



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 16-017

To: Chief Business Officials, Business Managers

From: ^{KH} Karen Hennessy, Senior Director,
District Advisory Services

Date: May 6, 2016

Re: **Financial Year-End Closing Calendar FY 2015-16, Accounts Payable Calendar FY 2016-17 and Finance Cut-Off Dates FY 2016-17**

We are providing documents that will be helpful to you in the 2015-16 Year-End Closing and the start of the 2016-17 Fiscal Year.

1. Financial Year-End Closing Calendar for Fiscal Year 2015-16
2. Account payable schedule for Fiscal year 2016-17
3. Finance Cut-Off Dates for Fiscal Year 2016-17

To ensure a successful Year-End Closing, please follow the dates outlined on the attached schedule.

Please feel free to contact me at 831-755-0376 or khennesy@monterey.k12.ca.us.

For your convenience, information related to Finance and Business Services is available from the MCOE website at www.montereycoe.org where various forms and documents can be accessed and printed for your use.

District Advisory Services
 Monterey County Office of Education
 Finance and Business Services

Financial Year-End Closing Calendar-Fiscal Year 2015-16

Date	Day	Time	Activity/Function
6/23/16	Thursday	12:00 pm	<ul style="list-style-type: none"> • Deadline to submit cash deposits at MCOE, districts' deposits must be received by Auditing & Accounting for deposit to the County Treasury
6/23/16	Thursday	2:00 pm	<ul style="list-style-type: none"> • Deadline to submit Accounts Payable Cancel Warrant Requests for cancellation for 2015-16
6/29/16	Wednesday	5:00 pm	<ul style="list-style-type: none"> • Deadline to submit Inter-District Fund Transfers for Posting for 2015-16
6/30/16	Thursday	12:00 pm	<ul style="list-style-type: none"> • Final regular Accounts Payable run for 2015-16
7/05/16	Tuesday	12:00 pm	<ul style="list-style-type: none"> • First Accounts Payable run for 2016-17
7/20/16	Wednesday		<ul style="list-style-type: none"> • MCOE moves 6/30/16 ending cash balances to 7/1/16
7/22/16	Friday		<ul style="list-style-type: none"> • All prior year Accounts Receivable must be cleared • All prior year Accounts Payable must be cleared

Thank you for your cooperation in meeting the scheduled deadlines

Monterey County Office of Education

Finance and Business Services
Auditing and Accounting Department

Accounts Payable Schedule - Fiscal Year 2016-17

The Approval Deadline is 12:00 PM (Noon) for all Payable Runs

JULY			
Tue	5	Thu	7
Tue	12	Thu	14
Tue	19	Thu	21
Tue	26	Thu	28

AUGUST			
Tue	2	Thu	4
Tue	9	Thu	11
Tue	16	Thu	18
Tue	23	Thu	25
Tue	30		

SEPTEMBER			
		Thu	1
Tue	6	Thu	8
Tue	13	Thu	15
Tue	20	Thu	22
Tue	27	Thu	29

OCTOBER			
Tue	4	Thu	6
Tue	11	Thu	13
Tue	18	Thu	20
Tue	25	Thu	27

NOVEMBER			
Tue	1	Thu	3
Tue	8	Thu	10
Tue	15	Thu	17
Tue	22	Thu	24
Tue	29		

DECEMBER			
		Thu	1
Tue	6	Thu	8
Tue	13	Thu	15
Tue	20	Thu	22
Tue	27	Thu	29

JANUARY			
Tue	3	Thu	5
Tue	10	Thu	12
Tue	17	Thu	19
Tue	24	Thu	26
Tue	31		

FEBRUARY			
		Thu	2
Tue	7	Thu	9
Tue	14	Thu	16
Tue	21	Thu	23
Tue	28		

MARCH			
		Thu	2
Tue	7	Thu	9
Tue	14	Thu	16
Tue	21	Thu	23
Tue	28	Thu	30

APRIL			
Tue	4	Thu	6
Tue	11	Thu	13
Tue	18	Thu	20
Tue	25	Thu	27

MAY			
Tue	2	Thu	4
Tue	9	Thu	11
Tue	16	Thu	18
Tue	23	Thu	25
Tue	30		

JUNE			
		Thu	1
Tue	6	Thu	8
Tue	13	Thu	15
Tue	20	Thu	22
Tue	27	Thu	29

Note: Shaded areas indicate cancelled A/P Runs

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District Advisory Services Department

Finance Cut-Off Dates - Fiscal Year 2016-17

Month	* District Deposit Deadline	District Inter-Fund Trsf. Due for Posting	Cash Closed
July	Monday 7/25/16 12 Noon	Friday 7/29/16 5:00 p.m.	Friday 7/29/16 12 Noon
August	Thursday 8/25/16 12 Noon	Wednesday 8/31/16 5:00 p.m.	Wednesday 8/31/16 12 Noon
September	Monday 9/26/16 12 Noon	Friday 9/30/16 5:00 p.m.	Friday 9/30/16 12 Noon
October	Tuesday 10/25/16 12 Noon	Monday 10/31/16 5:00 p.m.	Monday 10/31/16 12 Noon
November	Tuesday 11/22/16 12 Noon	Wednesday 11/30/16 5:00 p.m.	Wednesday 11/30/16 12 Noon
December	Monday 12/19/16 12 Noon	Wednesday 12/21/16 5:00 p.m.	Wednesday 12/21/16 12 Noon
January	Wednesday 1/25/17 12 Noon	Tuesday 1/31/17 5:00 p.m.	Tuesday 1/31/17 12 Noon
February	Wednesday 2/22/17 12 Noon	Tuesday 2/28/17 5:00 p.m.	Tuesday 2/28/17 12 Noon
March	Monday 3/27/17 12 Noon	Friday 3/31/17 5:00 p.m.	Friday 3/31/17 12 Noon
April	Monday 4/24/17 12 Noon	Friday 4/28/17 5:00 p.m.	Friday 4/28/17 12 Noon
May	Wednesday 5/24/17 12 Noon	Wednesday 5/31/17 5:00 p.m.	Wednesday 5/31/17 12 Noon
June	Monday 6/26/17 12 Noon	Friday 6/30/17 5:00 p.m.	Friday 6/30/17 12 Noon

*** Note:** The normal processing time of posting districts' deposits to districts records is approximately (3 to 5) business days from the date of receiving the actual deposits and the required supporting documents.