



**Riverside County Auditor-Controller Office**  
**Monthly Cut-off Dates For Journals, Voucher Processing & TCR's**  
**January - December 2022**



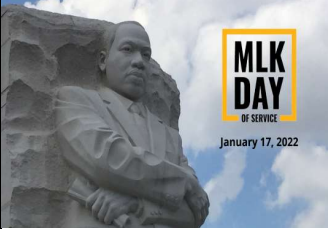


Period	Reporting Period	Preliminary / Final	Last Day To Enter and Department Approve Journals & Vouchers	Report Run Date	Report Release Date	TCR Cut-Off Date
7	January 2022	Final	26-Jan	5-Feb	7-Feb	1-Feb
8	February	Final	23-Feb	5-Mar	7-Mar	1-Mar
9	March	Preliminary		26-Mar	28-Mar	
9	March	Final	25-Mar	9-Apr	11-Apr	1-Apr
10	April	Final	27-Apr	7-May	9-May	2-May
11	May	Final	25-May	11-Jun	13-Jun	1-Jun
12	June	Preliminary 1*		25-Jun	27-Jun	
12	June	Preliminary 2*		9-Jul	11-Jul	
12	June	Preliminary 3*		23-Jul	25-Jul	
12	June	Preliminary 4*		13-Aug	15-Aug	
12	June	Final*	See Calendar	27-Aug	29-Aug	1-Jul
998	June	Preliminary 5*		17-Sep	19-Sep	
998	June	Preliminary 6*		22-Oct	24-Oct	
1	July	Preliminary 1**		30-Jul	1-Aug	
1	July	Final**	27-Jul	6-Aug	8-Aug	1-Aug
2	August	Final	25-Aug	10-Sep	12-Sep	2-Sep
3	September	Preliminary		24-Sep	26-Sep	
3	September	Final	28-Sep	8-Oct	11-Oct	3-Oct
4	October	Final	26-Oct	5-Nov	7-Nov	1-Nov
5	November	Final	23-Nov	10-Dec	12-Dec	1-Dec
6	December	Preliminary		24-Dec	27-Dec	
6	December	Final	28-Dec	7-Jan	9-Jan	3-Jan
FY 2022 - Final Fiscal - Run After Annual Report/PAFR Approved by BOS on January 12, 2023						
7	January 2023	Final	25-Jan	4-Feb	6-Feb	1-Feb

**\* Dates are subject to change. Check ACO Year-End Calendar for most current dates.**

**\*\* July Final will include FY 2022 Balance Forward. ACO to request it from RCIT.**

# January 2022 - ACO Accounting Calendar







Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Acronyms: <b>ACFR</b>: Annual Comprehensive Financial Report; <b>ACO</b>: Auditor - Controller Office, <b>AGA</b>: Association of Government Accountants, <b>AM</b>: Asset Management, <b>AP</b>: Accounts Payable, <b>ASPA</b>: American Society for Public Administration, <b>AQIF</b>: Air Quality Improvement Fund, <b>BOD</b>: Beginning of Day (8:00 AM), <b>BOS</b>: Board of Supervisors, <b>CAC</b>: County Administration Center, <b>CEO</b>: County Executive Office, <b>E/C</b>: Exclusive Care, <b>CFTR</b>: Counties Financial Transaction Report; <b>EOD</b>: End of Day (5:00 PM), <b>EMMA</b>: Electronic Municipal Market Access, <b>FAMM</b>: Fiscal &amp; Admin Manager's Meeting, <b>FY</b>: Fiscal Year, <b>Garn</b>: Garnishments, <b>IETSA</b>: Inland Empire Tobacco Securitization Authority, <b>ISF</b>: Internal Service Funds, <b>MAM</b>: Monthly Accounting Meeting, <b>PO</b>: Purchase Order, <b>PP</b>: Pay Period, <b>PAFR</b>: Popular Annual Financial Report; <b>Req</b>: Requisitions, <b>RUHS-MC</b>: Hospital, <b>SBE</b>: State Board of Equalization, <b>SCO</b>: State Controller's Office, <b>TCR</b>: Treasurer Cash Receipt, <b>T/TC</b>: Treasurer / Tax Collector <b>W/C</b>: Worker's Compensation, <b>YE</b>: Year End, <b>ZBA</b>: Zero-Balance Account</p>						1
2	3 ~ TCR Cut-Off Date RPTTF Property Tax Distribution	4 ~ Board Dark RPTTF Property Tax Distribution	5	6 	7	8 December Final Reports Run Date
9	10 December Final Reports Release Date - Includes Final Roll Forward Balances  SH2 Property Tax Distribution	11 BOS to Approve FY 20/21 ACFR and PAFR  SH2 Property Tax Distribution	12 ~ PP1 Payday Vehicle Logs due to ACO Payroll  SH2 Property Tax Distribution	13 SH2 Property Tax Distribution	14  Semi Annual Settlement SAS1 Due  SH2 Property Tax Distribution	15 
16 		18 ~ Board Dark	19	20  December cash coverage / shortage reports due to ACO	21	22
23	24 FY 22/23 Budget Virtual Kickoff Meeting / NCC Targets to Departments  CS1 & SS1 Property Tax Distribution  Settlement Apportionments Due	25 CS1 & SS1 Property Tax Distribution  BOS to Approve FY 22/23 ISF Rates  Settlement Apportionments Due	26 ~ PP2 Payday Last Day to Enter & Department Approve January Journals & Vouchers  CS1 & SS1 Property Tax Distribution  Settlement Apportionments Due	27 Open Period 8 for all modules @ BOD  CS1 & SS1 Property Tax Distribution  Settlement Apportionments Due	28 ~ TRANS Payment Due State Controller Report due to the State  1099 & W-2 Mailing Date  CS1 & SS1 Property Tax Distribution  Settlement Apportionments Due	29
30	31					








Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> TCR Cut-Off Date	<b>2</b> 	<b>3</b> SB90 Claims due to SCO  Debt Advisory Committee Meeting	<b>4</b> 	<b>5</b> January Reports Final Run Date
<b>6</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>7</b> January Final Reports Release Date  SP1 Property Tax Distribution	<b>8</b> Stale Dated Form 11 for BOS Approval  2nd Qtr budget adjustment due to ACO from EO  SP1 Property Tax Distribution  BOS Budget Workshop	<b>9</b> ~ PP3 Payday	<b>10</b>  SP1 Property Tax Distribution	<b>11</b> 	<b>12</b> 
<b>13</b> 	<b>14</b> Vehicle Logs due to ACO Payroll  	<b>15</b> ~ Board Dark 1st and 2nd Qtr CIP Schedule Q due to ACO	<b>16</b> 2nd Qtr Budget Adjustments Due from ACO to the EO	<b>17</b>	<b>18</b> January cash overage / shortage reports due to ACO	<b>19</b>
<b>20</b>	<b>21</b> 	<b>22</b> ~ Board Dark	<b>23</b> ~ PP4 Payday Last Day to Enter & Department Approve February Journal & Vouchers	<b>24</b> Open Period 9 for all modules @ BOD  2nd Qtr Cashflow posted to EMMA	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<p><b>ACO Central Emails: All end with <a href="mailto:rivco.org">rivco.org</a></b></p> <p><b>Accounts Payable:</b> aco_ap, <b>Budgets:</b> acobudgets, <b>Capital Assets:</b> aco_capitalassets, <b>Cash Management:</b> aco_cash, <b>Chart of Accounts:</b> chartofaccount, <b>ePayables:</b> aco_epayables, <b>MAM:</b> aco_mam, <b>Payroll:</b> aco_Payroll, <b>Property Tax:</b> rivco_aco_proptax, <b>RDA:</b> aco_rda, <b>Stale Dated Warrants:</b> ACOSTaleDatedWarrants, <b>Property Tax Stale Dated Warrants:</b> proptaxSDW, <b>Vendor Processing:</b> ACOVendorProcessing, <b>Year End:</b> ACOYearEnd, <b>Simpler Password Reset:</b> acoreports</p>				

# March 2022- ACO Accounting Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> TCR Cut-Off Date  BOS to Approve FY 21/22 2nd Qtr Budget Adjustments	<b>2</b> 	<b>3</b> Debt Advisory Committee Meeting	<b>4</b> 	<b>5</b> February Reports Final Run Date
<b>6</b>	<b>7</b> February Final Reports Release Date	<b>8</b>	<b>9</b> ~ PP5 Payday	<b>10</b>	<b>11</b> Vehicle Logs due to ACO Payroll	<b>12</b>
<b>13</b> 	<b>14</b> FY 22/23 Department Budgets due to Executive Office	<b>15</b> ~ Board Dark	<b>16</b>	<b>17</b> Single Audit reporting to Federal Clearing House & SCO  	<b>18</b> February Cash Overage / Shortage reports due to ACO	<b>19</b>
<b>20</b> 	<b>21</b>	<b>22</b>	<b>23</b> ~ PP6 Payday	<b>24</b>	<b>25</b> Last Day to Enter & Department Approve March Journals & Vouchers	<b>26</b> March Prelim Reports Run Date
<b>27</b>	<b>28</b> Open Period 10 for all modules @ BOD  March Prelim Reports Release Date  Settlement Apportionments Due	<b>29</b> Settlement Apportionments Due	<b>30</b> Settlement Apportionments Due	<b>31</b> Settlement Apportionments Due  		







