

FISCAL MEMORANDUM FAS 20-01

DATE: March 16, 2020

TO: All Administrators, Faculty, and Staff

FROM: Carmen Martinez-Coniglio, Senior Director
Fiscal Services

SUBJECT: **FISCAL YEAR 2019-20 YEAR-END CLOSING SCHEDULE**

It is once again time to plan the process to close out the district's books for fiscal year-end June 30, 2020. Year-end closing requires the coordinated efforts of Budget, Accounting, Purchasing and campus departments to ensure that all financial activity is accurately recorded. Departments should begin reviewing their budgets and verifying that all requisitions, invoices, travel expenses, and payroll transactions pertaining to fiscal year 2019-20 have been recorded accurately and all corrections have been posted. Before closing, it is necessary to ensure the accuracy of all outstanding purchase orders so that our fund balances can be accurately carried forward. While many of you may be familiar with past practices, we ask that you review the information below as some may have changed this year.

PURCHASING AND CONTRACTS SERVICES:

Open Purchase Orders: Automatically closed on Thursday, July 30, 2020

Purchases initiated in fiscal year 2019-20 will be applied to 2019-20 budgets only to the extent that deliveries of goods and services are received by June 30, 2020.

Preliminary open P.O. reports will be provided to Division V.P.'s beginning April 1st. Review all your open purchase orders and unencumber funds from P.O.'s that are not critical to the completion of this fiscal year. All blanket P.O.'s must be reviewed and finalized. Any P.O.'s not currently needed should be closed. If the purchase order has been fulfilled (the item has been received or service has been rendered) but the P.O. is still open, contact Jenny Akins at jakins@palomar.edu to close the P.O. Otherwise, all fiscal year 2019-20 P.O.'s will be automatically closed on July 30, 2020.

Purchase Order (P.O.) Rollovers Thursday, July 30, 2020

A limited number and certain types of purchase orders that will not be fulfilled by June 30, 2020 may be rolled over to fiscal year 2020-21. Unspent General Unrestricted budgets and certain Categorical funds from 2019-20 do not carry forward to 2020-21. Fiscal Services will make final determination for all those P.O.'s requested to potentially be rolled over to the following year. Any intended P.O. rollovers must be received, in writing, no later than 5:00 p.m. July 30, 2020 and sent to Jenny Akins, jakins@palomar.edu.

Invoices

By noon on Wednesday, July 29, 2020

During the fiscal year 2019-20, your department might incur unpaid expenses but won't receive the invoice until July. The district is required to recognize the expenses in the period it's incurred. **Goods must be received and services must be rendered by June 30, 2020 in order to be paid from fiscal year 2019-20 funds.** Invoices for fiscal year 2019-20 expenses must be received by Accounts Payable for processing no later than 12 p.m. on July 29, 2020. If your department has not received the invoice, please contact the vendor and submit your invoice to Accounts Payable by the deadline date. Invoices may be electronically sent to AP@palomar.edu. Your expediency in handling invoices will help ensure payment in the proper fiscal year. Invoices received after this deadline will be charged against fiscal 2020-21 budget.

Prepaid Expenses

During the fiscal year 2019-20, it may be necessary to pay for 2020-21 expenses in advance. The district is required to record these transactions as **Prepaid Expenses** and allocate them in the fiscal year when the goods or services are used/rendered; not the fiscal year in which the expenses are paid. Please add a note, **Prepayment 2020-21**, at the top of any 2020-21 invoice requiring prepayment in 2019-20. Contact Steven Carkey at scarkey@palomar.edu for questions regarding accrual of expenditures.

Requisitions (Supplies, Equipment, & Services):

The deadlines for requisitions vary based on the type of purchase and funding source.

- **Requisitions (Amount Greater than Bid Limit \$95,200) Friday, April 3, 2020**

Public Contract Code (PCC) Section 20651(a) requires the district to competitively bid and award contracts involving expenditure of more than **\$95,200** for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
2. Services that are non-construction; and,
3. Repairs, including maintenance as defined in PCC section 20656, that are not public projects as defined in PCC section 22002(c).

Requisitions for goods and services that require a public bid (greater than \$95,200) and requisitions for public works that require informal or formal public bid (greater than \$15,000), regardless of funding source, must have complete workflow approvals and be ready for processing by Purchasing no later than April 3, 2020.

