



**Riverside County Auditor-Controller Office**  
**Monthly Cut-off Dates For Journals, Voucher Processing & TCR's**  
**January - December 2023**






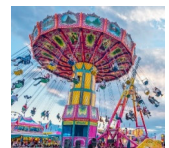




| Period  | Reporting Period | Preliminary / Final | Last Day To Enter and Department Approve Journals & Vouchers | Report Run Date | Report Release Date | TCR Cut-Off Date |
|---|------------------|---------------------|--|-----------------|---------------------|------------------|
| 7   | January 2023     | Final               | 25-Jan   | 4-Feb           | 6-Feb               | 1-Feb            |
| 8   | February         | Final               | 23-Feb   | 4-Mar           | 6-Mar               | 1-Mar            |
| 9   | March            | Preliminary         |  | 25-Mar          | 27-Mar              |                  |
| 9   | March            | Final               | 24-Mar   | 8-Apr           | 10-Apr              | 30-Mar           |
| 10  | April            | Final               | 26-Apr   | 6-May           | 8-May               | 1-May            |
| 11  | May              | Final               | 26-May   | 10-Jun          | 12-Jun              | 1-Jun            |
| 12  | June             | Preliminary 1*      |  | 24-Jun          | 26-Jun              |                  |
| 12  | June             | Preliminary 2*      |  | 22-Jul          | 24-Jul              |                  |
| 12  | June             | Final*              | <i>See Calendar</i>  | 26-Aug          | 28-Aug              | 30-Jun           |
| 998   | June             | Preliminary 3*      |  | 16-Sep          | 18-Sep              |                  |
| 998   | June             | Preliminary 4*      |  | 21-Oct          | 23-Oct              |                  |
| 1   | July             | Preliminary 1**     |  | 29-Jul          | 31-Jul              |                  |
| 1   | July             | Final**             | 26-Jul   | 5-Aug           | 7-Aug               | 1-Aug            |
| 2   | August           | Final               | 24-Aug   | 9-Sep           | 11-Sep              | 1-Sep            |
| 3   | September        | Preliminary         |  | 23-Sep          | 25-Sep              |                  |
| 3   | September        | Final               | 27-Sep   | 7-Oct           | 10-Oct              | 2-Oct            |
| 4   | October          | Final               | 25-Oct   | 4-Nov           | 6-Nov               | 1-Nov            |
| 5   | November         | Final               | 22-Nov   | 9-Dec           | 11-Dec              | 1-Dec            |
| 6   | December         | Preliminary         |  | 23-Dec          | 26-Dec              |                  |
| 6   | December         | Final               | 27-Dec   | 6-Jan           | 8-Jan               | 2-Jan            |
| FY 2023 - Final Fiscal - Run After ACFR/PAFR Approved by BOS on January 9, 2024 |                  |                     |  |                 |                     |                  |
| 7   | January 2024     | Final               | 24-Jan   | 10-Feb          | 12-Feb              | 1-Feb            |






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






**\*\* July Final will include FY 2023 Balance Forward. ACO to request it from RCIT.**

| Sunday  | Monday  | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday                                    |
|---|---|--|--|--|--|---|
| <b>1</b><br>  | <b>2</b> ~ TCR Cut-Off Date<br>RPTTF Property Tax Distribution<br>       | <b>3</b> ~ Board Dark<br>RPTTF Property Tax Distribution   | <b>4</b>   | <b>5</b>   | <b>6</b>   | <b>7</b><br>December Final Reports Run Date |
| <b>8</b>  | <b>9</b><br>December Final Reports Release Date - Includes Final Roll Forward Balances<br>SH2 Property Tax Distribution                                   | <b>10</b><br>BOS to Approve FY 21/22 ACFR and PAFR<br>SH2 Property Tax Distribution                                    | <b>11</b> ~ PP2 Payday<br>Vehicle Logs due to ACO Payroll<br>SH2 Property Tax Distribution   | <b>12</b><br>SH2 Property Tax Distribution   | <b>13</b><br>Semi Annual Settlement SAS1 Due<br>SH2 Property Tax Distribution  | <b>14</b>                                   |
| <b>15</b><br> | <b>16</b><br>  | <b>17</b> ~ Board Dark   | <b>18</b>  | <b>19</b><br>*December cash coverage / shortage reports due to Auditor-Controller Office<br>*Countywide Oversight Board Meeting<br> | <b>20</b><br>FY 22/23 2nd Quarter Budget Reports due from Departments to Executive Office  | <b>21</b>                                   |
| <b>22</b>   | <b>23</b><br>FY 23/24 Budget Virtual Kickoff Meeting / NCC Targets to Departments<br>CS1 & SS1 Property Tax Distribution<br>Settlement Apportionments Due | <b>24</b><br>CS1 & SS1 Property Tax Distribution<br>BOS to Approve FY 23/24 ISF Rates<br>Settlement Apportionments Due | <b>25</b> ~ PP3 Payday<br>Last Day to Enter & Department Approve January Journals & Vouchers<br>CS1 & SS1 Property Tax Distribution<br>Settlement Apportionments Due   | <b>26</b><br>Open Period 8 for all modules @ BOD<br>CS1 & SS1 Property Tax Distribution<br>Settlement Apportionments Due   | <b>27</b> ~ TRANs Payment Due<br>State Controller Report due to the State<br>1099 & W-2 Mailing Date<br>CS1 & SS1 Property Tax Distribution<br>Settlement Apportionments Due | <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>Gam</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 |  |  |   |