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3	4 2nd Secured Billing Installment Delinquent	5	6 ~ PP7 Payday	7 Countywide Buyers Mtg @ 8:30am Purchasing - 2980 Washington  Debt Advisory Committee Meeting	8 Requisitions for services not covered by an existing County contract must be received at Purchasing  Electronic Central Purchasing Expiring Contracts Reports have to be returned to Purchasing	9 March Final Reports Run Date 
10 Palm Sunday 	11 March Final Reports Release Date  SA2 Property Tax Distribution	12 Stale Dated Form 11 for BOS Approval  SA2 Property Tax Distribution  Vehicle Logs due to ACO Payrol	13 SA2 Property Tax Distribution	14 SA2 Property Tax Distribution	15 FY 21/22 3rd Quarter Budget Reports due from Departments to CEO  J29 P2 Report Due  SA2 Property Tax Distribution	16
17 Happy Easter 	18 Schedules for Periods 0-9 due to ACO: S-9 Deferred Revenue, T-9 Due From Other Gov't (DFOG) and V-9 Due to Other Gov't (DTOG), Schedule Q (CIP) 3rd Quarter due to ACO and All Lease Schedules	19~ Board Dark	20 ~ PP8 Payday March cash coverage / shortage reports due to ACO	21 Combined FAMM/MAM Topics: TBD Where: Virtual Time: 9am to Noon	22	23
24  The Oscars Updated as of: 4/29/2022	25	26	27 Last Day to Enter & Department Approve April Journals & Vouchers  <i>Administrative Professionals Day</i> 	28 Open Period 11 for all modules @ BOD	29 Requisitions for services not covered by an existing County contract must be received at Purchasing.	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>  <b>THANK YOU FOR YOUR SERVICE</b> <small>WE APPRECIATE ALL YOU DO</small>	<b>2 ~ TCR Cut-Off Date</b> -Suspend all CTRs to prepare for Budget Approval -GANN Limit Preliminary Schedules due to ACO from the EO -Deadline to submit Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 1 thru 9	<b>3 ~ Board Dark</b> FY 21/22 3rd Quarter Budget Adjustments due to ACO from CEO 	<b>4 ~ PP9 Payday</b>	<b>5 ~ National Nurses Day</b> Debt Advisory Committee Meeting	<b>6</b> *Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surpluses or disposal to ACO for review & approval *Notifications to change "Regular Blanket PO's" roll over to new FY *FY 21/22 3rd Quarter Budget Adjustments due to ACO from CEO *All FY 21/22 requisitions for goods outside the authority of the departmental Buyers or LVPA Processors must be received at Purchasing	<b>7</b> April Final Reports Run Date 
<b>8</b> 	<b>9</b> April Final Reports Release Date SH3 Property Tax Distribution	<b>10</b> SH3 Property Tax Distribution	<b>11</b> SH3 Property Tax Distribution	<b>12</b> Vehicle Logs due to ACO Payroll SH3 Property Tax Distribution ISF Billing through April 30 should be posted on or before May 31 3rd Qtr Inter/Intra fund dept charges must be complete	<b>13</b> SH3 Property Tax Distribution GANN Limit Preliminary Calculation due to CEO	<b>14</b> 
<b>15</b>	<b>16</b> CS2 Property Tax Distribution	<b>17</b> CS2 Property Tax Distribution BOS to Approve FY 21/22 3rd Qtr Budget Adjustments	<b>18~ PP10 Payday</b> CS2 Property Tax Distribution	<b>19</b> CS2 Property Tax Distribution	<b>20 ~ CS2 Property Tax Distribution.</b> *April Cash overage / shortage reports due to ACO. *Last day to do replenishments and inventory Reqs. 	<b>21</b>
<b>22</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>23</b> SS2 Property Tax Distribution Settlement Apportionments Due Space Occupancy Certifications from departments due to Facility Management	<b>24</b> SS2 Property Tax Distribution Settlement Apportionments Due	<b>25</b> Last Day to Enter May & Department Approve Journals & Vouchers SS2 Property Tax Distribution Settlement Apportionments Due	<b>26</b> Open Period 12 for all modules @ BOD 3rd Quarter Cashflow posted to EMMA SS2 Property Tax Distribution Settlement Apportionments Due	<b>27 ~ TRANS Payment Due</b> FY 22/23 Recommended Budget due to ACO SS2 & RPTTF Property Tax Distribution Settlement Apportionments Due	<b>28</b>
<b>29</b>	<b>30</b> 	<b>31</b>	<b>Fun Fact: Public Service Recognition Week is celebrated the first week of May since 1985 (beginning on the first Sunday of the month) to honor the men and women who serve our nation as federal, state, county and local government employees.</b>			

