



CLOSING SCHEDULE

This section provides San Diego County Office of Education year-end timelines which must be incorporated into the District Closing Schedule. These deadlines must be followed throughout the closing process.

SAN DIEGO COUNTY OFFICE OF EDUCATION

District Financial Services Financial Accounting & Reporting

YEAR-END CLOSING SCHEDULE

Fiscal Year 2025-26

June 2026						
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 11: Year-end Closing Workshop – Zoom Meeting.

Presentation will be posted on the Financial Accounting website (when available): <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-accounting>

June 25:

- Last day to enter vouchers in the system – due by noon. Vouchers entered after 12 PM on this date will be denied and will need to be re-entered on July 1.
- Last day to submit warrant cancellations for reissue – due by noon.
- Last day to cancel warrants – due by noon.

June 26:

- Final date for all deposits to J.P. Morgan by close of business day. Deposit slips are due to Financial Accounting (finacct@sdcoe.net) by 9 AM on 06/29/2026.
- Last day to issue inventory orders.

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

July 1:

- First day to post to period 998 with 06/30/2026 date.
- Fiscal Year 2026-27 activity begins - Use July date (7/2026).
- First day to enter new vouchers against current year (2026-27) purchase orders.

July 6: First day commercial warrants are issued for 2026-27.

July 8: First AP ACH settlement date for 2026-27.

July 9: Finalize all 2025-26 POs (close POs that are not needed) and enter goods received on or before June 30th by 5 PM.

July 10: Last day for districts to run their PO Rollover process.

July 15: Period 12 for 2025-26 closes at close of business day (5 PM).

August 4: Payroll Accruals posted by Financial Accounting.

September 8:

- 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, 2025-26 SACS Unaudited Actuals [E.C. 42100(a)].

July 2026						
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 2026						
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 2026						
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			

Friday, June 19th, Juneteenth National Independence Day

Friday, July 3rd, Independence Day

Monday, September 7th, Labor Day