

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				

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			

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)].

Friday, June 19th, Juneteenth National Independence Day

Friday, July 3rd, Independence Day

Monday, September 7th, Labor Day