# June 2022 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Reminders:</b> <b>Begin Clean up of Credit Vouchers</b> <b>Don't forget to Submit the newly revised ADM-3 for FY 22/23</b> <b>Inventory Bus. Units review Purchasing Calendar before starting physical inventories</b> <b>Email Year End Questions to: <a href="mailto:acoyearend@rivco.org">acoyearend@rivco.org</a></b>			<b>1</b> ~ PP11 Payday -TCR Cut-Off Date -Brown Armstrong Interim Fieldwork / Testing at the ACO -RPTTF Property Tax Distribution	<b>2</b> ~ <b>Virtual ACO Year End Training</b> <b>Time: 9am to Noon</b> Brown Armstrong Interim Fieldwork / Testing at the ACO Debt Advisory Committee Meeting RPTTF Property Tax Distribution	<b>3</b> ~ RPTTF Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO Inventory Business Units Only: Last day to enter Inventory received Last day to request Chartfields for FY 22 (funds, Dept. ID, etc).	<b>4</b>
<b>5</b>	<b>6</b> SH4 Property Tax Distribution Budget & Beilenson Hearings DPSS (DPARC), Fire (FPARC), RUHS (MCARC), and FM (FMARC) begin Inventory Processes / Procedures Brown Armstrong Interim Fieldwork / Testing at the ACO	<b>7</b> SH4 Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO	<b>8</b> Brown Armstrong Interim Fieldwork / Testing at the ACO SH4 Property Tax Distribution FY 22/23 ORG Budget and Adjustments to Recommended Budget Due to ACO	<b>9</b> SH4 Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO	<b>10</b> May cash overage / shortage reports due to ACO SH4 Property Tax Distribution Vehicle Logs due to ACO Payroll Brown Armstrong Interim Fieldwork / Testing at the ACO FY 22/23 Adjustments to Recommended Budget Due from ACO to EO	<b>11</b> May Final Reports Run Date
<b>12</b>	<b>13</b> ~ Process Garnishments May Final Reports Release Date Vehicle Logs due to ACO Payroll Special District budgets due to ACO Central Mail charges (including postage) through June 11th will be billed in the current FY 21/22. All charges from June 12th on will be billed to FY 22/23 Budget Hearings	<b>14</b> Cash Overage/Shortage & Stale-Dated Form 11 for BOS Approval Budget Hearing Continue if necessary	<b>15</b> ~ PP12 Payday Semi Annual Settlement SAS2 Due	<b>16</b> -For PO's that are initiated in PeopleSoft ONLY: First day to enter new year REQ's and PO's for all items except fixed assets that do not have board approval (Contingent upon having FY 22/23 proposed budget loaded – Transactions can be entered but will not pass budget check unless a new budget has been loaded). PO's entered in RivcoPRO for FY22/23 will not budget check until 07/01/22	<b>17</b> ~ Last Day to Enter & Department Approve June Vouchers. All INVENTORY business units must complete inventory processing / adjustments by 3PM * Last day to enter, budget check PO's for FY 21/22 * PeopleSoft ONLY: Any FY 21/22 requisitions not sourced to a PO will have to be canceled by depts. Depts will have to re-enter new req in FY 22/23 * RivcoPRO: Any already existing reqs approved after June 19th will upon approval generate a PO that will encumber FY 21/22 funds Note: These REQ's will be On Hold until 07/01. * PeopleSoft: Last day to enter FY 21/22 receivers. These transactions will also have to be vouchered/paid by EOD * RivcoPRO: Between June 19th to June 30th all REQ's, PO's and Invoices in RivcoPRO will stay in a "Year End Hold" * RivcoPRO: All PO's that are still in a "Soft Close" status, ALL Regular Blanket PO's as well as ALL PO's that your department does not want to roll to the new FY will have to be closed before 5:00 PM	<b>18</b>
<b>19</b> 	<b>20</b> 	<b>21</b>	<b>22</b> Last day for Pre-Approved Voucher Interface for FY21/22 Last day to process Stops and Cancels for FY 21/22	<b>23</b> -AP Module Closing for FY 21/22 -ACO to open PO Module for FY 22/23 - Period 1 & GL Module for ACTUALS - Trans Type POR & REQ	<b>24</b> - Final Pay cycle will be run for all invoices scheduled to pay thru July 1st Only PeopleSoft Financials Production (FPD9) will be unavailable to the users after 5PM and all modules except AP will be back up by 8AM on Monday, June 27th Statutory deadline by which BOS must approve FY 22/23 Recommended Budget	<b>25</b> ~ 1st June Prelim Reports Run Date *RCIT to Run Encumbrances Report *PO-Roll PS Financials is unavailable for users *PO's that rolled from previous fiscal years that have had no activity will not roll to the new year, FY 22/23 *Any PO's with a contract expiration date of June 30th or earlier, will not roll and cannot be encumbered *All partially received and/or vouchered PO's for goods and services WILL roll into the new FY 22/23 *Please note that PO's that originated in RivcoPRO and rolled to the new FY are automatically budget checked in PeopleSoft
<b>26</b>	<b>27</b> 1st June Prelim Reports Release Date	<b>28</b> BOS to Approve and Adopt Final FY 22/23 Budget	<b>29</b> ~ PP13 Payday	<b>30</b>		Updated as of: 4/29/2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>New Fiscal Year Reminders:</b> Don't forget to Submit a newly revised ADM-3 for FY 22/23  PeopleSoft ONLY: July 1st will be the 1st day to enter receipts into PS for PO's that rolled over as well as for new FY 22/23 PO's  RivcoPRO: The "Hold for Year-End" status on all REQ's, PO's and Invoices will be lifted. All of these transactions will move forward and export into PeopleSoft with and Acctg Date of 7/1/22		<b>1</b> Open PS Modules for Period 1  TCR Cut-Off Date  Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV & Run Cash Recon Files	<b>2</b>
<b>3</b>		<b>5 ~ Board Dark</b>	<b>6</b> Schedule K - Dept reports available on ACO Website by EOD  Deadline to submit Lease supporting documentation for purchase additions, acquisitions, and/or new financing agreements for equip or building leased assets for periods 10 thru 12	<b>7</b> Debt Advisory Committee Meeting	<b>8</b> Last day to process AR for FY 21/22. This includes those within PS Billing Module and those outside the module.	<b>9</b> 2nd June Prelim Reports Run Date
<b>10</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>11</b> -2nd June Prelim Reports Release Date -Capital Asset Certifications & Documentation due to ACO by EOD -TTC to deliver Tax Collections to ACO by EOD	<b>12</b> Vehicle Logs due to ACO Payroll	<b>13 ~ PP14 Payday</b>	<b>14</b>	<b>15</b> *June cash overages / shortages report due to ACO *Last day to enter and dept approve all vouchers with an invoice date of 6/30/22 or earlier so they can be accrued back by the ACO to FY 21/22 budget.	<b>16</b>
<b>17</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>18</b>	<b>19 ~ Board Dark</b>	<b>20</b>	<b>21</b> Investment Oversight Committee Meeting	<b>22</b> All Year-end Schedules & Documentation due to ACO by EOD; Schedule K & K1 must be submitted to CEO	<b>23</b> 3rd June Prelim Reports Run Date
<b>24</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>25</b> 3rd June Prelim Reports Release Date  Performing 1st A/P Accrual Entry Process	<b>26</b> Performing 1st A/P Accrual Entry Process  Adjustments to Recommended Budget due to CEO	<b>27 ~ PP15 Payday</b> Performing 1st A/P Accrual Entry Process  Last Day to Enter & Department Approve July Journals & Vouchers	<b>28</b> Open Period 2 for all modules @ BOD  Performing 1st A/P Accrual Entry Process	<b>29</b> Performing 1st A/P Accrual Entry Process	<b>30</b>
<b>31</b>						