| Sunday  | Monday   | Tuesday   | Wednesday   | Thursday  | Friday   | Saturday  |
|---|--|---|---|---|--|---|
|   |  |   | 1<br>TCR Cut-Off Date   | 2<br>-SB90 Claims due to SCO<br>-Debt Advisory Committee Meeting<br> | 3  | 4<br>January Reports<br>Final Run Date<br> |
| 5<br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | 6<br>January Final Reports Release Date<br><br>SP1 Property Tax Distribution   | 7<br>Stale Dated Form 11 for BOS Approval<br><br>2nd Qtr budget adjustment due to ACO from EO<br><br>SP1 Property Tax Distribution<br><br>BOS Budget Workshop | 8 ~ PP4 Payday  | 9<br><br>SP1 Property Tax Distribution  | 10   | 11  |
| 12<br>      | 13<br>Vehicle Logs due to ACO Payroll<br><br><br><i>Lincoln's Birthday</i> | 14 ~ Board Dark<br>1st and 2nd Qtr CIP Schedule Q due to ACO<br><br>        | 15<br>2nd Qtr Budget Adjustments Due from ACO to the EO   | 16  | 17<br>January cash overage / shortage reports due to Auditor-Controller Office<br><br> | 18  |
| 19  | 20<br><br>  | 21 ~ Board Dark   | 22 ~ PP5 Payday<br><br>  | 23<br>-Open Period 9 for all modules @ BOD<br>-2nd Qtr Cashflow posted to EMMA<br>-Last Day to Enter & Department Approve February Journal & Vouchers   | 24   | 25  |
| 26  | 27   | 28<br>BOS to Approve FY 22/23 2nd Qtr Budget Adjustments  | <b>ACO Central Emails: All end with <a href="mailto:info@rivco.org">rivco.org</a></b><br><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 |   |  |   |

# March 2023- ACO Accounting Calendar




| Sunday  | Monday   | Tuesday                                    | Wednesday  | Thursday  | Friday  | Saturday                                    |
|---|--|--|--|---|---|---|
|   |  |  | <b>1</b><br>TCR Cut-Off Date   | <b>2</b><br>Debt Advisory Committee Meeting                         | <b>3</b><br>   | <b>4</b><br>February Reports Final Run Date |
| <b>5</b>  | <b>6</b><br>February Final Reports Release Date  | <b>7</b>                                   | <b>8</b> ~ PP6 Payday  | <b>9</b>  | <b>10</b><br>Vehicle Logs due to ACO Payroll  | <b>11</b>                                   |
| <b>12</b><br><br>The Oscars  | <b>13</b><br>FY 23/24 Department Budgets due to Executive Office                                 | <b>14</b>                                  | <b>15</b>  | <b>16</b><br>Single Audit reporting to Federal Clearing House & SCO | <b>17</b><br>February Cash Overage / Shortage reports due to ACO<br> | <b>18</b>                                   |
| <b>19</b>   | <b>20</b><br> | <b>21</b> ~ Board Dark                     | <b>22</b> ~ PP7 Payday   | <b>23</b>   | <b>24</b><br>Last Day to Enter & Department Approve March Journals & Vouchers   | <b>25</b><br>March Prelim Reports Run Date  |
| <b>26</b>   | <b>27</b><br>March Prelim Reports Release Date<br><br>Settlement Apportionments Due              | <b>28</b><br>Settlement Apportionments Due | <b>29</b><br>Settlement Apportionments Due<br><br>Open Period 10 for all modules @ BOD | <b>30</b><br>Settlement Apportionments Due                          | <b>31</b><br>  |   |

