

Fiscal Year End Close Calendar

Contact Ext.

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2025								Action Item						
JUNE														
S	М	Т	W	Th	F	S		6/23 11pm Last regular payroll cutoff (issue date of June 30)						
1	2	3	4	5	6	7		6/23 5pm Deadline to submit accounts payable cancel requests						
8	9	10	11	12	13	14		6/25 8am Treasury Deposits due to SBAS						
15	16	17	18	19	20	21		6/26 10am Deadline to submit payroll manual/cancel requests						
22	23	24	25	26	27	28		6/30 10am Deadline to submit Treasury Deposits directly to Santa Barbara or Santa Maria						
29 30								County Treasurer's Office (if not submitted to SBAS by June 25 at 8am)						
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			JUI	LY					* * *					
								-10						
S	М	Т	JUI	L Y	F	S		7/3	5pm Supplemental payroll cutoff (issue date of July 10)					
S	M	T 1			F 4	S 5		7/3 7/4	5pm Supplemental payroll cutoff (issue date of July 10) - Holiday - 4th of July - SBCEO Closed					
S 6	M 7		W	Th	-	_			the state of the s					
		1	W 2	Th 3	4	5		7/4	- Holiday - 4th of July - SBCEO Closed					
6	7	1 8	W 2 9	Th 3 10	4	5 12		7/4	- Holiday - 4th of July - SBCEO Closed 3pm Deadline to submit cash journal entries					
6 13	7 14	1 8 15	W 2 9 16	Th 3 10 17	4 11 18	5 12 19		7/4 7/7	- Holiday - 4th of July - SBCEO Closed 3pm Deadline to submit cash journal entries between funds and clear negative cash balances by fund					

AUGUST

S	М	Т	W	Th	F	S
					1	2
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
31						

8/1 - 8/29

Initiate Year-End Close in Escape by providing the following to SBAS

- 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

8/29 8am Fiscal Year-end Close Deadline - Last day to initiate Year-end Close

SEPTEMBER

S	М	Т	W	Th	F	S
	1	2	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				

9/15

Unaudited Actuals report due to SBAS

- Final board approved SACS Report
- Signed certification page (original SACS Form CA)
- Route the Unaudited Actuals report in SACS

NOTE: SBCEO will not post ANY accruals; Revenue received in FY 2026 will be posted in FY 2026