
*San Bernardino County Superintendent of Schools
Business Advisory Services*

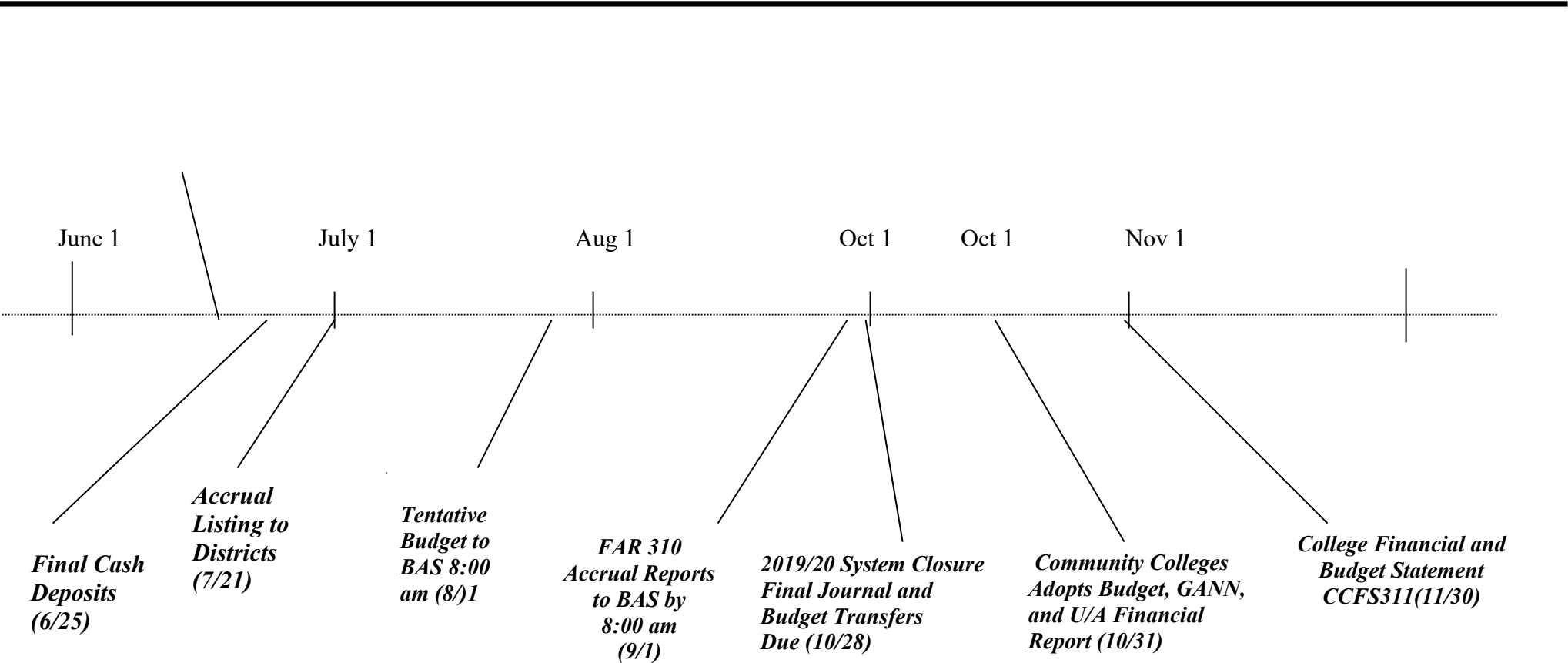
2020-21 Adopted Budgets
Year-End Activity and Final Financial Reports 19-20

YEAR-END DEADLINES

COMMUNITY COLLEGES (TENTATIVE AND ADOPTED)

5/7/2020

County Superintendent of Schools
Business Advisory Services
Community College District
BUDGET & YEAR - END TIMELINE



San Bernardino County Superintendent of Schools
 Business Advisory Services
 TIMELINES
 2020-21 Adopted Budgets, Year-End Activity and Final Financial Reports 2019-20
 K-12 (SINGLE & DUAL BUDGET ADOPTION CYCLE DISTRICTS) AND COMMUNITY COLLEGES

