
From: Lena Young-Gallardo
Sent: Thursday, May 12, 2022 9:58 AM
To: BSD-CBO List; BSD-FinMgrsMeet List; BSD-Purch Mgrs List; BSD-Food Mgrs List; newpy; Persadmin List
Cc: BSD-ExecutiveStaffList; BSD-DFS List
Subject: District Financial Services Fiscal Year-End Deadlines, FY 2021-22
Attachments: Bulletin - DFS Year End Closing Timelines, FY 2021-2022.pdf

Good morning,

Please share the attached bulletin which outlines the District Financial Services' deadlines for processing fiscal year 2021-22 financial transactions.

If you have any questions, please contact the DFS Management Team at DFSManagementTeam@sbcss.net.

Have a great day!

Thanks,
Lena



Transforming lives through education

**Lena Young-Gallardo, Director
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DATE: May 12, 2022

TO: Chief Business Officials, Fiscal Services Directors, Purchasing Directors,
and Other Interested Parties
San Bernardino County School Districts, ROP's, and Community Colleges

SUBJECT: **DISTRICT FINANCIAL SERVICES YEAR-END CLOSING
TIMELINES FOR FISCAL YEAR 2021-22**

COMMERCIAL WARRANTS (VENDOR PAYMENTS):

Commercial warrant transmittals for all districts must be released in the financial system **no later than Friday, June 17, 2022, at 4:00 p.m.** The APY system will also be disabled for payments at this time. All commercial warrant transmittals and related audit documentation must be received by District Financial Services **no later than Tuesday, June 21, 2022 at 4:00 p.m.** DFS will endeavor to audit and process all the commercial payments received by this deadline; however, we respectfully request that districts process all payments as early in June as possible, particularly those payments that are not on the Vendor Exclusion List. If your district has an emergency situation after the deadline, please contact our office to discuss possible solutions.

Any auditable commercial warrant transmittals remaining in the system after the final deadline will be rejected back to the districts. Prior to deleting the payments and voiding the transmittals, the district should run a Transaction Report to see which transmittals are still open and determine which payments should be set up as Estimated Payables. If you need help running reports, please contact the Technology JPA at ms.helpdesk@sbcss.net.

Estimated Payables will be enabled **on Tuesday, June 21, 2022.**

Estimated Receivables will be enabled **on Friday, July 1, 2022.**

THE FOLLOWING DEADLINES CONTINUE TO BE EXTENDED TO ALLOW THE SCHOOL DISTRICTS ADDITIONAL PROCESSING TIME AND REDUCE THE NUMBER OF ACCRUALS TO SET UP:

DEPOSITS OF MONEY

Deposits must be received in District Financial Services **no later than Thursday, June 23, 2022 at 4:00 p.m.**, to be deposited as June business.

INTERFUND TRANSFERS

Interfund transactions must be entered into the system **no later than Friday, June 17, 2022** and **received by District Financial Services on Tuesday, June 21, 2022 at 4:00 p.m.**, in order to be processed as a June transfer and avoid the need to set up accruals as “Due To/Due From”.

WARRANT CANCELLATIONS

Warrant cancellations must be received in District Financial Services **on Tuesday, June 21, 2022 at 4:00 p.m.**

COUNTY CASH TRANSFERS

Cash transfers affecting the County Auditor’s Enterprise Reporting System (SAP) received from other departments within SBCSS must be received in District Financial Services **by Tuesday, June 21, 2022 at 4:00 p.m.**

JOURNAL ENTRIES

The journal entry program will remain open through August for Journal Entries related to year-end closing and SACS reports.

The system will be closed to ALL 2021-22 activity on Friday, August 26, 2022 at 4:00 p.m., unless otherwise extended

OUTSTANDING REQUISITIONS AND PURCHASE ORDERS

Please ensure that all FY22 purchase orders are completed (closed) or voided. The Accounts Payable – Open Encumbrances Report can be generated to validate that all PO’s have been completed.

For districts that are set to “Pre-Encumber” requisitions, please void all requisitions in process. In addition to Encumbrances, Pre-Encumbrances will prevent Closing Entries from updating. To assist in voiding requisitions, a mass void feature is available in the purchasing system.

If you have any questions or need access to the mass void feature, please send an e-mail to ms.helpdesk@sbcss.net.

LIABILITY PAYROLLS

The following payrolls will be reflected as liabilities in Fiscal Year 2021-22:

July 1, 2022 All payrolls issued.
July 9, 2022 All payrolls issued.
July 15, 2022 All payrolls issued, except Classified Semi-Monthly.

If you have any questions, please contact a member of the District Financial Services' management staff at (909) 388-5701.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo

Lena Young-Gallardo, Director
District Financial Services

LYG:kb