



Fiscal Year End Close Calendar

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2023							Action Item	
JUNE								
S	M	T	W	Th	F	S	6/23 11pm	Last regular payroll cutoff (issue date of June 30)
				1	2	3	6/23 5pm	Deadline to submit accounts payable cancel requests
4	5	6	7	8	9	10	6/28 8am	Treasury Deposits due to SBAS
11	12	13	14	15	16	17	6/28 10am	Deadline to submit payroll manual/cancel requests
18	19	20	21	22	23	24	6/30 10am	Deadline to submit Treasury Deposits directly to Santa Barbara or Santa Maria County Treasurer's Office (if not submitted to SBAS by June 28 at 8am)
25	26	27	28	29	30			
JULY								
S	M	T	W	Th	F	S	7/4 -	Holiday - 4th of July - SBCEO Closed
						1	7/5 12pm	Supplemental payroll cutoff (issue date of July 10)
2	3	4	5	6	7	8	7/6 3pm	Deadline to submit cash journal entries between funds and clear negative cash balances by fund
9	10	11	12	13	14	15	7/11 11pm	Deadline to enter leave balances for Previous Fiscal Year
16	17	18	19	20	21	22	7/13 5pm	SBAS to create and post 'Cash Roll Forward' journal entry *
23	24	25	26	27	28	29		
30	31							
AUGUST								
S	M	T	W	Th	F	S	8/1 -30	Initiate Year-End Close in Escape by providing the following to SBAS
		1	2	3	4	5	<ul style="list-style-type: none"> ● 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 	
6	7	8	9	10	11	12	8/31 8am	Fiscal Year-end Close Deadline - Last day to initiate Year-end Close
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
SEPTEMBER								
S	M	T	W	Th	F	S	9/15	Unaudited Actuals report due to SBAS
					1	2	<ul style="list-style-type: none"> ● Final board approved SACS Report ● Signed certification page (original SACS Form CA) ● Route the Unaudited Actuals report in SACS 	
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		



NOTE: SBCEO will not post ANY accruals; Revenue received in FY 2024 will be posted in FY 2024