Date: April 21, 2020

To: FHR Council Members

From: Leslie Brotcke, Accounting Manager

Subject: **Year-End Financial Deadlines for FY 19-20**

Below are the year-end financial deadlines for FY 19-20. These deadlines are established to ensure that CSU Channel Islands will meet its reporting deadlines to the CSU Chancellor's Office and the State Controller's Office.

This year's deadline for submission to these agencies is **Friday, July 10, 2020**.

By distributing the deadlines and requiring documents to be submitted earlier than in a normal month, Financial Services is in a better position to meet both the needs of the campus as well as submit our campus' reporting package on time.

Type of Transaction	Deadline	Description	Contact Information
Procurement	**Tues, May 19, 2020** **Tues, May 26, 2020** **Tues, May 26, 2020** **Fri, June 5, 2020**	**Reqs $50,000 and over** **Reqs $10,000 - $50,000** **Reqs less than $10,000** **Change Orders**	rhonda.florick@csuci.edu or x3775
Payroll Related Pay Requests	**Monday, June 8, 2020**	Vickie Metcalfe	x3731 or vickie.metcalfe@csuci.edu
Last day HR can receive pay related transactions in order to ensure expenses will post in FY2019-2020. This includes: Special Pay Authorizations Stipends Overtime Shift Differential Note: This does not include time entered in TLSS.			
Cash Posting Orders (CPOs)	**Fri, June 12, 2020**	Leslie Brotcke	X1631 or leslie.brotcke@csuci.edu
Cash Posting Orders (CPO's) for FY2019-2020 are due to the Chancellor's Office by this date.			
Petty Cash Replenishments	**Fri, June 12, 2020**	Myrna StaAna	x8489 or myrna.staana@csuci.edu
The "BEC Form" should be used for petty cash replenishments. Petty Cash Custodians are to submit the "BEC Form" to Accounts Payable.			
ProCard Statements	**Thurs, June 18, 2020**	Dianna Mann	Dianna.mann@csuci.edu or x8449
Reporting date is for the period May 10, 2020 - June 10, 2020. June reconciliation period is June 11, 2020 - June 18, 2020. Submit an "Accounts Payable Accrual Form" as per above to ensure that ProCard charges for June 11, 2020 - June 30, 2020 get recorded in the proper fiscal year.			

Travel Expense Claims (TEC), Certify, and Business	**Thurs, June 18, 2020**	Myrna StaAna	x8489 or myrna.staana@csuci.edu

TEC & BEC Forms and Certify must be submitted by close of business to Accounts Payable.

If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 19-20. Accruals will not be accepted for purchases under $500.

Forms must be signed and dated, and include all necessary backup.

Accounts Payable Check and Direct Payment Requ	**Thurs, June 18, 2020**	Myrna StaAna	x8489 or myrna.staana@csuci.edu

All requests for direct pay must be submitted on a "Check Request Form," and/or non-receiving PO invoice related payments must be approved and submitted to Accounts Payable by close of business.

If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 19-20. Accruals will not be accepted for purchases under $500.

Purchase Order with receiving requirement (3-way match PO) needs to be received in PeopleSoft (PS) by Shipping and Receiving Office by June 30, 2020 in order to include expenditures for the current year.

Accounts Receivable Invoice Requests	**Thurs, June 18, 2020**	Jennifer Conkwright	X3280 or jennifer.conkwright@csuci.edu

Invoice requests must be received by close of business.

Payroll Expenditure Adjustments	**Thurs, June 18, 2020**	Terrie Cilley	X3245 or theresa.cilley@csuci.edu

These transfers must finalize all adjustments through May 2020.

Adjustments should be made using the "Payroll Expenditure Transfer Form."

Once preliminary June 2020 reports are issued, only June 2020 adjustments will be accepted.

Mon, July 6, 2020 - Final - 12 pm

The "Payroll Expenditure Adjustment Form" should be used for all revenue/expenditure adjustments between campus and au

All transactions through June 2020 should be submitted by this deadline.

Budget Transfers	**Thurs, June 18, 2020**	Terrie Cilley	x3245 or theresa.cilley@csuci.edu

Budget transfers are due by close of business.

Related Entity Transactions (RETs)	**Mon, June 22, 2020**	Marina Moreno	x8578 or marina.moreno@csuci.edu

The "RET Form" should be used for all revenue/expenditure adjustments between campus and auxiliary organizations.

All adjustments through May 2020 should be submitted by this deadline.

Mon, June 29, 2020 - Preliminary

The "RET Form" should be used for all revenue/expenditure adjustments between campus and auxiliary organizations.

All transactions through June 2020 should be submitted by this deadline.

Mon, July 6, 2020 - Final - 2 pm

The "RET Form" should be used for all revenue/expenditure adjustments between campus and auxiliary organizations.

All transactions through June 2020 should be submitted by this deadline.

Journal Entries (JETs)	**Mon, June 22, 2020**	Jennifer Conkwright	X3280 or jennifer.conkwright@csuci.edu

The "JET Form" should be used for all non-payroll expenditure adjustments.

All adjustments through May 2020 should be submitted by this deadline.

Mon, June 29, 2020 - Preliminary

The "JET Form" should be used for all non-payroll expenditure adjustments.

All adjustments through June 2020 should be submitted by this deadline.
Once preliminary June 2020 reports are issued, only June 2020 adjustments will be accepted.
Also, use the "JET Form" for Chargebacks (phone, copier, utilities, postage).

Mon, July 6, 2020 - Final - 2 pm

The "JET Form" should be used for all non-payroll expenditure adjustments.

All adjustments through June 2020 should be submitted by this deadline.
Once preliminary June 2020 reports are issued, only June 2020 adjustments will be accepted.
Also, use the "JET Form" for Chargebacks (phone, copier, utilities, postage).

Deposits **Thurs, June 25, 2020** Roberto Garcia X or roberto.garcia@csuci.edu

All deposits, as recorded on the "Request to Deposit Funds" form, must be dropped off to Student Business Services (SBS) by close of business.

Accruals **Mon, June 29, 2020** Myrna StaAna x8489 or myrna.staana@csuci.edu

Payroll Accruals: Per the CO, payroll accruals are not allowed.

Accounts Payable Accruals:

All AP accrual transactions should be submitted with the form entitled "Accounts Payable Accrual Form" by close of business via email.
Write "ACCRUED" on the upper right corner of the back-up document/s to be attached to the form.

Accruals pertain only to items and/or services purchased and delivered by June 30, 2020.

Delivery confirmation is required from the Supplier for an item to be accrued, and back-up document/s must be included.
Accruals for direct payment, travel, business expense reimbursement (TEC and BER) as of June 30, 2020, back-up document/s must be included to be accrued.
Accruals will not be accepted for items under $500. (e.g. TEC/BER/Certify/Direct Payment, and PO).
Accruals are not allowed for grant funds.
P-Card charges from June 11-30, 2020

June 2020 Year-End Reports

Preliminary Reports Available for Review **Thurs, July 2, 2020** Leslie Brotcke / Leo Cervantes

Preliminary reports (department and payroll) will be available for review

Final Adjustments Due **Mon, July 6, 2020** Leslie Brotcke / Leo Cervantes / Marina Moreno / Jennifer Conkwright

Adjustments (June 2020 only) are due by 2 pm.