# August 2022 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> ~ TCR Cut-Off Date SS3, CS3, UC3, SP2 and PYU Property Tax Distribution  July Prelim 1 Reports Release Date	<b>2</b> *SS3, CS3, UC3, SP2 and PYU Property Tax Distribution *RCIT certification list for dedicated staff and Laserfiche, Dynamics license counts for FY 22/23	<b>3</b> SS3, CS3, UC3, SP2 and PYU Property Tax Distribution	<b>4</b> Debt Advisory Committee Meeting  SS3, CS3, UC3, SP2 and PYU Property Tax Distribution	<b>5</b> FY 20/21 Final Appropriation Transfers due to ACO by Noon  SS3, CS3, UC3, SP2 and PYU Property Tax Distribution	<b>6</b> July Final Reports Run Date
<b>7</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>8</b> July Final Reports Release Date  Fixed Charges due to Property Tax Settlement Apportionments Due  Year-end cleanup adjustments are due to EO from Departments	<b>9</b> ~ Board Dark Settlement Apportionments Due	<b>10</b> ~ PP16 Payday Settlement Apportionments Due	<b>11</b> Last day for Depts to edit check, budget check & post June interface journals  ACO to receive approved Schedule K & K-1 reports from EO  Settlement Apportionments Due	<b>12</b> *ALL vouchers entered & dept approved since July 16th with an invoice date of 6/30/22 or earlier and greater than \$5000 will be accrued back by the ACO to FY 21/22 budget. *FY 21/22 REQ's and PO module will be closed *Vehicle Logs due to ACO Payroll *Settlement Apportionments Due	<b>13</b> 4th June Prelim Reports Run Date
<b>14</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>15</b> Inter-departmental billings / charges including operating transfers to be completed by EOD  4th June Prelim Reports Release Date  *J29 Actuals & BOE 822 Report Due *Final Schedule Q due to ACO by EOD	<b>16</b> ~ Board Dark	<b>17</b> Last Day to Enter Period 12 - June Journals and "CASH" related journal entries	<b>18</b>	<b>19</b> July cash overages / shortages due to ACO	<b>20</b>
<b>21</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>22</b> Performing 2nd A/P Accrual Entry Process	<b>23</b> ~ Board Dark Performing 2nd A/P Accrual Entry Process	<b>24</b> ~ PP17 Payday ACO to provide CEO with Final Encumbrances for Approval and preparation of Form 11  Performing 2nd A/P Accrual Entry Process	<b>25</b> Last Day to Enter & Department Approve August Journals & Vouchers  Performing 2nd A/P Accrual Entry Process	<b>26</b> Open Period 3 for all modules @ BOD  Special District Budget Files due to ACO by EOD  Performing 2nd A/P Accrual Entry Process	<b>27</b> Final June (Period 12) Reports Run Date
<b>28</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>29</b> FINAL June (Period 12) Reports Release Date	<b>30</b> Stale-Dated Form 11 for BOS Approval  4th Quarter Cashflow posted to EMMA	<b>31</b>	<u>Property Tax Distribution Codes:</u> SA1: Secured Advance 1, SS1: Secured Settlement 1, A26: Redevelopment Collection 1, SA2: Secured Advance 2, SS2: Secured Settlement 2, J26: Redevelopment Collection 2, SS3: Secured Settlement 3, SS4: Teeter Settlement, CS1: State Board of Equalization (SBE) Collection 1, CS2: SBE Collection 2, CS3: SBE Collection 3, N26: Redevelopment Collection 3, UC1: Unsecured Collection 1, UC2: Unsecured Collection 2, UC3: Unsecured Collection 3, SP1: Secured Prior Year (SPY) Collection 1 - Tax, SPA: SPY Collection 1 - Penalty, SP2: SPY Collection 2 - Tax, SPB: SPY Collection 2 - Penalty, PYU: Unsecured Prior Year, SH1: Homeowner's 15%, SH2: Homeowner's 35%, SH3: Homeowner's 35%, SH4: Homeowner's 15%, HO6: HOX Supplemental, S07-S06: Supplemental Taxes - AB 2345 Current, Y07-Y06: Supplemental Taxes - AB 2345 Prior - Tax, Z07-Z06: Supplemental Taxes - AB 2345 Prior - Penalty		