| 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> |  |  |   |   |   | <b>1</b><br> |
| <b>2</b><br>  | <b>3</b><br>2nd Secured Billing<br>Installment Delinquent  | <b>4</b>   | <b>5 ~ PP8 Payday</b>   | <b>6</b><br>Countywide Buyers Mtg @<br>8:30am<br>Purchasing - 2980 Washington<br><br>Debt Advisory Committee<br>Meeting | <b>7</b><br>Requisitions for services not<br>covered by an existing County<br>contract must be received at<br>Purchasing<br><br>Electronic Central Purchasing<br>Expiring Contracts Reports<br>have to be returned to<br>Purchasing | <b>8</b><br>March Final Reports<br>Run Date   |
| <b>9</b><br>  | <b>10</b><br>March Final Reports Release<br>Date<br><br>SA2 Property Tax Distribution  | <b>11 ~ Board Dark</b><br>Stale Dated Form 11 for<br>BOS Approval<br><br>SA2 Property Tax<br>Distribution<br><br>Vehicle Logs due to ACO<br>Payrol | <b>12</b><br>SA2 Property Tax Distribution  | <b>13</b><br>SA2 Property Tax Distribution  | <b>14</b><br>FY 22/23 3rd Quarter<br>Budget Reports due from<br>Departments to CEO<br><br>J29 P2 Report Due<br><br>SA2 Property Tax<br>Distribution   | <b>15</b>   |
| <b>16</b>   | <b>17</b><br>Schedules for Periods 0-9 due to<br>ACO: S-9 Deferred Revenue, T-9 Due<br>From Other Gov't (DFOG) and V-9<br>Due to Other Gov't (DTOG), Schedule<br>Q (CIP) 3rd Quarter due to ACO and<br>All Lease Schedules | <b>18</b>  | <b>19 ~ PP9 Payday</b>  | <b>20</b><br>March cash overage / shortage<br>reports due to ACO  | <b>21</b>   | <b>22</b>   |
| <b>23</b><br>Each Monday you<br>should review your<br>Outstanding<br>Encumbrance and Pre-<br>Encumbrance<br>Reports<br><br>   | <b>24</b>  | <b>25 ~ Board Dark</b>   | <b>26</b><br>Last Day to Enter &<br>Department Approve April<br>Journals & Vouchers<br><br> | <b>27</b><br>Open Period 11 for all modules @<br>BOD  | <b>28</b><br>Requisitions for services<br>not covered by an existing<br>County contract must be<br>received at Purchasing.  | <b>29</b>   |
| <b>30</b><br>Updated as of: 1/27/2023   |  |  |   |   |   |   |



| Sunday  | Monday   | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday                                 |
|---|--|---|---|--|--|--|
|   | <b>1 ~ TCR Cut-Off Date</b><br>-Suspend all CTRs to prepare for Budget Approval<br>-GANN Limit Preliminary Schedules due to ACO from the EO<br>-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>2</b><br>FY 22/23 3rd Quarter Budget Adjustments due to ACO from CEO   | <b>3 ~ PP10 Payday</b>  | <b>4 ~ National Nurses Day</b><br>Debt Advisory Committee Meeting  | <b>5</b> *Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surpluses or disposal to ACO for review & approval<br>*Notifications to change "Regular Blanket PO's" roll over to new FY<br>*FY 22/23 3rd Quarter Budget Adjustments due to CEO from ACO<br>*All FY 22/23 requisitions for goods outside the authority of the departmental Buyers or LVPA Processors must be received at Purchasing | <b>6</b><br>April Final Reports Run Date |
|   |  |   |   |  |  |  |
| <b>7</b><br>  | <b>8</b><br>April Final Reports Release Date<br><br>SH3 Property Tax Distribution  | <b>9</b><br>SH3 Property Tax Distribution   | <b>10</b><br>SH3 Property Tax Distribution  | <b>11</b><br>Vehicle Logs due to ACO Payroll<br><br>SH3 Property Tax Distribution<br><br>ISF Billing through April 30 should be posted on or before May 31<br><br>3rd Qtr Inter/Intra fund dept charges must be complete                               | <b>12</b><br>SH3 Property Tax Distribution<br><br>GANN Limit Preliminary Calculation due to CEO  | <b>13</b>                                |
| <b>14</b><br>   | <b>15</b><br>CS2 Property Tax Distribution   | <b>16 ~ Board Dark</b><br>CS2 Property Tax Distribution   | <b>17~ PP11 Payday</b><br>CS2 Property Tax Distribution                                 | <b>18</b><br>CS2 Property Tax Distribution<br>Countywide Oversight Board Meeting   | <b>19 ~ CS2 Property Tax Distribution.</b><br>*April Cash overage / shortage reports due to ACO.<br>*Last day to do replenishments and inventory Reqs.<br><br>   | <b>20</b>                                |
| <b>21</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>22</b><br>SS2 Property Tax Distribution<br><br>Settlement Apportionments Due<br><br>Space Occupancy Certifications from departments due to Facility Management  | <b>23</b><br>SS2 Property Tax Distribution<br><br>Settlement Apportionments Due<br><br>BOS to Approve FY 22/23 3rd Qtr Budget Adjustments | <b>24</b><br>SS2 Property Tax Distribution<br><br>Settlement Apportionments Due<br><br> | <b>25</b> -Open Period 12 for all modules @ BOD<br>-3rd Quarter Cashflow posted to EMMA<br>-SS2 Property Tax Distribution<br>-Settlement Apportionments Due<br>-ACO Year End Training Time: 9am to Noon  | <b>26 ~ TRANS Payment Due</b><br>FY 23/24 Recommended Budget due to ACO<br><br>SS2 & RPTTF Property Tax Distribution<br><br>Settlement Apportionments Due<br><br>Last Day to Enter May & Department Approve Journals & Vouchers  | <b>27</b>                                |
| <b>28</b>   | <b>29</b><br>  | <b>30 ~ Board Dark</b>  | <b>31 ~ PP12 Payday</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 2023 - ACO Accounting Calendar




