

Fiscal Year End Close Calendar

| Contact | Ext. |
|-------------------|------|
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2025

Action Item

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)

JULY

| | | | | | | |
|----|----|----|----|----|----|----|
| 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 | 31 | | |
| | | | | | | |

7/3

5pm

Supplemental payroll cutoff (issue date of July 10)

7/4

-

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



AUGUST

| | | | | | | |
|----|----|----|----|----|----|----|
| 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 |
| 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 | 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 | | | | |

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