

FISCAL YEAR-END DEADLINE GUIDE

FISCAL YEAR 2020-21

Introduction

This document was prepared to assist Internal Business Services in successful closing of Fiscal Year 2020-21. Please discuss this document with all employees who may have a part in this process.

We hope you will find this material helpful. If you have any questions regarding the year-end closing schedule, you may contact any of the following individuals for your respective programs:

Accountant	Phone	Accounting Technician	Phone
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ACCOUNTING TECHNICIANS ASSIGNMENT BY MANAGER CODE

Accounting Services, MC 242					
Accounting Technicians - FY2020/21 Assignments by Manager Code					
As of 1/13/2021					
Manager Code	Fund / Resource Code	Manager Name	Manager Title	Accountant Technician	Extension
6100		David Wu	Chief Technology Officer	Dianne Carillio	4352
6200		Jim Carrillo	Director, Applications, Business & Web Systems Dev	Dianne Carillio	4352
6300		Narasimhan Ganesh	Director, Data & Analytics Development	Dianne Carillio	4352
6400		Jon Cornelison	Director, Technology Infrastructure & Support Svcs	Dianne Carillio	4352
7100		Gary Wadell	Asst. Superintendent, Equity and Ed Progress	Dianne Carillio	4352
7110		Robin Hall	Director, Creative Impact	Dianne Carillio	4352
7120		Kelly C Wylie	Coordinator, Communications & Strategic Initiatives	Dianne Carillio	4352
7150		Kathy Wahl	Director, Inclusion Collaborative	Dianne Carillio	4352
7160		Cynthia Fong-Wan	CPIN Program Manager	Dianne Carillio	4352
7200		Chris Izor	Director, LCAP Advisory Services	Dianne Carillio	4352
7210		Dan Mason	Director, Assessment & Accountability	Dianne Carillio	4352
7220		Dawn River	Coordinator, State and Federal Programs	Dianne Carillio	4352
7230		Rhonda Beasley	Assistant Director, LCAP Advisory Svc & District Supp	Dianne Carillio	4352
7240		Annie Murphy	Assistant Director, LCAP	Dianne Carillio	4352
7310		TBD	Coordinator, Multi-Tiered System of Support	Dianne Carillio	4352
5700		Jennifer Ann	Director, Special Education	Hardeep Sohal	6793
5712		TBD	Principal, Special Education	Hardeep Sohal	6793
5713		Neena Mand	Principal, Special Education	Hardeep Sohal	6793
5714		Carolina Lluria	Principal, Special Education	Hardeep Sohal	6793
5715		Jennifer Casel	Manager, Special Education	Hardeep Sohal	6793
1100		Mary Ann Dewan	County Superintendent of Schools	Ileana Briones	6966
1150		Nabil Shahin	Director, Data Governance	Ileana Briones	6966
1200		Mary Ann Dewan	County Superintendent of Schools	Ileana Briones	6966
1300		Mary Ann Dewan	County Superintendent of Schools	Ileana Briones	6966
1320		Michelle Johnson	Director of Charter Schools	Ileana Briones	6966
4100		Larry Oshodi	Asst. Superintendent, Human Resources	Ileana Briones	6966
4200		Marisa Perry	Director, Classified Personnel Services	Ileana Briones	6966
4300		Demerris Brooks-Immel	Director, Talent Management	Ileana Briones	6966
5600		Leo Mapagu	Director, SELPA	Ileana Briones	6966
3100		Anisha Munshi	Assistant Superintendent, Instrctnl Lrng & Prof Supp	Kris Duarte	4268
3105		Diego Arancibia	Director, After School Assistance Providers	Kris Duarte	4268
3150		Joanna Vaars	Coordinator, Homeless & Foster Youth Svcs	Kris Duarte	4268
3200		Adora Fisher	Director, Educator Preparation Programs	Kris Duarte	4268
3500		Craig Blackburn	Director, Educational Technology & Leadership	Kris Duarte	4268
3510		Sofia Fojas	Coordinator, VAPA	Kris Duarte	4268
3520		Jenny Cheng	Coordinator, Innovation & Instructional Support	Kris Duarte	4268
3530		Kirsten Sarginger	Coordinator, Mathematics	Kris Duarte	4268
3540		Jennifer Mutch	Coordinator, Science	Kris Duarte	4268
3550		Joell Hanson	Coordinator, CTE	Kris Duarte	4268
3600		Yee Wan	Director, Multilingual & Humanities Education Svcs	Kris Duarte	4268
3610		Olivia Santillan	Coordinator, History-Social Science & Civic Engmnt	Kris Duarte	4268

Accounting Services, MC 242
Accounting Technicians - FY2020/21 Assignments by Manager Code
As of 1/13/2021