- **Requisitions (Unrestricted Fund/No Bid Required) Friday, April 24, 2020**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2019-20 unrestricted fund source must have complete workflow approvals and be ready for processing by Purchasing no later than April 24, 2020.

- **Requisitions (Restricted Fund/No Bid Required)** **Friday, May 1, 2020**

All requisitions, change requests for open P.O.'s, and service agreements for activity which should be processed against the fiscal year 2019-20 restricted fund source (i.e. Categorical, IELM, State Scheduled Maintenance, etc.) must have complete workflow approvals and be ready for processing by Purchasing no later than May 1, 2020.

- **Computer equipment and software purchases**: Allow at least one week before each deadline to obtain I.S. approval.
- **Furniture purchases**: Allow at least four to six weeks lead time for the delivery and installation.
- **Requisitions for Fiscal Year 2020-21 Activity**

Departments will be notified when fiscal year 2020-21 budget is available and when requisitions may be entered. Requisitions for fiscal year 2019-20 activity must be entered with a **July 1, 2020** accounting date to differentiate between fiscal years when the new budget year is open. Contact Purchasing for more information.

CAL-Card Charges

Expenditure Cut-Off: Monday, June 22, 2020

The expenditure cut-off date for fiscal year 2019-20 processed from CAL-Card is June 22, 2020. CAL-Card charges can take 24 hours to two business days to actually post on your statement. Charges posted after the June statement period will be paid from fiscal year 2019-20 funds.

Remember that charges made using CAL-Cards do not encumber funds and, if not tracked closely, can lead to overspent budget. No equipment greater than \$200, services, or personal expenses may be charged against a District CAL-Card. Purchases in violation of the CAL-Card policy, overspending of budgets, and/or late submission of statements are subject to revocation of cardholder privileges.

CAL-Card Reconciliation Statements

by Friday, July 10, 2020

Grants and Categorical Funds

Project managers must review their work plan in conjunction with the grant expenditures posted on Budgets Overview. If your grant is expiring on June 30, 2020, please initiate all your purchases well in advance of **May 1, 2020**. As you are making plans for year-end purchases, pay particular attention to the **district's** fiscal year-end deadlines. If a carry forward budget is allowed by the funding agency or by a federal grant ending on September 30, 2020, Fiscal Services may use deferred revenue accounts for associated goods and services that are provided for or delivered after June 30, 2020. **Use a July 1, 2020 accounting date on requisitions for all goods and services to be charged against carry forward budgets.** A good rule of thumb is to match the expense with the appropriate fiscal year revenue. Contact Pai Wang-Smith (pwang-smith@palomar.edu) for questions regarding financial reporting and deferred revenue. All June 30 grant reconciliations are due to Fiscal Services on **Fri., August 14, 2020**.

Facilities Work Requests

Friday, April 10, 2020

All Facilities work requests that are to be charged against fiscal year 2019-20 funds must be received by the Facilities Department no later than April 10, 2020. Emergency requests after the cut-off date must have written justification and approval by the Assistant Superintendent/Vice President, Finance and Administrative Services on the prescribed form.

Applications for Use of College Facilities

Friday, June 5, 2020

Pay Vouchers/Payment Requests

By noon on Wednesday, July 15, 2020

Any pay vouchers for **non-PO purchases** to be recorded as fiscal 2019-20 expenses must be received in Accounts Payable no later than 12:00 p.m. on July 15, 2020. Unless the request is for student refunds or travel reimbursements, **pay vouchers have a limit of \$1,000 and should not be submitted in lieu of purchase requisitions.** Purchases over \$1,000 must be processed through the regular purchasing guidelines (refer to the requisition deadlines above).

Procuring goods/services from vendors who are not in the PeopleSoft database may cause delays in our ability to pay vendors. **All new vendors must have a W-9 form on file.**

Employee Travel/Mileage Reimbursement

By noon on Wednesday, July 15, 2020

Claims for travel/mileage incurred during the fiscal year 2019-20 must be received in Accounts Payable no later than July 15, 2020.

