



M E M O R A N D U M

TO: Business Managers

FROM: Travis Haskill *TWH*

DATE: June 5, 2019

SUBJECT: Year-End Closing Dates

Year-end is again approaching; following are time lines set by the Auditor-Controller.

S-Transfers:

In order to insure compliance with the County Auditor, BCOE will need all S-Transfers by noon on Thursday, July 11th. Please keep in mind that S-Transfers put into courier on Wednesday, July 10th will **not** be received in time to be posted to the correct year. If you are using the courier, you will need to have the S-Transfer prepared and ready for pick up on Monday, July 8th. If you choose, you can email S-Transfers, along with the backup, up until the noon deadline on July 11th.

Deposits:

Deposits to be included in the 2018/19 school year will need to be at the Treasurer by 3:00 pm on Friday, June 28th. Since deposits require action from the county as well as from the district, BCOE will need the deposits to be included in the Monday, June 24th courier. If you miss the courier, they can be hand delivered no later than 3:00 p.m. on Tuesday, June 25th. After this time, accounts receivable must be accrued for the 2018/19 school year.

Accounts Payable:

Vendor checks for 6/30/2019 will be run on the normal Tuesday/Thursday schedule during the last week of June. As per current practice, there will not be any checks issued with a June date after the final 2018-19 check run on Thursday, June 27th.

The Unaudited Actuals are due to the County Office on September 15th.

If you have any questions please feel free to call.

rj, FS-1819-083

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