| Sunday   | Monday   | Tuesday  | Wednesday  | Thursday   | Friday  | Saturday   |
|--|--|--|--|--|---|--|
| <b>Reminders:</b><br><b>Begin Clean up of Credit Vouchers</b><br><b>Don't forget to Submit the newly revised ADM-3 for FY 23/24</b><br><b>Inventory Bus. Units review Purchasing Calendar before starting physical inventories</b><br><b>Email Year End Questions to: <a href="mailto:acoyearend@rivco.org">acoyearend@rivco.org</a></b> |  |  |  | <b>1</b> ~ -TCR Cut-Off Date<br>-Brown Armstrong Interim Fieldwork / Testing at the ACO<br>-Debt Advisory Committee Meeting<br>-RPTTF Property Tax Distribution  | <b>2</b> ~ RPTTF Property Tax Distribution<br>Brown Armstrong Interim Fieldwork / Testing at the ACO<br>Inventory Business Units Only: Last day to enter inventory received<br>Last day to request Chartfields for FY 23 (funds, Dept. ID, etc).  | <b>3</b>   |
| <b>4</b>   | <b>5</b> SH4 Property Tax Distribution<br>-DPSS (DPARC), Fire (FPARC), RUHS (MCARC), and FM (FMARC) begin Inventory Processes / Procedures<br>Brown Armstrong Interim Fieldwork / Testing at the ACO   | <b>6</b> SH4 Property Tax Distribution<br>Brown Armstrong Interim Fieldwork / Testing at the ACO               | <b>7</b> Brown Armstrong Interim Fieldwork / Testing at the ACO<br>SH4 Property Tax Distribution<br>FY 23/24 ORG Budget and Adjustments to Recommended Budget Due to ACO                                       | <b>8</b> SH4 Property Tax Distribution<br>Brown Armstrong Interim Fieldwork / Testing at the ACO   | <b>9</b> SH4 Property Tax Distribution<br>Vehicle Logs due to ACO Payroll<br>Brown Armstrong Interim Fieldwork / Testing at the ACO<br>FY 23/24 Adjustments to Recommended Budget Due from ACO to EO  | <b>10</b> May Final Reports Run Date   |
| <b>11</b>  | <b>12</b> ~ Process Garnishments<br>-May Final Reports Release Date<br>-Vehicle Logs due to ACO Payroll<br>-Special District budgets due to ACO<br>-Central Mail charges (including postage) through June 11th will be billed in the current FY 22/23.<br>All charges from June 12th on will be billed to FY 23/24<br>-Budget Hearings | <b>13</b> Cash Overage/Shortage & Stale-Dated Form 11 for BOS Approval<br>Budget Hearing Continue if necessary | <b>14</b> ~ PP13 Payday<br>Semi Annual Settlement SAS2 Due   | <b>15</b> -For PO's that are initiated in PeopleSoft ONLY:<br>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 23/24 proposed budget loaded – Transactions can be entered but will not pass budget check unless a new budget has been loaded).<br>PO's entered in RivcoPRO for FY23/24 will not budget check until 07/01/23 | <b>16</b> ~ Last Day to Enter & Department Approve June Vouchers.<br>All INVENTORY business units must complete inventory processing / adjustments by 3PM<br>* Last day to enter, budget check PO's for FY 22/23<br>* PeopleSoft ONLY: Any FY 22/23 requisitions not sourced to a PO will have to be canceled by depts. Depts will have to re-enter new req in FY 23/24<br>* RivcoPRO: Any already existing reqs approved after June 19th will upon approval generate a PO that will encumber FY 22/23 funds Note: These REQ's will be On Hold until 07/01.<br>* PeopleSoft: Last day to enter FY 22/23 receivers. These transactions will also have to be vouchered/paid by EOD<br>* RivcoPRO: Between June 19th to June 30th all REQ's, PO's and Invoices in RivcoPRO will stay in a "Year End Hold"<br>* 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>17</b>  |
| <b>18</b><br>  | <b>19</b>  | <b>20</b> ~ Board Dark<br>May cash overage / shortage reports due to ACO                                       | <b>21</b> Last day for Pre-Approved Voucher Interface for FY22/22<br>Last day to process Stops and Cancels for FY 22/23<br> | <b>22</b> -AP Module Closing for FY 22/23<br>-ACO to open PO Module for FY 23/24 - Period 1 & GL Module for ACTUALS - Trans Type POR & REQ   | <b>23</b> ~<br>Final Pay cycle will be run for all invoices scheduled to pay thru July 1st<br>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<br>Statutory deadline by which BOS must approve FY 23/24 Recommended Budget<br>  | <b>24</b> ~ 1st June Prelim Reports Run Date<br>*RCIT to Run Encumbrances Report<br>*PO-Roll PS Financials is unavailable for users<br>*PO's that rolled from previous fiscal years that have had no activity will not roll to the new year, FY 23/24<br>*Any PO's with a contract expiration date of June 30th or earlier, will not roll and cannot be encumbered<br>*All partially received and/or vouchered PO's for goods and services WILL roll into the new FY 23/24<br>*Please note that PO's that originated in RivcoPRO and rolled to the new FY are automatically budget checked in PeopleSoft |
| <b>25</b>  | <b>26</b> 1st June Prelim Reports Release Date   | <b>27</b> BOS to Approve and Adopt Final FY 23/24 Budget   | <b>28</b> ~ PP14 Payday  | <b>29</b>  | <b>30</b> -Open PS Modules for Period 1<br>-TCR Cut-Off Date<br>-Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV & Run Cash Recon Files   | Updated as of: 6/27/2023   |

