

## 2023-2024 Fiscal Year End Calendar

Version 02/15/24

04/26/24	<p>Last day for budget changes for Fiscal Year <b>24/25 Tentative Budget</b> for District, Auxiliaries and Foundations. Budget changes must be completely approved by NOON.</p> <p>24/25 Tentative Budget will be <b>frozen</b> starting April 26, 2024 until Board approval (anticipated in June 2024).</p>	Budget
05/20/24-05/24/24	Annual Districtwide External Audit – Interim Visit	Audit
06/03/24	Cut off date for timesheets, deductions for 12A P/R paid on June 30.	Payroll
06/03/24	Cut off date for timesheets, deductions for 12B P/R paid in July but accrued as of June 30.	Payroll
06/06/24	Cut off date for Adds, Changes or Deletions for 12M P/R paid on June 25.	Payroll
06/06/24	Last day to submit electronic transfer of expenditure (e-TOEs) for all expenses thru May 2024. This includes TOEs for 11A and 11B.	Accounting
06/06/24	<p>Last day to submit travel expense claims, reimbursement requests, mileage reimbursement claims, invoices and packing slips, and all required documentation to Accounts Payable for June payment processing.</p> <p>Documents received after June 6, 2024 will be accrued if received by July 3, 2024, and expenditures will appear in Fiscal Year 23/24. Checks will be issued after July 1, 2024.</p>	Accounts Payable
06/13/24	Last day to return unused travel advance checks and other prepayment checks for cancellation.	Accounts Payable
06/24/24*	12A Payroll posted.	Payroll
06/26/24	<p>Last day for departments to send in timesheets for hours worked and absence cards for time taken through June 30<sup>th</sup>.</p> <p>Timesheets must be submitted by this date to be included as expense in Fiscal Year 23/24.</p>	Payroll
06/30/24	<p>The electronic TOE form will be disabled on June 30<sup>th</sup>.</p> <p>After June 30<sup>th</sup> please email completed PDF TOEs with signatures and back-up to Accounting to be manually processed and posted same day. The last day to submit 23/24 TOEs is July 15<sup>th</sup> by NOON.</p>	Accounting
07/01/24*	<p>12B Payroll posted.</p> <p>12A and 12B Fringe Benefits and Health &amp; Welfare posted.</p>	Payroll

07/03/24	<b>All checks to be deposited for June, including Child Development and SBO cash receipts for June</b> , due to Accounting so Accounting can reconcile the districtwide clearing account.	Accounting
07/03/24	Last day to submit travel expense claims, reimbursement requests, mileage reimbursement claims, invoices and packing slips, and other claims for goods and services received by 06/30/24 to be included as Fiscal Year 23/24 expenditures.  Note that 23/24 claims submitted after July 3, 2024 will be charged to your 24/25 budget.	Accounts Payable
07/03/24	Submit all vacation requests for the months of July and August 2024 to the Payroll Department by this date. Under GASB 16, we are required to report the vacation liability for July and August at year-end closing.	Payroll
07/10/24*	Accounting posts the payroll accrual for timecards that were submitted by June 26 <sup>th</sup> .	Accounting
07/10/24*	Accounting Department will send an email confirmation to all special project accountants, program staff, and Resource Development confirming that all AP accruals and prepayments for special projects (Fund 12, 33, 74) have posted.	Accounting
07/15/24	Last day to submit transfers of expenditure (TOEs) for June expenses ONLY.  TOEs must be completely approved and received by NOON. Due to high-volume, only transfers of expenditure for June expenses will be processed. Please email completed PDF TOEs with signatures and back-up to Accounting to be manually processed and posted same day.	Accounting
07/15/24	<b>Last day for any AUX journal entries affecting County Funds or Fixed Assets</b> to be reviewed, approved, and posted.  AUX journal entries <u>not</u> affecting County Funds or Fixed Assets can be submitted through August 8, 2023.	Accounting
07/16/24	Last day for departments to submit 23/24 budget changes to cover negative balances. Budget changes must be completely approved by NOON.	Budget
07/29/24*	Accounting Department will send an email confirmation to all special project accountants, program staff, and Resource Development confirming that all year-end accounting entries for special projects (Fund 12, 33, 74) have posted.	Accounting
07/31/24*	Accounting Department closes Fiscal Year 23/24 with the Orange County Department of Education.	Accounting
08/01/24	Last day for budget changes for Fiscal Year <b>24/25 Adopted Budget</b> (excluding Fund 12, 33, & 74 carryover budgets for special projects). Budget changes must be received by NOON.	Budget

	24/25 Adopted Budget will be <b>frozen</b> starting August 2, 2024 until Board approval (anticipated in September 2024).	
08/08/24	Last day for AUX journal entries <u>not</u> affecting County Funds or Fixed Assets to be reviewed, approved, and posted.	Accounting
08/08/24	Last day for carryover budgets for special projects (Fund 12, 33, & 74 only) for Fiscal Year <b>24/25 Adopted Budget</b> . Budget changes must be received by NOON.  24/25 Adopted Budget will be <b>frozen</b> starting August 09, 2024 until Board approval (anticipated in September 2024).	Budget

\* Tentative date.