From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List; BSD-Purch Mgrs List; Newpy List
Cc:	BSD-ExecutiveStaffList; BSD-DFS List
Subject:	District Financial Services Fiscal Year-End Deadlines, FY 2025-26
Date:	Friday, April 3, 2026 10:29:58 AM
Attachments:	image001.png Bulletin - DFS Year End Closing Timelines FY 2025-26.pdf

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Good morning,

Please see the attached bulletin which outlines the District Financial Services' deadlines for processing fiscal year 2025-26 financial transactions.

If you have any questions, please email DFSManagementTeam@sbcss.net.

Thanks,
Lena

Transforming lives through education
Lena Young-Gallardo, Director
District Financial Services
San Bernardino County Superintendent of Schools
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San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: April 3, 2026

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 2025-26**

COMMERCIAL WARRANTS (VENDOR PAYMENTS):

Commercial warrant transmittals for all districts (including outgoing wire requests) must be released in the financial system **no later than Friday, June 12, 2026, 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 attached to the transmittal and notify District Financial Services **no later than Monday, June 15, 2026, at 4:00 p.m.** DFS expects to audit and process all the commercial payments received by this deadline. 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 an Accounts Payable 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 Helpdesk Portal at https://techjpa.atlassian.net/servicedesk/customer/portal/3.

Estimated Payables will be enabled **on Tuesday, June 16, 2026.**
Estimated Receivables will be enabled **on Wednesday, July 1, 2026.**

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 18, 2026, at 4:00 p.m.**, to be deposited as June business.

INTERFUND TRANSFERS

Interfund transactions must be entered into the system and received **no later than Wednesday, June 17, 2026, at 4:00 p.m**., 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 **no later than Thursday, June 18, 2026, 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 **no later than Thursday, June 18, 2026, 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 2025-26 activity on Tuesday, Sept 1, 2026, at 4:00 p.m., unless otherwise extended.

OUTSTANDING REQUISITIONS AND PURCHASE ORDERS

Please ensure that all FY26 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 contact the Technology JPA Helpdesk Portal at: https://techjpa.atlassian.net/servicedesk/customer/portal/3

LIABILITY PAYROLLS

The following payrolls will be reflected as liabilities in Fiscal Year 2025-26:

July 1, 2026 All payrolls issued.
July 9, 2026 All payrolls issued.
July 15, 2026 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