Manager Code	Fund / Resource Code	Manager Name	Manager Title	Accountant Technician	Extension
3620		Barb Flores	Coordinator, ELA/ELD/Literacy	Kris Duarte	4268
3630		Denise Camarena	Coordinator, ELD/Dual Language	Kris Duarte	4268
3640		Stephanie Tague	Coordinator, PBIS	Kris Duarte	4268
3650		Sonia Gutierrez	Supervisor, Tobacco Use & Prevention Education	Kris Duarte	4268
2300		Craig Wilde	Director, General Services	Melanie Picanco	6675
5650		Rigoberto Elenes	Director, Migrant Education	Melanie Picanco	6675
5701		Karesa Paulino	Principal, Special Education	Melanie Picanco	6675
5702		Padma Ramnath	Assistant Director, Early Start	Melanie Picanco	6675
5704		Krisan Meyer	Principal, Special Education	Melanie Picanco	6675
5707		Tarsha L Brown-Foye	Principal, Special Education	Melanie Picanco	6675
5710		Angela Walker	Principal, Special Education	Melanie Picanco	6675
5718		James Howarth	Assistant Director, Special Ed	Melanie Picanco	6675
5300	ALL FUNDS EXCEPT FD 800	Antonio Fuentes	Director, Head Start/Early Head Start	Xuan-Tuyet Nguyen	6955
5400		Antonio Fuentes	Director, Head Start/Early Head Start	Xuan-Tuyet Nguyen	6955
1305		Suzanne Carrig	Director, Policy Development & Administrative Prgrms	Samim Vohra	6903
1360		Michael Garcia	Director, Child Care Planning & Support	Samim Vohra	6903
2100		Eric Dill	Chief Business Officer	Samim Vohra	6903
2110		Michael Vallez	Administrator, Emergency Preparedness	Samim Vohra	6903
2200		Stephanie Gomez	Director, Internal Business Services	Samim Vohra	6903
2201		Anita Maharaj	Controller	Samim Vohra	6903
2202		Laurie Susbilla	Manager, Payroll Services	Samim Vohra	6903
2204		Kyanne Eastman	Manager, Risk Management	Samim Vohra	6903
2400		Shanny Yam	Director, District Business and Advisory Services	Samim Vohra	6903
5050		Jennifer Bonduris	Asst. Superintendent, Educational Services	Samim Vohra	6903
5100		Steve Olmos	Assistant Superintendent, Student Services & Support	Samim Vohra	6903
5125		Phil Morales	Principal, OYA	Samim Vohra	6903
5200		Katherine Everrett	Director, Alternative Education	Samim Vohra	6903
5300	FUND 800 ONLY	Antonio Fuentes	Director, Early Learning Services - Educare	Samim Vohra	6903
5500		Marie Bacher	Director, Environmental Education	Samim Vohra	6903
ALL		SCOE Accounts Receivable		Kris Duarte	6787

PURCHASING DEPARTMENT & INTERNAL BUSINESS SERVICES

Schedule of Important Closing Dates Fiscal Year End June 30, 2021

PURCHASING DEADLINES	
ROUTING PURCHASE REQUISITION	
a. April 30	Purchase Requisition over \$3,000
b. May 14	Purchase Requisitions \$3,000 and under
c. May 28	The last day to order items on a blanket PO including Palace (Just-In-Time) orders
<u>Note:</u> The dates above indicate cutoff for requisitions to be in Purchasing's final queue on or before the deadline.	
PURCHASE ORDER CHANGE ORDER	
d. June 4	Last Day for Purchase Order Change Orders (POCO)
ACCOUNTING DEADLINES	
PURCHASE CARD (P-CARD) – ACCOUNTING DEPARTMENT	
e. May 5	P-Card transactions for the month of April
f. June 3	P-Card transactions for the month of May
g. July 6	P-Card transactions for the month of June
REIMBURSEMENT CLAIMS	
h. May 28	Reimbursement claims for the month of April
i. June 25	Reimbursement claims for the month of May
j. July 15	Reimbursement claims for the month of June
ACCOUNTS RECEIVABLE (A/R)	
k. June 18	Last day to create invoices in IBM (QCC Invoice Billing Management), for FY20/21
CASH DEPOSITS	
l. June 29	Last day to submit cash deposit for FY20-21
JOURNAL ENTRIES	
m. July 8	Final Journal Entries for all funds
ACCOUNTS PAYABLE (A/P)	
n. July 15	Final A/P invoices, please submit invoices to Accounting as they are received from vendors

**YEAR-END CLOSE SCHEDULE AND SUPPORT SUMMARY
AT A GLANCE**

II. PURCHASE REQUISITION & PURCHASE CHANGE ORDERS (POCO) – PURCHASING AND CONTRACT SERVICES DEPARTMENT	
<p>a. April 30 - Purchase Requisition over \$3,000</p>	<ul style="list-style-type: none"> • If the program is going to make a purchase in excess of \$3,000 the program will need to enter the requisition in QCC system before the April 30 deadline. • As of the issuance of this memo Purchase Requisitions that require a bid process and are expected to require the use of current year budgeted funds must be submitted to purchasing immediately. • Requisitions requiring a bid need 90 days for advertising, review, and approval of the awarded bids. • If this process cannot be completed prior to June 30, 2021 the funds will not roll into the next year’s budget and will need to be re-budgeted. • Ensure that the requisitions are in Purchasing’s final queue by this date. • Please Note: Immediately contact purchasing and accounting representative if you have large or complicated purchases that have not been previously communicated via requisition or email. • NOTE: Any requisitions entered after the deadline will require late justification that will need to be approved and signed by the CBO before Purchasing can process it to purchase order.
<p>b. May 14- Purchase Requisition under \$3,000</p>	<ul style="list-style-type: none"> • Purchase requisitions \$3,000 and under, additional 15 days will be given to process purchase requisitions.

