Division Head and the Assistant Superintendent of Business Services.**

**FINAL DEADLINE: JULY 31, 2026**

# Gentle Reminder

Please provide **all the necessary and complete back-up** when submitting documentation to Accounting Services. Failure to comply with deadlines and lack of required supporting documents may result in denial and nonpayment of claims.



# UPCOMING WORKSHOP

## Professional Services Agreements – Process Overview



- **Audience**: Leadership Team & Administrative Staff
- **Date**: Thursday, May 7, 2026
- **Time**: 10:30 a.m. – 12:00 p.m.
- **Registration Deadline**: Monday, May 4, 2026

# UPCOMING WORKSHOP

## Routing Forms & Professional Service Agreement (PSA) Forms

- **Audience**: Leadership Team & Administrative Staff
- **Date**: Thursday, May 14, 2026
- **Time**: 10:30 a.m. – 12:00 p.m.
- **Registration Deadline**: Monday, May 11, 2026



# QUESTIONS



*Thank You*