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<p>Acronyms: <b>ACFR</b>: Annual Comprehensive Financial Report; <b>ACO</b>: Auditor - Controller Office, <b>AGA</b>: Association of Government Accountants, <b>AM</b>: Asset Management, <b>AP</b>: Accounts Payable, <b>ASPA</b>: American Society for Public Administration, <b>AQIF</b>, Air Quality Improvement Fund, <b>BOD</b>: Beginning of Day (8:00 AM), <b>BOS</b>: Board of Supervisors <b>CAC</b>: County Administration Center, <b>CEO</b>: County Executive Office, <b>E/C</b>: Exclusive Care, <b>CFTR</b>: Counties Financial Transaction Report; <b>EOD</b>: End of Day (5:00 PM), <b>EMMA</b>: Electronic Municipal Market Access, <b>FAMM</b>: Fiscal &amp; Admin Manager's Meeting, <b>FY</b>: Fiscal Year, <b>Garn</b>: Garnishments, <b>IETSA</b>: Inland Empire Tobacco Securitization Authority, <b>ISF</b>: Internal Service Funds, <b>MAM</b>: Monthly Accounting Meeting, <b>PO</b>: Purchase Order, <b>PP</b>: Pay Period, <b>PAFR</b>: Popular Annual Financial Report; <b>Req</b>: Requisitions, <b>RUHS-MC</b>: Hospital, <b>SBE</b>: State Board of Equalization, <b>SCO</b>: State Controller's Office, <b>TCR</b>: Treasurer Cash Receipt, <b>T/TC</b>: Treasurer / Tax Collector <b>W/C</b>: Worker's Compensation, <b>YE</b>: Year End, <b>ZBA</b>: Zero-Balance Account</p>				<p><b>1</b> Debt Advisory Committee Meeting  Countywide Buyers Mtg @ 8:30am Purchasing - 2980 Washington</p>	<p><b>2</b> -TCR Cut-Off Date -ACO to receive YE Cleanup and Encumbrances Form 11 from CEO for Final Review and Approval -Housing and Parks Financial drafts and Notes due to ACO by EOD</p>	<p><b>3</b></p>
<p><b>4</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>5</b> </p>	<p><b>6</b> ~ Board Dark Brown Armstrong @ Hospital  </p>	<p><b>7</b> ~ PP18 Payday Brown Armstrong @ Hospital</p>	<p><b>8</b> Brown Armstrong @ Hospital</p>	<p><b>9</b> Brown Armstrong @ Hospital</p>	<p><b>10</b> August Final Reports Run Date </p>
<p><b>11</b> </p>	<p><b>12</b> August Final Reports Release Date  Vehicle Logs due to ACO Payroll</p>	<p><b>13</b> BOS to approve Yearend Cleanup and Encumbrance Form 11</p>	<p><b>14</b></p>	<p><b>15</b></p>	<p><b>16</b> August cash overages / shortages reports to ACO </p>	<p><b>17</b> June &amp; Period 998 Report Run Date</p>
<p><b>18</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>19</b> June &amp; Period 998 Report Release Date</p>	<p><b>20</b></p>	<p><b>21</b> ~ PP19 Payday </p>	<p><b>22</b></p>	<p><b>23</b> GANN Limit Final Schedules due to ACO</p>	<p><b>24</b> September Prelim Reports Run Date</p>
<p><b>25</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>	<p><b>26</b> September Prelim Reports Release Date</p>	<p><b>27</b> ~ Board Dark BOS to Adopt Final FY 22/23 Budget</p>	<p><b>28</b> Last Day to Enter &amp; Department Approve September Journals &amp; Vouchers</p>	<p><b>29</b> Open Period 4 for all modules @ BOD</p>	<p><b>30</b></p>	