| Sunday   | Monday   | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday                               |
|--|--|---|---|---|---|--|
|  |                                       |   | <p><b>New Fiscal Year Reminders:</b><br/>Don't forget to Submit a newly revised ADM-3 for FY 23/24</p> <p><b>PeopleSoft ONLY:</b> July 1st will be the 1st day to enter receipts into PS for PO's that rolled over as well as for new FY 23/24 PO's</p> <p><b>RivcoPRO:</b> 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 7/1/23</p> |   |   | 1                                      |
| 2  | 3  | 4 ~ Board Dark<br>         | 5<br>Schedule K - Dept reports available on ACO Website by EOD<br><br>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  | 6<br>Debt Advisory Committee Meeting  | 7<br>Last day to process AR for FY 22/23. This includes those within PS Billing Module and those outside the module.  | 8                                      |
| 9<br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports  | 10<br>-Capital Asset Certifications & Documentation due to ACO by EOD<br>-TTC to deliver Tax Collections to ACO by EOD | 11<br>Vehicle Logs due to ACO Payroll   | 12 ~ PP15 Payday  | 13  | 14<br>Last day to enter and dept approve all vouchers with an invoice date of 6/30/23 or earlier so they can be accrued back by the ACO to FY 22/23 budget. | 15                                     |
| 16<br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | 17   | 18  | 19<br>June cash overages / shortages report due to Auditor-Controller Office  | 20<br>Investment Oversight Committee Meeting  | 21<br>All Year-end Schedules & Documentation due to ACO by EOD; Schedule K & K1 must be submitted to CEO  | 22<br>2nd June Prelim Reports Run Date |
| 23<br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | 24<br>2nd June Prelim Reports Release Date<br><br>Performing 1st A/P Accrual Entry Process                             | 25 ~ Board Dark<br>Performing 1st A/P Accrual Entry Process<br>Adjustments to Recommended Budget due to CEO | 26 ~ PP16 Payday<br>Performing 1st A/P Accrual Entry Process<br><br>Last Day to Enter & Department Approve July Journals & Vouchers   | 27<br>Open Period 2 for all modules @ BOD<br><br>Performing 1st A/P Accrual Entry Process | 28<br>Performing 1st A/P Accrual Entry Process  | 29<br>1st July Prelim Reports Run Date |
| 30   | 31 1st July Prelim Reports Release Date  |   |   |   |   |  |



| Sunday  | Monday  | Tuesday  | Wednesday   | Thursday  | Friday   | Saturday   |
|---|---|--|---|---|--|--|
|   |   | <b>1</b><br>-SS3, CS3, UC3, SP2 and PYU Property Tax Distribution<br>-RCIT certification list for dedicated staff and Laserfiche, Dynamics license counts for FY 23/24<br>-TCR Cut-Off Date<br>~July Prelim 1 Reports Release Date | <b>2</b><br>SS3, CS3, UC3, SP2 and PYU Property Tax Distribution  | <b>3</b><br>Debt Advisory Committee Meeting<br><br>SS3, CS3, UC3, SP2 and PYU Property Tax Distribution   | <b>4</b><br>FY 22/23 Final Appropriation Transfers due to ACO by Noon<br><br>SS3, CS3, UC3, SP2 and PYU Property Tax Distribution  | <b>5</b><br>July Final Reports Run Date              |
| <b>6</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports  | <b>7</b><br>July Final Reports Release Date<br><br>Fixed Charges due to Property Tax Settlement Apportionments Due<br><br>Year-end cleanup adjustments are due to EO from Departments   | <b>8</b> ~ Board Dark<br>Settlement Apportionments Due   | <b>9</b> ~ PP17 Payday<br>Settlement Apportionments Due   | <b>10</b><br>Last day for Depts to edit check, budget check & post June interface journals<br><br>ACO to receive approved Schedule K & K-1 reports from EO<br><br>Settlement Apportionments Due | <b>11</b><br>*ALL vouchers entered & dept approved since July 14th with an invoice date of 6/30/23 or earlier and greater than \$5,000 will be accrued back by the ACO to FY 22/23 budget.<br>*FY 22/23 REQ's and PO module will be closed<br>*Vehicle Logs due to ACO Payroll<br>*Settlement Apportionments Due   | <b>12</b>  |
| <b>13</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>14</b><br>Inter-departmental billings / charges including operating transfers to be completed by EOD<br><br>*J29 Actuals & BOE 822 Report Due<br>*Final Schedule Q due to ACO by EOD | <b>15</b> ~ Board Dark   | <b>16</b><br>Last Day to Enter Period 12 - June Journals and "CASH" related journal entries   | <b>17</b>   | <b>18</b><br>July cash overages / shortages due to ACO   | <b>19</b>  |
| <b>20</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>21</b><br>Performing 2nd A/P Accrual Entry Process   | <b>22</b> ~ Board Dark<br>Performing 2nd A/P Accrual Entry Process   | <b>23</b> ~ PP18 Payday<br>ACO to provide CEO with Final Encumbrances for Approval and preparation of Form 11<br><br>Performing 2nd A/P Accrual Entry Process | <b>24</b><br>Last Day to Enter & Department Approve August Journals & Vouchers<br><br>Performing 2nd A/P Accrual Entry Process  | <b>25</b><br>Open Period 3 for all modules @ BOD<br><br>Special District Budget Files due to ACO by EOD<br><br>Performing 2nd A/P Accrual Entry Process  | <b>26</b><br>Final June (Period 12) Reports Run Date |
| <b>27</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>28</b><br>FINAL June (Period 12) Reports Release Date  | <b>29</b><br>Stale-Dated Form 11 for BOS Approval<br><br>4th Quarter Cashflow posted to EMMA   | <b>30</b>   | <b>31</b>   | Property Tax Distribution Codes:<br><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-Y06:</b> Supplemental Taxes - AB 2345 Prior - Tax, <b>Z07-Z06:</b> Supplemental Taxes - AB 2345 Prior - Penalty |  |