Final Commercial Warrant Disbursement

Thursday, July 30, 2020

This is the final check run for all fiscal year 2019-20 activity. **No exceptions.**

Cash/Checks Received

By noon on Tuesday, June 30, 2020

All cash/checks collected are to be deposited **within one business day.** Do not hold funds received prior to June 30 for deposit in the following fiscal year. Departmental collections must be deposited to the Cashiers Office and posted in PeopleSoft by 12:00 p.m. on June 30, 2020. This deadline applies to San Marcos and all off site locations.

Accounts Receivable

Friday, July 10, 2020

Departments knowing of amounts owed to the College as of June 30, 2020, including all billings to be invoiced, must send an email to Pai Wang-Smith Lee at pwang-smith@palomar.edu detailing the amount owed, the name of the vendor, and the budget number which the revenue should be credited.

Payroll-related Information

Wednesday, July 1, 2020

All hourly timesheets, Overtime and Extra Hours reports, and Absence reports through June 30, 2020 are due to Payroll on July 1, 2020.

Budget Adjustments

Tuesday, June 30, 2020

Requests for budget adjustments must be received in the Budget Office no later than 12:00 p.m. on June 30, 2020 to be processed in fiscal year 2019-20.

Revenue/Expense Transfers

Tuesday, June 30, 2020

All revenues/expenditure transfers submitted to Accounting pertaining to fiscal year 2019-20 must be received no later than by 12:00 p.m. on June 30, 2020.

Unless otherwise noted in this memo, these dates represent final cut-off for financial activities and adjustments *and will be strictly adhered to*. **Please share this memo and the attached calendar of activities with the appropriate staff in your department.**

We understand a special situation may arise that requires an exception to an item in this document. When this occurs, please contact the appropriate department as soon as possible in order to accommodate any necessary adjustments.

Any exception must have a written justification and approval by the following:

- (1) Division Vice President
- (2) Fiscal Director or Chief Business Officer

**Palomar Community College District
Finance and Administrative Services**

YEAR-END CLOSING DEADLINES FOR FY 2019-2020

The table below summarizes the information provided on the year-end memo.

The cut-off dates indicated below will be STRICTLY ADHERED TO:

Action	Deadline
PURCHASING AND CONTRACTS SERVICES:	
Requisitions for goods and services requiring public bid (Amount over \$95,200)	Friday, April 3, 2020
Requisitions for public works requiring public bid (Amount over \$15,000)	Friday, April 3, 2020
Requisitions (Charged to Unrestricted Funds)	Friday, April 24, 2020
Requisitions (Charged to Restricted Funds)	Friday, May 1, 2020
June Cal-Card Statements – Robert Threatt, rthreatt@palomar.edu (Cal-Card charges posted after the June billing statement will be charged to FY 2020-21 budget)	Friday, July 10, 2020
All Open Purchase Orders (P.O.s) will be automatically closed	Thursday, July 30, 2020
Requests for P.O. Rollovers (Notify Jenny Akins at jakins@palomar.edu)	Thursday, July 30, 2020
FACILITIES SERVICES	
Work Requests (Emergencies with VP approval only after cut-off with written justification on form)	Friday, April 10, 2020
Applications for Use of College Facilities	Friday, June 5, 2020
FISCAL SERVICES	
Departmental Deposits (Cash/Checks/Credit Cards) to Cashiers Office by 12:00 p.m.	Tuesday, June 30, 2020
Revenue/Expense Adjustments by 12:00 p.m.	Tuesday, June 30, 2020
Budget Transfers/Adjustments by 12:00 p.m.	Tuesday, June 30, 2020
Accounts Receivables/Billings to be Invoiced (Notify Pai Wang-Smith at pwang-smith@palomar.edu)	Friday, July 10, 2020
Claims for Employee Travel/Mileage Reimbursements..... by 12:00 p.m.	Wednesday, July 15, 2020
Pay Vouchers (for non-PO goods and services) by 12:00 p.m.	Wednesday, July 15, 2020
Vendor Invoices for FY 2019-20 Purchase Orders..... by 12:00 p.m.	Wednesday, July 29, 2020
Final FY 2019-20 Check Run	Thursday, July 30, 2020
PAYROLL:	
All Hourly Time Sheets through June 30, 2020	Wednesday, July 01, 2020
All Overtime and Extra Hours Reports	Wednesday, July 01, 2020
All Absence Reports	Wednesday, July 01, 2020