YEAR-END CLOSING DEADLINES
 Revised 5/29/20

DEADLINE	ACTIVITY	DISTRICT RESPONSIBILITY	COUNTY OFFICE RESPONSIBILITY
June 15, 2020	Commercial Warrant Batches Commercial Warrants Security ID Card Deactivation at 2:30 p.m.	Commercial warrant batches must be released in system no later than 2:30 p.m. Auditable Prelist with documentation must be to DFS by June 17 th . Any Auditable Commercial Warrant batches remaining in the system after the final deadline will be rejected back to the district. Prior to deleting the payments and voiding the transmittals, the district should run a Transaction Report to see which transmittal are still open and determine which payments should be set up as Estimated Payables. Please refer to District Financial Services Year-End Closing Timelines 2019-20	DFS will process pre-list received as June business in the financial system. See DFS Bulletin Deactivation is initiated by DFS at 2:30 p.m. DFS will delete the payments and void the batches for the districts. DFS will send a copy of the 9000 prelist and the "Voided Batch Transaction Report" to each district. DFS will finish the process in time for districts to release payments on Friday July 2nd.
June 17, 2020	Interfund Transfers	Interfund transaction must be entered into the system no later than 2:30 pm. and received in DFS by Friday, June 19, 2020 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"	DFS will inactivate Inter-fund transfers at 2:30 p.m.
June 22, 2020	Warrant Cancellations County Cash Transfers	Warrant Cancellations must be received in District Financial Services by 4:00pm. Districts may distribute to accounts once District Financial Services has released	District Financial Services will process warrant cancellations received by the June 22 nd deadline (4:00 p.m.) as June business BAS, Retirement, Internal Business submit cash transfers to District Financial Services by 4:00 p.m. (Cash transfers affecting the Auditor's Enterprise Reporting System (SAP))
June 25, 2020	Deposit of Money	Must be received in District Financial Services by 3:00 p.m.	DFS will process deposits received by June 25 th deadline (3:00 p.m.) as June business.
August 1, 2020	Community Colleges Tentative EO 2020-06 temporarily suspension of 58305(a)	File with BAS by August 1, 2020	BAS Reviews Community Colleges: Budgets remain in "TENTATIVE STATUS" in FCS but system will be unlocked to allow continued financial activity And input of proposed adopted budget
August 20, 2020	Deadline for BAS review of Tentative Budgets Community Colleges		Upon approval of budget by BAS. 2020-21 Budgets will remain in "Tentative System" in system; however, system will be unlocked by BAS to allow continued district financial activity.
September 1, 2020	Community College Accruals Due	Colleges Send FAR 310 report to BAS	BAS reviews College Accruals

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October 28, 2020	Final 2019-20 Journals Budgets and Set-ups Posted (Community Colleges) *****System Closed 4:00 p.m. ***** Journal, Budget, and Set-up Entries are due	After all final corrections to 2019-20 have been posted, perform year-end close.	BAS will validate journal entries received by the deadline and return to DFS for posting to the system.
October 31, 2020	Community College Budgets Adopted	Community Colleges take proposed Budget to Board. Colleges must adopt by October 31, 2020.	
	District Adopts Appropriation Limit Resolution (GANN) Report filed with Annual Financial and Budget Report (CCFS-311)	Adopted Gann Resolution kept for Audit Review	
November 15, 2019	Adopted Budget Submission (Community Colleges) Budgets (as adopted by the CC Governing Board) must be in the Financial System (in GLD) by 4:00 pm	Community Colleges must adopt budget by October 31, 2020. CCFS311 completed and sent to BAS District must input 2020-21 budget data in GLD and lock system. (NOTE: All budgets will be in locked tentative status in GLD pending BAS validation of agreement between budget document and data in systems)	Budget to be rolled to "Adopted Status" after validation by BAS that budget document agrees with 2020-21 budget data in system. Budget will be rolled from "Adopted Status" to "Approved Status" in GLD unless significant technical corrections are required.
November 30, 2020	Annual Financial Report and 2020-21 Adopted Budget due for Community Colleges to Chancellor	Community Colleges must submit a copy of 2019-20 Annual Financial Report and 2020-21 Budget to the Chancellor's Office	
February 28, 2020	2019-20 Audit Reports (Audited Actuals) EO 2020-06 by February 28th	Colleges, file Audit Reports with: * County Superintendent (Business Advisory Services) * Board of governors * Department of Finance * State Chancellor Any required Audit Adjustments to 2020-21 Beginning Balances should be posted by District at this time.	BAS will validate that Districts have posted any required Audit Adjustments to 2020-21 Beginning Balances by March 31, 2020.