| 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> |   |  |   |  | <p><b>1</b> -TCR Cut-Off Date<br/>-ACO to receive YE Cleanup and Encumbrances Form 11 from CEO for Final Review and Approval<br/>-Debt Advisory Committee Meeting<br/>-Countywide Buyers Mtg @ 8:30am<br/>Purchasing - 2980 Washington</p> | <p><b>2</b></p>  |
| <p><b>3</b><br/>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>  | <p><b>4</b></p>    | <p><b>5</b> ~ Board Dark</p>    | <p><b>6</b> ~ PP19 Payday<br/>Brown Armstrong @ Hospital</p>  | <p><b>7</b><br/>Brown Armstrong @ Hospital</p>  | <p><b>8</b><br/>Brown Armstrong @ Hospital</p>    | <p><b>9</b><br/>August Final Reports Run Date</p>  |
| <p><b>10</b></p>  | <p><b>11</b><br/>August Final Reports Release Date<br/><br/>Vehicle Logs due to ACO Payroll</p>  | <p><b>12</b><br/>BOS to approve Yearend Cleanup and Encumbrance Form 11</p>  | <p><b>13</b></p>  | <p><b>14</b></p>   | <p><b>15</b></p>   | <p><b>16</b><br/>June &amp; Period 998: 3rd preliminary Report Run Date</p>  |
| <p><b>17</b><br/>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>    | <p><b>18</b><br/>June &amp; Period 998: 3rd preliminary Report Release Date<br/><br/>Brown Armstrong @ Hospital and Waste Resources</p>   | <p><b>19</b> ~ Board Dark<br/>-Brown Armstrong @ Hospital and Waste Resources<br/>-August cash overages / shortages reports to Auditor-Controller Office</p> | <p><b>20</b> ~ PP20 Payday<br/>Brown Armstrong @ Hospital and Waste Resources</p>   | <p><b>21</b><br/>Countywide Oversight Board Meeting<br/><br/>Brown Armstrong @ Hospital and Waste Resources</p>                    | <p><b>22</b><br/>-GANN Limit Final Schedules due to ACO<br/>-Brown Armstrong @ Hospital and Waste Resources<br/>-All Component Units Financial drafts and Notes due to ACO by EOD</p>  | <p><b>23</b><br/>September preliminary Report Run Date</p>  |
| <p><b>24</b><br/>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>   | <p><b>25</b><br/>September preliminary Release Date</p>   | <p><b>26</b><br/>BOS to Adopt Final FY 23/24 Budget</p>  | <p><b>27</b><br/>Last Day to Enter &amp; Department Approve September Journals &amp; Vouchers</p>   | <p><b>28</b><br/>Open Period 4 for all modules @ BOD</p>   | <p><b>29</b></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! |   |  |   |  |  |   |
| <b>1</b><br>Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports  | <b>2</b><br>TCR Cut-Off Date<br><br>Statutory deadline by which BOS must formally adopt next budget                           | <b>3</b>   | <b>4 ~ PP21 Payday</b>  | <b>5</b><br>Debt Advisory Committee Meeting  | <b>6</b><br>GANN Limit Final Calculation due from ACO to the EO  | <b>7</b><br>September Final Reports Run Date        |
| <b>8</b><br>Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports  | <b>9</b><br><br>Happy Columbus Day           | <b>10 ~ Board Dark</b><br>September Final Reports Release Date<br><br>Brown Armstrong @ ACO<br><br>SS4 Property Tax Distribution | <b>11</b><br>Brown Armstrong @ ACO<br><br>SS4 Property Tax Distribution<br><br>Vehicle Logs due to ACO Payroll  | <b>12</b><br>Brown Armstrong @ ACO<br><br>SS4 Property Tax Distribution  | <b>13</b><br>-Brown Armstrong @ ACO<br>-FY 23/24 1st Quarter Budget Reports due from Departments to Executive Office<br>-SS4 Property Tax Distribution | <b>14</b>   |
| Happy Accounts Payable Recognition Week! Happy Accounts Payable Recognition Week! Happy Accounts Payable Recognition Week! Happy Accounts Payable Recognition Week!  |   |  |   |  |  |   |
| <b>15</b>  | <b>16</b><br>Brown Armstrong @ ACO<br><br> | <b>17</b><br>Stale-Dated Form 11 for BOS Approval<br><br>Brown Armstrong @ ACO   | <b>18 ~ PP22 Payday</b><br>Brown Armstrong @ ACO  | <b>19</b><br>-Brown Armstrong @ ACO<br>-September cash overages / overages reports due to ACO<br>-Investment Oversight Committee Meeting | <b>20</b><br>Brown Armstrong @ ACO<br><br>All Component Units Finals Financial including Notes due to by EOD   | <b>21</b><br>June & Period 998: 4th Report Run Date |
| <b>22</b><br>Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports   | <b>23</b><br>June & Period 998: 4th Report Release Date   | <b>24 ~ Board Dark</b>   | <b>25</b><br>Last Day to Enter & Department Approve October Journals & Vouchers   | <b>26 ~</b><br>Open Period 5 for all modules @ BOD   | <b>27</b>  | <b>28</b>   |
| <b>29</b>  | <b>30</b>   | <b>31</b><br><br>                             | <u>Property Tax Distribution Codes:</u><br><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-Y06:</b> Supplemental Taxes - AB 2345 Prior - Tax , <b>Z07-Z06:</b> Supplemental Taxes - AB 2345 Prior - Penalty |  |  |   |

