



Fiscal Year-End Close Calendar

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2021 Action Item

JUNE

S	M	T	W	Th	F	S
		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			

- 6/23 11pm Last regular payroll cutoff (issue date of June 30)
- 6/24 5pm Deadline to submit accounts payable cancel requests
- 6/25 8am Treasury deposits due to SBAS
- 6/28 10am Deadline to submit payroll manual/cancel requests
- 6/30 10am Deadline to submit Treasury Deposits directly to Santa Barbara County Treasurer's Office (if not submitted to SBAS by June 25 at 8am)

JULY

S	M	T	W	Th	F	S
				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

- 7/5 - Holiday (Observed) - 4th of July - SBCEO Closed
- 7/6 12pm Supplemental payroll cutoff (issue date of July 9)
- 7/7 3pm **Deadline to submit cash journal entries between funds and clear negative cash balances by fund**
- 7/12 5pm SBAS to create and post 'Cash Roll Forward' journal entry
- 7/13 11pm Deadline to enter leave balances for Previous Fiscal Year



AUGUST

S	M	T	W	Th	F	S
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				

- 8/1 -30 Initiate Year-End Close in Escape by providing the following to SBAS
 - Fiscal Year-End Checklist (Fiscal 15) with no exceptions
 - SACS Technical Review Check with no fatal errors
 - SACS Form CA showing all supplemental form requirements are met
 - Fiscal06 Report with no budget overdrafts by Fund/Major Object
- 8/31 8am Fiscal Year-end Close Deadline - Last day to initiate Year-end Close

SEPTEMBER

S	M	T	W	Th	F	S
			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		

- 9/15 Unaudited Actuals report due to SBAS
 - Final board approved SACS Report
 - Signed certification page (original SACS Form CA)
 - Email official DAT File (with no fatal exceptions)

NOTE: SBCEO will not post ANY accruals; Revenue received in FY 2022 will be posted in FY 2022