



ADMINISTRATIVE SERVICES FISCAL YEAR 2021-22 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2021-2022 fiscal year closing and to give key document processing dates to the Hartnell community.

Following are the definitions of several terms used throughout this memo:

➔	Fiscal/Budget Year	July 1 st through June 30 th
➔	Closing Year/FY 2021	July 1, 2021 through June 30, 2022
➔	New Year/FY 2021	July 1, 2022 through June 30, 2023

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2021-2022 and FY 2022-2023 transactions on a single document.**

Cashier's Office Hours:	8:30 a.m. to 4:30 p.m. Monday through Thursday
	9:00 a.m. to 1:00 p.m. Friday
Business Office Hours:	8:00 a.m. to 5:00 p.m. Monday through Friday
Payroll Office Hours:	8:00 a.m. to 5:00 p.m. Monday through Friday

Fiscal Year 2021-2022 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2021-2022)	Business Office Acceptance Date for New Year (FY2022-2023)
Purchase Orders/Requisitions	5/06/2022 5:00 p.m.	5/31/2022
Office Depot Supply Orders	6/03/2022 5:00 p.m.	7/01/2022
Use of Existing Blanket Purchase Order (BPO)	6/03/2022 5:00 p.m.	7/01/2022
Run Budget Reports and Review Encumbrances	6/30/2022 5:00 p.m.	N/A
Cash Receipts (Checks and/or Credit Card Payments)	6/17/2022 5:00 p.m.	7/01/2022
Timecard Entry Opens 06/30/2022 (For period of June 11 th – June 30 th)	7/05/2022 5:00 p.m.	N/A
Timecard Entry Closes 07/11/2022 (For period of June 11 th – June 30 th)	7/14/2022 5:00 p.m.	N/A
Invoices and Packing Slips (From POs)	7/15/2022 5:00 p.m.	7/01/2022
Travel Expense Claim Forms	7/09/2022 5:00 p.m.	7/01/2022
Check Requests	7/15/2022 5:00 p.m.	7/01/2022
Time & Effort Certifications (Federal Grant Employees)	7/15/2022 5:00 p.m.	8/10/2022
Expenditure Transfers	7/15/2022 5:00 p.m.	7/01/2022
Budget Revisions/Budget Transfers	7/15/2022 5:00 p.m.	7/01/2022