

SAN DIEGO COUNTY OFFICE OF EDUCATION
 District Financial Services
 Financial Accounting & Reporting

YEAR-END CLOSING SCHEDULE
 Fiscal Year 2019-20

June 2020						
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				
July 2020						
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	
August 2020						
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					
September 2020						
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			

June 9: Year-end Closing Workshop – Zoom Meeting.

Link to presentation (when available):

<http://www.sdcoe.net/business-services/financial-services/financial-accounting/Pages/financial-accounting.aspx>

June 25:

- Final date for all deposits to J.P. Morgan by close of business day.
- Last day to enter vouchers in the system by close of business day. Vouchers entered after this date will be denied and will need to be re-entered on July 1.

June 29:

- Last day to submit auditor's transfers due to Financial Accounting by 10 AM.
- Last day to cancel warrants.

July 1:

- First day to post to period 998 with 06/30/20 date.
- Fiscal Year 2020/21 activity begins - Use July date (7/2020).
- First day to enter new vouchers against current year (2020-2021) purchase orders.

July 2: First day commercial warrants are issued for 2020-2021.

July 8: Finalize all 2019/20 PO's, and enter goods received on or before June 30th by 5 PM.

July 9: Last day for districts to run their PO Rollover process

July 15: Period 12 closes at close of business.

July 31: Payroll Accruals posted by Financial Accounting.

September 3:

- Last day to post to period 998.
- Send completed district closing checklist and TRC to Financial Accounting: finacct@sdcoe.net

September 15: Governing Board shall approve, and district shall submit to SDCOE, 2019-20 SACS Unaudited Actuals [E.C. 42100(a)]