

2022-2023 Fiscal Year End Calendar

Version 02/01/23

04/28/23	<p>Last day for budget changes for Fiscal Year 23/24 Tentative Budget for District, Auxiliaries and Foundations. Budget changes must be completely approved by NOON.</p> <p>23/24 Tentative Budget will be frozen starting April 29, 2023 until Board approval (anticipated in June 2023).</p>	Budget
05/08/23-05/19/23	Annual Districtwide External Audit – Interim Visit	Audit
06/02/23	Cut off date for timesheets, deductions for 12A P/R paid on June 30.	Payroll
06/02/23	Cut off date for timesheets, deductions for 12B P/R paid in July but accrued as of June 30.	Payroll
06/08/23	Cut off date for Adds, Changes or Deletions for 12M P/R paid on June 25.	Payroll
06/08/23	Last day to submit electronic transfer of expenditure (e-TOEs) for all expenses thru May 2023. This includes TOEs for 11A and 11B.	Accounting
06/08/23	<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 8, 2023 will be accrued if received by July 5, 2023, and expenditures will appear in Fiscal Year 22/23. Checks will be issued after July 1, 2023.</p>	Accounts Payable
06/15/23	Last day to return unused travel advance checks and other prepayment checks for cancellation.	Accounts Payable
06/23/23*	12A Payroll posted.	Payroll
06/28/23	<p>Last day for departments to send in timesheets for hours worked and absence cards for time taken through June 30th.</p> <p>Timesheets must be submitted by this date to be included as expense in Fiscal Year 22/23.</p>	Payroll
06/29/23*	<p>12B Payroll posted.</p> <p>12A and 12B Fringe Benefits and Health & Welfare posted.</p>	Payroll
06/30/23	<p>The electronic TOE form will be disabled on June 30th.</p> <p>After June 30th 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 22/23 TOEs is July 13th by NOON.</p>	Accounting

07/05/23	SBO cash receipts for June due to Accounting so Accounting can reconcile the districtwide clearing account.	Accounting
07/05/23	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 06/30/23 to be included as Fiscal Year 22/23 expenditures. Note that 22/23 claims submitted after July 5, 2023 will be charged to your 23/24 budget.	Accounts Payable
07/05/23	Submit all vacation requests for the months of July and August 2023 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
07/10/23*	Accounting posts the payroll accrual for timecards that were submitted by June 28 th .	Accounting
07/11/23*	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
07/13/23	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
07/13/23	Last day for any AUX journal entries affecting County Funds to be reviewed, approved, and posted. AUX journal entries <u>not</u> affecting County Funds can be submitted through August 8, 2023.	Accounting
07/18/23	Last day for departments to submit 22/23 budget changes to cover negative balances. Budget changes must be completely approved by NOON.	Budget
07/25/23*	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
07/27/23*	Accounting Department closes Fiscal Year 22/23 with the Orange County Department of Education.	Accounting
08/03/23	Last day for budget changes for Fiscal Year 23/24 Adopted Budget (excluding Fund 12, 33, & 74 carryover budgets for special projects). Budget changes must be received by NOON.	Budget

	23/24 Adopted Budget will be frozen starting August 4, 2023 until Board approval (anticipated in September 2023).	
08/08/23	Last day for AUX journal entries <u>not</u> affecting County Funds to be reviewed, approved, and posted.	Accounting
08/10/23	Last day for carryover budgets for special projects (Fund 12, 33, & 74 only) for Fiscal Year 23/24 Adopted Budget . Budget changes must be received by NOON. 23/24 Adopted Budget will be frozen starting August 11, 2023 until Board approval (anticipated in September 2023).	Budget

* Tentative date.