	<ul style="list-style-type: none"> • Ensure that the requisitions are in Purchasing’s final queue by May 15, 2021. • Last day to enter purchase requisition that do not require a bid process in the QCC system. • NOTE: Any requisitions entered after the deadline will require late justification that will need to be approved and signed by the CBO before Purchasing can process it to purchase order.
<p>c. May 28 -Last day to order items on a blanket PO including Palace (Just in Time) Orders</p>	<ul style="list-style-type: none"> • The last day to order items from Palace (Just-In-Time) orders will be May 28, 2021. • Purchase orders with multiple account lines- Programs to ensure there is enough money in the account lines before placing the order. • Ensure that the invoice is received in Accounting Services as soon as the items are received.
<p>d. June 4 - Last Day for Purchase Order Change Orders (POCO)</p>	<ul style="list-style-type: none"> • Ensure there is enough money in your purchase order. • Last day to increase or decrease Purchase Order Change Order is June 4. • Please Note: All (POCO) need to be in the Purchasing by June 4 deadline.
<p>III. PURCHASE CARD (P-CARD) – ACCOUNTING DEPARTMENT</p>	
<p>a. May 5 - P-Card transactions for the month of April</p>	<ul style="list-style-type: none"> • Ensure that the Cardholder and the Manager has approved all the P-Card transactions in works by this due date. • Please Note: the dates above indicate cutoff for P-Card transaction to be in Accounting's queue, that is, after P-Card holder and Supervisor approval.

<p>b. June 3 - P-Card transactions for the month of May</p>	<ul style="list-style-type: none"> • Ensure that the Cardholder and the Manager has approved all the P-Card transactions in works by this due date. • Please Note: the dates above indicate cutoff for P-Card transaction to be in Accounting's queue, that is, after P-Card holder and Supervisor approval.
<p>c. July 6 - P-Card transactions for the month of June</p>	<ul style="list-style-type: none"> • Ensure that the Cardholder and the Manager has approved all the P-Card transactions in works by this due date. • Please Note: the dates above indicate cutoff for P-Card transaction to be in Accounting's queue, that is, after P-Card holder and Supervisor approval.
<p>IV. REIMBURSEMENT CLAIMS</p>	
<p>a. May 28 - Reimbursement claims for the month of April</p>	<ul style="list-style-type: none"> • Employee to ensure that the reimbursement claim is received in Accounting Services by this date. • Failure to comply with this guidance may result in denial and nonpayment of the claim.
<p>b. June 25 - Reimbursement claims for the month of May</p>	<ul style="list-style-type: none"> • Employee to ensure that the reimbursement claim is received in Accounting Services by this date. • Failure to comply with this guidance may result in denial and nonpayment of the claim.
<p>c. July 15 - Reimbursement claims for the month of June</p>	<ul style="list-style-type: none"> • Employee to ensure that the reimbursement claim is received in Accounting Services by this date. • Failure to comply with this guidance may result in denial and nonpayment of the claim.
<p>d. July 15 - Reimbursement claims for Fiscal Year 2020-21</p>	<ul style="list-style-type: none"> • Ensure that <u>ALL</u> Reimbursement claims for Fiscal Year 2020-21 (July 1, 2020-June 30, 2021) is received in Accounting Services by this date. • PLEASE NOTE: July has a shorter deadline compared to the previous month, as Accounting Services will be processing any adjusting or closing entries after this date.

	<ul style="list-style-type: none"> Late claims will <u>NOT</u> be processed after this due date. IBM (Invoice Billing Management) re-opens on July 10, 2021 for fiscal year 2021-22.
V. Accounts Receivable (A/R) Billing & Cash Deposits	
a. June - 18 Last day to create invoices in IBM (QCC Invoice Billing Management), for FY19/20	<ul style="list-style-type: none"> The last day to enter invoices is June 18, 2021. The aging report must be run on June 18, 2021 PLEASE NOTE: IBM (Invoice Billing Management) re-opens on July 6, 2021 for fiscal year 2021-22.
VI. June 29 - Last day to submit cash deposit for FY20-21	<p>The proper cut-off for cash collections will be as follows:</p> <ul style="list-style-type: none"> Last day to submit cash deposit for FY20-21. All cash received as of June 29, 2021 at closing will be posted to the 2020-21 fiscal year. Please continue to submit cash received after June 29 for FY20/21 to Accounting. These deposits will be accrued to correctly record to FY20/21.
VII. ACCOUNTS PAYABLE (AP) INVOICES	
a. July 15 - Last day to submit cash deposit for FY20-21	<ul style="list-style-type: none"> Last day to submit invoice to pay 2020-21 purchase orders from 2020-21 budgets. (Items and services must have been received by June 30, 2021. Submit all final invoices to Accounting Services on or before July 15, 2021.

