

Division of Business and Financial Affairs
Fiscal Services

Date: April 19, 2021

To: FHR Council Members

From: Leslie Brotcke, Accounting Manager

Subject: Year-End Financial Deadlines for FY 20/21

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 Monday, July 12, 2021.

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	Fri, April 30, 2021	Reqs \$50,000 and over	purchasing@csuci.edu
	Wed, May 26, 2021	Reqs \$10,000 - \$50,000	
	Wed, May 26, 2021	Reqs less than \$10,000	
	Fri, June 11, 2021	Change Orders	
	Tues, June 15, 2021	*Receiving on Site	
	* Receiving on Site: Please work with the vendor to have product on site by June 15, 2021 to ensure receiving is completed in FY20/21		
Payroll Related Pay Requests	Mon, June 7, 2021	Michele Naveau	x2095 or michele.naveau162@csuci.edu
	Last day HR can receive pay related transactions in order to ensure expenses will post in FY2020-2021. This includes: Special Pay Authorizations Stipends Overtime Shift Differential		
Note: Does not include time entered in TLSS.			

Cash Posting Orders (CPOs)	Fri, June 11, 2021	Jennifer Conkwright	X3280 or jennifer.conkwright@csuci.edu
	Cash Posting Orders (CPO's) for FY2020-2021 are due to the Chancellor's Office by this date.		
Petty Cash Replenishments	Fri, June 11, 2021	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	Fri, June 18, 2021	Dianna Mann	X8449 or Dianna.mann@csuci.edu
	Reporting date is for the period May 10, 2021 - June 10, 2021. June reconciliation period is June 11, 2021 - June 18, 2021. Submit an "Accounts Payable Accrual Form" as per above to ensure that ProCard charges for June 11, 2021 - June 30, 2021 get recorded in the proper fiscal year.		
Travel Expense Claims (TEC), Certify, and Business Expense Claims (BEC)	Fri, June 18, 2021	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 20-21. 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 Requests	Fri, June 18, 2021	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 20-21. 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, 2021		

in order to include expenditures for the current year.

Accounts Receivable Invoice Requests	Fri, June 18, 2021	Jennifer Conkwright	X3280 or jennifer.conkwright@csuci.edu
	Invoice requests must be received by close of business.		
Payroll Expenditure Adjustments	Fri, June 18, 2021	Terrie Cilley	X3245 or theresa.cilley@csuci.edu
	These transfers must finalize all adjustments through May 2021. Adjustments should be made using the “Payroll Expenditure Transfer Form.” Once preliminary June 2021 reports are issued, only June 2021 adjustments will be accepted.		
	Tues, July 6, 2021 Final - 12 pm The “Payroll Expenditure Adjustment Form” should be used for all revenue/expenditure adjustments between campus and auxiliary organizations. All transactions through June 2021 should be submitted by this deadline.		
Budget Transfers	Fri, June 18, 2021	Terrie Cilley	x3245 or theresa.cilley@csuci.edu
	Budget transfers are due by close of business.		
Related Entity Transactions (RETs)	Tues, June 22, 2021	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 2021 should be submitted by this deadline.		
	Tues, June 29, 2021 Preliminary The “RET Form” should be used for all revenue/expenditure adjustments between campus and auxiliary organizations. All transactions through June 2021 should be submitted by this deadline.		
	Tues, July 6, 2021 Final - 2 pm The “RET Form” should be used for all revenue/expenditure adjustments between		

campus and auxiliary organizations.
All transactions through June 2021 should be submitted by this deadline.

**Journal Entries
(JETs)**

Tues, June 22, 2021 Marina Moreno

[x8578 or
marina.moreno@csuci.edu](mailto:x8578@csuci.edu)

The “JET Form” should be used for all non-payroll expenditure adjustments.
All adjustments through May 2021 should be submitted by this deadline.

Tues, June 29, 2021

Preliminary

The “JET Form” should be used for all non-payroll expenditure adjustments.
All adjustments through June 2021 should be submitted by this deadline.
Once preliminary June 2021 reports are issued, only June 2021 adjustments will be accepted.
Also, use the “JET Form” for Chargebacks (phone, copier, utilities, postage).

Tues, July 6, 2021

Final -2 pm

The “JET Form” should be used for all non-payroll expenditure adjustments.
All adjustments through June 2021 should be submitted by this deadline.
Once preliminary June 2021 reports are issues, only June 202 adjustments will be accepted.
Also, use the “JET Form” for chargebacks (phone, copier, utilities, postage).

Deposits

Fri, June 25, 2021 Roberto Garcia

[x3717 or
roberto.garcia@csuci.edu](mailto:x3717@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

Tues, June 29, 2021 Myrna StaAna

[x8489 or
myrna.staana@csuci.edu](mailto:x8489@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, 2021. 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, 2021, back-up document/s must be included to be accrued. Accruals will not be accepted for items under \$500. (e.g. EC/BER/Certify/Direct Payment, and PO).

Accruals are not allowed for grant funds.

P-Card charges from June 11-30, 2021

June 2021 Year-End Reports

Preliminary Reports

Fri, July 2, 2021 Leslie Brotcke / Leo Cervantes

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

Final Adjustments Due Tues, July 6, 2021

Leslie Brotcke / Leo Cervantes
Marina Moreno / Jennifer Conkwright

Adjustments (June 2021 only) are due by 2 pm.