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October is Breast Cancer Awareness Month, which is an annual campaign to increase awareness of the disease. While most people are aware of breast cancer, many forget to take the steps to have a plan to detect the disease in its early stages and encourage others to do the same. We have made a lot of progress but still have a long way to go and need your help!						1
2 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	3 Accounts Payable Week  TCR Cut-Off Date  Statutory deadline by which BOS must formally adopt next budget	4 Accounts Payable Week	5 ~ PP20 Payday Accounts Payable Week	6 Accounts Payable Week  Debt Advisory Committee Meeting	7 Accounts Payable Week  All Component Units Financial drafts and Notes due to ACO by EOD  GANN Limit Final Calculation due from ACO to the EO	8 September Final Reports Run Date
Happy Accounts Payable Recognition Week!						
9 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	10  Happy Columbus Day	11 ~ Board Dark September Final Reports Release Date  Brown Armstrong @ ACO & Waste  SS4 Property Tax Distribution	12 Brown Armstrong @ ACO & Waste  SS4 Property Tax Distribution  Vehicle Logs due to ACO Payroll	13 Brown Armstrong @ ACO & Waste  SS4 Property Tax Distribution	14 Brown Armstrong @ ACO & Waste  FY 22/23 1st Quarter Budget Reports due from Departments to Executive Office  SS4 Property Tax Distribution	15
16 Support Love National Happy BOSS Day Goals Success Determination TRUST Day Creativity Satisfaction	17 Brown Armstrong @ ACO & Waste	18 Stale-Dated Form 11 for BOS Approval  Brown Armstrong @ ACO & Waste	19 ~ PP21 Payday Brown Armstrong @ ACO & Waste	20 *Brown Armstrong @ ACO & Waste *September cash overages / overages reports due to ACO *Investment Oversight Committee Meeting	21 Brown Armstrong @ ACO & Waste  All Component Units Finals Financial including Notes due to by EOD	22 June & Period 998 Report Run Date
23 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	24 June & Period 998 Report Release Date	25	26 Last Day to Enter & Department Approve October Journals & Vouchers	27 ~ Open Period 5 for all modules @ BOD	28	29
30	31  Trick or Treat	<b>Property Tax Distribution Codes:</b> <b>SA1:</b> Secured Advance 1, <b>SS1:</b> Secured Settlement 1, <b>A26:</b> Redevelopment Collection 1, <b>SA2:</b> Secured Advance 2, <b>SS2:</b> Secured Settlement 2, <b>J26:</b> Redevelopment Collection 2, <b>SS3:</b> Secured Settlement 3, <b>SS4:</b> Teeter Settlement, <b>CS1:</b> State Board of Equalization (SBE) Collection 1, <b>CS2:</b> SBE Collection 2, <b>CS3:</b> SBE Collection 3, <b>N26:</b> Redevelopment Collection 3, <b>UC1:</b> Unsecured Collection 1, <b>UC2:</b> Unsecured Collection 2, <b>UC3:</b> Unsecured Collection 3, <b>SP1:</b> Secured Prior Year (SPY) Collection 1 - Tax, <b>SPA:</b> SPY Collection 1 - Penalty, <b>SP2:</b> SPY Collection 2 - Tax, <b>SPB:</b> SPY Collection 2 - Penalty, <b>PYU:</b> Unsecured Prior Year, <b>SH1:</b> Homeowner's 15%, <b>SH2:</b> Homeowner's 35%, <b>SH3:</b> Homeowner's 35%, <b>SH4:</b> Homeowner's 15%, <b>HO6:</b> HOX Supplemental, <b>S07-S06:</b> Supplemental Taxes - AB 2345 Current, <b>Y07:</b> Supplemental Taxes - AB 2345 Prior - Tax, <b>Z07-Z06:</b> Supplemental Taxes - AB 2345 Prior - Penalty				

# November 2022 - ACO Accounting Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> TCR Cut-Off Date	<b>2</b> ~ PP22 Payday  FY 22/23 1st Qtr Budget Adjustments Due to ACO from the EO	<b>3</b> Debt Advisory Committee Meeting	<b>4</b>	<b>5</b> October Final Reports Run Date
<b>6</b> 	<b>7</b> October Final Reports Release Date  FY 22/23 1st Qtr Budget Adjustments Due from ACO to the EO	<b>8</b>	<b>9</b> Annual Comprehensive Financial Report Draft due to External Auditors by EOD	<b>10</b> 	<b>11</b> 	<b>12</b>
<b>13</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>14</b> Vehicle Logs due to ACO Payroll	<b>15</b> ~ Board Dark J29 P1 Report Due  HOX Claim due	<b>16</b> ~ PP23 Payday	<b>17</b>	<b>18</b> October Cash overages / shortages reports due to ACO	<b>19</b> June & Period 998 Report Run Date
<b>20</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>21</b> June & Period 998 Report Release Date  State Controller Report from Hospital, Waste Resources, and CHC due to ACO	<b>22</b> ~ Board Dark	<b>23</b> Last Day to Enter & Department Approve November Journals & Vouchers  Open Period 6 for all modules @ EOD  1st Quarter Cashflow posted to EMMA	<b>24</b> 	<b>25</b> 	<b>26</b>
<b>27</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>28</b>  <b>CYBER MONDAY</b>	<b>29</b> BOS to Approve FY 22/23 1st Qtr Budget Adjustments	<b>30</b>	<b>ACO Central Emails: All end with <a href="http://rivco.org">rivco.org</a></b> <b>Accounts Payable:</b> aco_ap, <b>Budgets:</b> acobudgets, <b>Capital Assets:</b> aco_capitalassets, <b>Cash Management:</b> aco_cash, <b>Chart of Accounts:</b> chartofaccount, <b>ePayables:</b> aco_epayables, <b>MAM:</b> aco_mam, <b>Payroll:</b> aco_Payroll, <b>Property Tax:</b> rivco_aco_proptax, <b>RDA:</b> aco_rda, <b>Stale Dated Warrants:</b> ACOSTaleDatedWarrants, <b>Property Tax Stale Dated Warrants:</b> proptaxSDW, <b>Vendor Processing:</b> ACOVendorProcessing, <b>Year End:</b> ACOYearEnd, <b>Simpler Password Reset:</b> acoreports		