# November 2023 - ACO Accounting Calendar

| Sunday  | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday   |
|---|---|--|--|---|---|--|
|   |   |  | <b>1</b> ~ PP23 Payday<br><br>FY 23/24 1st Qtr Budget Adjustments Due to ACO from the EO<br><br>TCR Cut-Off Date   | <b>2</b><br>Debt Advisory Committee Meeting   | <b>3</b>  | <b>4</b><br>October Final Reports Run Date   |
| <b>5</b><br>        | <b>6</b><br>October Final Reports Release Date<br><br>FY 23/24 1st Qtr Budget Adjustments Due from ACO to the EO  | <b>7</b>   | <b>8</b><br>Annual Comprehensive Financial Report Draft due to External Auditors by EOD  | <b>9</b>  | <b>10</b><br>  | <b>11</b><br> |
| <b>12</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>13</b><br>Vehicle Logs due to ACO Payroll  | <b>14</b> ~ Board Dark<br>J29 P1 Report Due<br><br>HOX Claim due | <b>15</b> ~ PP24 Payday  | <b>16</b><br>Countywide Oversight Board Meeting   | <b>17</b>   | <b>18</b>  |
| <b>19</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>20</b><br>State Controller Report from Hospital, Waste Resources, and CHC due to Auditor-Controller Office<br><br>October Cash overages / shortages reports due to Auditor-Controller Office | <b>21</b> ~ Board Dark   | <b>22</b><br>Last Day to Enter & Department Approve November Journals & Vouchers<br><br>Open Period 6 for all modules @ EOD<br><br>1st Quarter Cashflow posted to EMMA | <b>23</b><br> | <b>24</b><br>   | <b>25</b>  |
| <b>26</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports | <b>27</b><br>  | <b>28</b><br>BOS to Approve FY 23/24 1st Qtr Budget Adjustments  | <b>29</b> ~PP25 Payday   | <b>30</b>   | <p>ACO Central Emails: All end with <a href="mailto:info@rivco.org">rivco.org</a><br/> <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> |  |





