

SAN DIEGO COUNTY OFFICE OF EDUCATION

District Financial Services Financial Accounting & Reporting

YEAR-END CLOSING SCHEDULE

Fiscal Year 2021-22

June 2022						
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 7: Year-end Closing Workshop – Zoom Meeting.

Presentation will be posted on the Financial Accounting website (when available): <http://www.sdcoe.net/business-services/financialservices/financial-accounting/Pages/financial-accounting.aspx>

June 8: GASB 87 Workshop – Zoom Meeting.

June 27:

- Last day to cancel warrants.
- 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.
- Last day to issue inventory orders.

June 28: Final date for all deposits to J.P. Morgan by close of business day.

June 29: Last day to submit auditor's transfers due to Financial Accounting by 10 AM.

July 1:

- First day to post to period 998 with 06/30/22 date.
- Fiscal Year 2022-23 activity begins - Use July date (7/2022).
- First day to enter new vouchers against current year (2022-23) purchase orders.

July 5: First day commercial warrants are issued for 2022-23.

July 8: Finalize all 2021-22 POs, and enter goods received on or before June 30th by 5 PM.

July 11: Last day for districts to run their PO Rollover process.

July 15: Period 12 for 2021-22 closes at close of business day (5 PM).

August 3: Payroll Accruals posted by Financial Accounting.

September 6:

- 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, 2021-22 SACS Unaudited Actuals [E.C. 42100(a)].

July 2022						
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 2022						
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 2022						
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	