

## May 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ACO: Auditor Controller, AP: Accounts Payable, ADM: Administration, EOD: End of Day (5:00PM), FY: Fiscal Year, PO: Purchase Order, EN: Encumbrance, CA: Capital Asset, AR– Accounts Receivable, NSF: Non Sufficient Funds, TTC: Treasurer/Tax Collector		3	4	5	6	7
		10	11	12	13	14
15	16 Review uncollectible NSF/AR. Prepare Board Packet	17	18	19	20 Projected April Close	21
22	23	24	25 Projected Year End Training	26 Projected Year End Training Review EN report	27	28
29	30	31				



## June 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	<b>7– BOS</b> Discharge of Accountability on Agenda Budget Hearings	8	9	<b>10</b> Projected May Close	11
12	13	<b>14</b> Dept receive Signature requests (Due June 29 to ACO) Budget Hearings	<b>15</b> Budget Hearings	<b>16</b> Budget Hearings	<b>17</b> Budget Hearings	18
19	20	21	22	<b>23</b> Cash Count ACO/ Cash Certifications Due	<b>24</b> AP and stale date reissue deadline for current FY Current Year PO deadline to ADM	25
26	<b>27</b> Signature Lists Due to ACO for 2016–17	<b>28</b>	<b>29</b> 1 <sup>st</sup> day to enter NEW POs	<b>30</b>		

## July 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b> Cash Count ACO/ Cash Certifications Due	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Dept receive A-87 instructions from ACO (Due Sept 3 <sup>rd</sup> )	<b>12</b> Dept receive CA Cert (Due Aug 29)	<b>13</b>	<b>14</b>	<b>15</b> Projected June 1 <sup>st</sup> Close Deadline for ALL Designated Fund Transfers and Cash JEs/ Sched K Due	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> PO rollover	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Review EN report Projected Final June Close	<b>29</b>	<b>30</b>
<b>31</b>						

## August 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 All NEW /Disposed/Surplus FA changes due to ACO Deposit due by 3pm TTC	9	10	11	12 Post July Accruals ACO	13
14	15	16	17	18	19 Projected July Close	20
21	22 Dept receive single audit forms from ACO	23	24	25	26	27
28	29	30	31 Review EN report CA Cert Due to ACO/Year End <b>Schedules due to</b> ACO			



## September 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 A-87 Packets due back to ACO	3
4	5	6	7	8	9 Projected August Close Post August accruals	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Single Audit due back to ACO	24
25	26 Review EN report	27	28	29	30	



## October 2016– Auditor Controller Year End Closing Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Post Sept Accruals if material	8
9	10	11	12	13	14 Projected Sept Close	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

