

**Office of Fiscal Services**  
**2016-17 Year-End Close Calendar**

**FY 2017 Period: 07/01/2016 – 06/30/2017**

**FY 2018 Period: 07/01/2017 – 06/30/2018**

Date	Week Day	Contact	Phone	Department	Event
<b>May 15, 2017</b>	Monday	<a href="#">Darryl Sweet</a> , <i>Business Services</i> <a href="#">Brian Agius</a> , <i>Business Services</i> <a href="#">Ed Elie</a> , <i>Business Services</i>	415-565-4604 415-565-4717 415-565-4731	Purchasing	<input type="checkbox"/> <b>2017-18 purchase orders</b> for base budget / ongoing operating costs can be opened. Purchase orders for special funding requests will not be issued until the funding is approved by the Board of Directors at their <b>September 2017</b> meeting.
<b>June 5 –23, 2017</b>	Monday - Friday	Moss Adams Interim Audit			<input type="checkbox"/> <b>3 weeks Interim Audit Field work</b>
<b>June 16, 2017</b>	Friday	<a href="#">Darryl Sweet</a> , <i>Business Services</i> <a href="#">Brian Agius</a> , <i>Business Services</i> <a href="#">Ed Elie</a> , <i>Business Services</i>	415-565-4604 415-565-4717 415-565-4731	Purchasing	<input type="checkbox"/> Last day to request a <b>2016-17 purchase order</b> .
<b>June 21, 2017</b>	Wednesday	<a href="#">Darryl Sweet</a> , <i>Business Services</i> <a href="#">Brian Agius</a> , <i>Business Services</i> <a href="#">Ed Elie</a> , <i>Business Services</i>	415-565-4604 415-565-4717 415-565-4731	Purchasing	<input type="checkbox"/> Last day to order from <b>Office Max</b> for items to be charged against the <b>2016-17</b> budget. Normally, items ordered by this date will be received on or before <b>June 30, 2017</b> . If they are received on or after <b>July 1, 2017</b> , they will be charged to the <b>2017-18</b> budget allocation.
<b>June 26, 2017</b>	Monday	<a href="#">Darryl Sweet</a> , <i>Business Services</i> <a href="#">Michelle Wong</a> , <i>Fiscal Services</i> <a href="#">Randy David</a> , <i>Fiscal Services</i>	415-565-4604 415-565-4899 415-565-4704	Purchasing Fiscal Services	<input type="checkbox"/> Last day to make p-card purchases to charge to <b>2016-17</b> . P-card purchases made after this date will be charged to <b>2017-18</b> . <input type="checkbox"/> Last day to receive <b>warehouse supplies</b> from Purchasing for items to be charged against the <b>2016-17</b> budget. <input type="checkbox"/> Last day to deposit monies ( <b>cash, checks and credit cards</b> ) for recording in <b>2016-17</b> .
<b>July 3, 2017</b>	Monday	<a href="#">Sandy Lei</a> , <i>Fiscal Services</i>	415-565-4811	Fiscal Services	<input type="checkbox"/> Non-exempt employees' due date to submit timesheet(s) for pay period <b>6/18/17-7/1/17</b> .
<b>July 10, 2017</b>	Monday	<a href="#">Sandy Lei</a> , <i>Fiscal Services</i>	415-565-4811	Fiscal Services	<input type="checkbox"/> Exempt employees' due date to submit timesheet(s) for pay period <b>6/01/17-6/30/17</b> .
<b>July 21, 2017</b>	Friday	<a href="#">Darryl Sweet</a> , <i>Business Services</i> <a href="#">Sandra Plenski</a> , <i>Fiscal Services</i> <a href="#">Maria Catig</a> , <i>Fiscal Services</i> <a href="#">Daniel Perdomo</a> , <i>Fiscal Services</i>	415-565-4604 415-581-8863 415-565-4704 415-565-4747	Purchasing Fiscal Services	<input type="checkbox"/> <b>2016-17 purchase orders will be closed</b> unless Purchasing is notified otherwise. Departments will need to establish a new <b>2017-18</b> purchase order for invoices received after this date unless an expense accrual for <b>2016-17</b> was established. <input type="checkbox"/> Last day to establish a <b>revenue accrual</b> . This is appropriate if revenue was earned in <b>2016-17</b> but not collected. Revenue accruals will generally only be established for <b>\$5,000</b> or more. <input type="checkbox"/> Last day to <b>submit PayIt! expense reports, invoices, travel reimbursements, check and other disbursement requests</b> for goods/services received/rendered on or before <b>June 30, 2017</b> . If you haven't received an invoice, contact Accounts Payable to establish an <b>expense accrual</b> (for <b>\$5,000</b> or more). Disbursement requests received after this date will be charged to <b>2017-18</b> .
<b>Sep. 5 –22, 2017</b>	Monday - Friday	Moss Adams Year-End Audit			<input type="checkbox"/> <b>3 weeks Year-End Audit Field work</b>