

Fiscal Year End Close Calendar

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2025

JUNE

S	M	T	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					

6/23

11pm

Last regular payroll cutoff (issue date of June 30)

6/23

5pm

Deadline to submit accounts payable cancel requests

6/25

8am

Treasury Deposits due to SBAS

6/26

10am

Deadline to submit payroll manual/cancel requests

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 25 at 8am)

7/3

5pm

Supplemental payroll cutoff (issue date of July 10)

7/4

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Holiday - 4th of July - SBCEO Closed

7/7

3pm

Deadline to submit cash journal entries between funds and clear negative cash balances by fund

7/11


5pm

SBAS to create and post 'Cash Roll Forward' journal entry

7/14

11pm

Deadline to enter leave balances for Previous Fiscal Year



8/1 - 8/29

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

8/29

8am

Fiscal Year-end Close Deadline - Last day to initiate Year-end Close

9/15

Unaudited Actuals report due to SBAS

9/15

Final board approved SACS Report

9/15

Signed certification page (original SACS Form CA)

9/15

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