# December 2023 - ACO Accounting Calendar

| Sunday   | Monday   | Tuesday   | Wednesday   | Thursday   | Friday  | Saturday  |
|--|--|---|---|--|---|---|
| <p>DID YOU KNOW DECEMBER IS<br/>NATIONAL READ A NEW BOOK MONTH?</p>  |  |   |   |  | <p><b>1</b> -UC2 &amp; SH1 Property Tax Distribution<br/>-TCR Cut-Off Date<br/>-Debt Advisory Committee Meeting<br/>-SH1 Property Tax Distribution<br/>-Countywide Buyers Mtg @ 8:30am<br/>Purchasing - 2980 Washington<br/>-Adopted FY 23/24 budget due to State Controller and Clerk of the Board</p> | <p><b>2</b></p>                                       |
| <p><b>3</b><br/>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>   | <p><b>4</b><br/>1st Secured Billing Installment Delinquent</p>                                       | <p><b>5</b></p>   | <p><b>6</b></p>   | <p><b>7</b><br/>National Pearl Harbor Remembrance Day<br/>December 7</p>                                        | <p><b>8</b></p>   | <p><b>9</b><br/>November Final Reports Run Date</p>   |
| <p><b>10</b><br/>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports</p>  | <p><b>11</b><br/>November Final Reports Release Date<br/><br/>Vehicle Logs due to ACO Payroll</p>    | <p><b>12</b><br/>Stale-Dated and Cash Overage/Shortage Form 11 for BOS Approval</p> | <p><b>13</b> ~ PP26 Payday</p>  | <p><b>14</b></p>   | <p><b>15</b></p>  | <p><b>16</b></p>                                      |
| <p><b>17</b></p>   | <p><b>18</b><br/>UC2 Property Tax Distribution</p>   | <p><b>19</b> ~ Board Dark<br/>UC2 Property Tax Distribution</p>                     | <p><b>20</b><br/>-UC2 Property Tax Distribution<br/>-November cash overages / shortages report due to ACO</p> | <p><b>21</b><br/>LGRS Report Due<br/>UC2 Property Tax Distribution<br/><br/>Happy<br/>First Day of Winter</p>  | <p><b>22</b><br/>UC2 Property Tax Distribution</p>  | <p><b>23</b><br/>December Prelim Reports Run Date</p> |
| <p><b>24</b></p>   | <p><b>25</b></p>  | <p><b>26</b> ~ Board Dark<br/>December Prelim Reports Release Date</p>              | <p><b>27</b> ~ PP1 Payday<br/>Last Day to Enter &amp; Department Approve December Journals &amp; Vouchers</p> | <p><b>28</b><br/>Open Period 7 for all modules @ BOD</p>   | <p><b>29</b></p>   | <p><b>30</b></p>                                      |
| <p><b>31</b></p>   |  |   |   |  |   |   |



# January 2024 - ACO Accounting Calendar

| Sunday   | Monday   | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday                                    |
|--|--|---|--|--|--|---|
|  | <b>1</b><br>RPTTF Property Tax Distribution<br>                       | <b>2 ~ Board Dark</b><br>TCR Cut-Off Date<br><br>RPTTF Property Tax Distribution                              | <b>3</b><br>RPTTF Property Tax Distribution  | <b>4</b><br>Debt Advisory Committee Meeting<br><br>RPTTF Property Tax Distribution   | <b>5</b><br>RPTTF Property Tax Distribution  | <b>6</b><br>December Final Reports Run Date |
| <b>7</b><br>Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports  | <b>8</b><br>SH2 Property Tax Distribution<br><br>December Final Reports Release Date - Includes Final Roll Forward Balances                            | <b>9</b><br>BOS to Approve FY 22/23 ACFR and PAFR<br><br>SH2 Property Tax Distribution                        | <b>10 ~ PP1 Payday</b><br><br>SH2 Property Tax Distribution  | <b>11</b><br>SH2 Property Tax Distribution<br><br>Vehicle Logs due to ACO Payroll  | <b>12</b><br>SH2 Property Tax Distribution   | <b>13</b>                                   |
| <b>14</b><br>Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports  | <b>15</b><br><i>I Have A Dream</i><br><br>Martin Luther King, Jr. Day | <b>16 ~ Board Dark</b><br>CS1 Property Tax Distribution<br><br>All County Budget Department Training all week | <b>17</b>  | <b>18 ~ CS1 Property Tax Distribution</b><br><br>Investment Oversight Committee Meeting<br><br>Countywide Oversight Board Meeting  | <b>19</b><br>-FY 23/24 2nd Quarter Budget Reports due from Departments to Executive Office<br>-December cash overage/shortage reports due to ACO         | <b>20</b>                                   |
| <b>21</b><br>Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports | <b>22 ~ 1099 Printing Day</b><br>FY 24/25 Budget Virtual Kickoff Meeting / NCC Targets to Departments<br><br>SS1 & CS1 Property Tax Distribution       | <b>23</b><br>SS1 & CS1 Property Tax Distribution<br><br>ISF Rate Approval for FY 24/25                        | <b>24 ~ PP2 Payday</b><br>Last Day to Enter & Department Approve January Vouchers<br><br>SS1 & CS1 Property Tax Distribution | <b>25</b><br>Open Period 8 for all modules @ BOD<br><br>SS1 & CS1 Property Tax Distribution  | <b>26</b><br>TRANS Payment Due<br><br>State Controller Report due to the State<br><br>1099 & W-2 Mailing Date<br><br>SS1 & CS1 Property Tax Distribution | <b>27</b>                                   |
| <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>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>TTC</b> : Treasurer / Tax Collector <b>W/C</b> : Worker's Compensation, <b>YE</b> : Year End, <b>ZBA</b> : Zero-Balance Account |  |   |