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>DID YOU KNOW DECEMBER IS NATIONAL READ A NEW BOOK MONTH?</p> 			<p>~ PP24 Payday Adopted FY 22/23 budget due to State Controller and Clerk of the Board</p> <p>SH1 Property Tax Distribution</p>	<p><b>1</b> TCR Cut-Off Date</p> <p>Debt Advisory Committee Meeting</p> <p>SH1 Property Tax Distribution</p> <p>Countywide Buyers Mtg @ 8:30am Purchasing - 2980 Washington</p>	<p><b>2</b> UC2 &amp; SH1 Property Tax Distribution</p>	<p><b>3</b></p>
<p><b>4</b> Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports</p>	<p><b>5</b> 1st Secured Billing Installment Delinquent</p>	<p><b>6</b></p>	<p><b>7</b></p> 	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b> November Final Reports Run Date</p>
<p><b>11</b> Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports</p>	<p><b>12</b> November Final Reports Release Date</p> <p>Vehicle Logs due to ACO Payroll</p>	<p><b>13</b> Stale-Dated and Cash Overage/Shortage Form 11 for BOS Approval</p>	<p><b>14</b> ~ PP25 Payday</p>	<p><b>15</b></p>	<p><b>16</b> November cash overages / shortages report due to ACO</p>	<p><b>17</b></p>
<p><b>18</b></p>	<p><b>19</b> UC2 Property Tax Distribution</p>	<p><b>20</b> ~ Board Dark UC2 Property Tax Distribution</p> 	<p><b>21</b> UC2 Property Tax Distribution</p>	<p><b>22</b> LGRS Report Due</p> <p>UC2 Property Tax Distribution</p>	<p><b>23</b> UC2 Property Tax Distribution</p>	<p><b>24</b> December Prelim Reports Run Date</p> 
<p><b>25</b></p>  <p>Updated as of: 4/29/2022</p>	<p><b>26</b></p>	<p><b>27</b> ~ Board Dark December Prelim Reports Release Date</p>	<p><b>28</b> ~ PP26 Payday Last Day to Enter &amp; Department Approve December Journals &amp; Vouchers</p>	<p><b>29</b> Open Period 7 for all modules @ BOD</p>	<p><b>30</b></p> 	<p><b>31</b></p> 

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 	<b>2</b> RPTTF Property Tax Distribution	<b>3 ~ Board Dark</b> TCR Cut-Off Date  RPTTF Property Tax Distribution	<b>4</b> RPTTF Property Tax Distribution	<b>5</b> Debt Advisory Committee Meeting  RPTTF Property Tax Distribution	<b>6</b> RPTTF Property Tax Distribution	<b>7</b> December Final Reports Run Date
<b>8</b> Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	<b>9</b> SH2 Property Tax Distribution	<b>10</b> ISF Rate Approval for FY 23/24  BOS to Approve FY 21/22 ACFR and PAFR  December Final Reports Release Date - Includes Final Roll Forward Balances  SH2 Property Tax Distribution	<b>11 ~ PP1 Payday</b>  SH2 Property Tax Distribution	<b>12</b> SH2 Property Tax Distribution  Vehicle Logs due to ACO Payroll	<b>13</b> December cash overage/shortage reports due to ACO  SH2 Property Tax Distribution	<b>14</b>
<b>15</b> Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	<b>16</b> <i>I Have A Dream</i>  Martin Luther King, Jr. Day	<b>17 ~ Board Dark</b> CS1 Property Tax Distribution  All County Budget Department Training all week	<b>18</b>	<b>19 ~ CS1 Property Tax Distribution</b> Investment Oversight Committee Meeting 	<b>20</b> FY 22/23 2nd Quarter Budget Reports due from Departments to Executive Office	<b>21</b>
<b>22</b> Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	<b>23 ~ 1099 Printing Day</b> FY 23/24 Budget Virtual Kickoff Meeting / NCC Targets to Departments  SS1 & CS1 Property Tax Distribution	<b>24</b> SS1 & CS1 Property Tax Distribution	<b>25 ~ PP2 Payday</b> Last Day to Enter & Department Approve January Vouchers  SS1 & CS1 Property Tax Distribution	<b>26</b> Open Period 8 for all modules @ BOD  SS1 & CS1 Property Tax Distribution	<b>27</b> TRANS Payment Due  State Controller Report due to the State  1099 & W-2 Mailing Date  SS1 & CS1 Property Tax Distribution	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>	Acronyms: <b>ACFR</b> : Annual Comprehensive Financial Report; <b>ACO</b> : Auditor - Controller Office, <b>AGA</b> : Association of Government Accountants, <b>AM</b> : Asset Management, <b>AP</b> : Accounts Payable, <b>ASPA</b> : American Society for Public Administration, <b>AQIF</b> , Air Quality Improvement Fund, <b>BOD</b> : Beginning of Day (8:00 AM), <b>BOS</b> : Board of Supervisors <b>CAC</b> : County Administration Center, <b>CEO</b> : County Executive Office, <b>E/C</b> : Exclusive Care, <b>CFTR</b> : Counties Financial Transaction Report; <b>EOD</b> : End of Day (5:00 PM), <b>EMMA</b> : Electronic Municipal Market Access, <b>FAMM</b> : Fiscal & Admin Manager's Meeting, <b>FY</b> : Fiscal Year, <b>Garn</b> : Garnishments, <b>IETSA</b> : Inland Empire Tobacco Securitization Authority, <b>ISF</b> : Internal Service Funds, <b>MAM</b> : Monthly Accounting Meeting, <b>PDFA</b> : Palm Desert Financing Authority, <b>PO</b> : Purchase Order, <b>PP</b> : Pay Period, <b>PAFR</b> : Popular Annual Financial Report; <b>Req</b> : Requisitions, <b>RUHS-MC</b> : Hospital, <b>SBE</b> : State Board of Equalization, <b>SCO</b> : State Controller's Office, <b>SWCFA</b> : Southwest Community Financing Authority, <b>TCR</b> : Treasurer Cash Receipt, <b>T/TC</b> : Treasurer / Tax Collector <b>W/C</b> : Worker's Compensation, <b>YE</b> : Year End, <b>ZBA</b> : Zero-Balance Account			