



Riverside County Auditor-Controller Office
Monthly Cut-off Dates For Journals, Voucher Processing & TCR's
January 2024 - February 2025



RIVERSIDE COUNTY
AUDITOR CONTROLLER

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 2024	Final	25-Jan	10-Feb	13-Feb	1-Feb
8	February	Final	22-Feb	9-Mar	11-Mar	1-Mar
9	March	Preliminary		23-Mar	25-Mar	
9	March	Final	27-Mar	6-Apr	8-Apr	1-Apr
10	April	Final	24-Apr	4-May	6-May	1-May
11	May	Final	22-May	8-Jun	10-Jun	31-May
12	June	Preliminary 1*	21-Jun	22-Jun	24-Jun	
12	June	Preliminary 2*		20-Jul	22-Jul	
12	June	Final*	See Calendar	24-Aug	26-Aug	1-Jul
998	June	Preliminary 3*		14-Sep	16-Sep	
998	June	Preliminary 4*		19-Oct	21-Oct	
1	July	Preliminary 1**		27-Jul	29-Jul	
1	July	Final**	24-Jul	10-Aug	12-Aug	1-Aug
2	August	Final	22-Aug	7-Sep	9-Sep	2-Sep
3	September	Preliminary		21-Sep	23-Sep	
3	September	Final	25-Sep	5-Oct	7-Oct	1-Oct
4	October	Final	23-Oct	9-Nov	12-Nov	1-Nov
5	November	Final	25-Nov	7-Dec	9-Dec	2-Dec
6	December	Preliminary		21-Dec	23-Dec	
6	December	Final	26-Dec	11-Jan	13-Jan	31-Dec
FY 2024 - Final Fiscal - Run After ACFR/PAFR Approved by BOS on January 7, 2025						
7	January 2025	Final	27-Jan	8-Feb	10-Feb	31-Jan
7	February 2025	Final	24-Feb	8-Mar	10-Mar	1-Mar

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

**** July Final will include FY 2024 Balance Forward. ACO to request it from RCIT.**

January 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2 ~ Board Dark TCR Cut-Off Date RPTTF Property Tax Distribution	3 ~ RPTTF Property Tax Distribution	4 ~ RPTTF Property Tax Distribution Debt Advisory Committee Meeting	5 ~ RPTTF Property Tax Distribution	6 December Final Reports Run Date
7 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	8 December Final Reports Release Date - Includes Final Roll Forward Balances SH2 Property Tax Distribution	9 BOS to Approve FY 22/23 ACFR and PAFR SH2 Property Tax Distribution	10 ~ PP1 Payday SH2 Property Tax Distribution Vehicle Logs due to ACO Payroll	11 SH2 Property Tax Distribution	12 SH2 Property Tax Distribution	13
14 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	15 	16 ~ Board Dark CS1 Property Tax Distribution All County Budget Department Training all week	17	18 CS1 Property Tax Distribution Investment Oversight Committee Meeting Countywide Oversight Board Meeting	19 FY 23/24 2nd Quarter Budget Reports due from Departments to EO -December cash overage/shortage reports due to the ACO	20
21 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	22 1099 Printing Day FY24/25 Budget Virtual Kickoff Meeting / NCC Targets to Departments CS1 & SS1 Property Tax Distribution	23 CS1 & SS1 Property Tax Distribution BOS to Approve FY 24/25 ISF Rates State Dated Form 11 for BOS Approval	24 ~ PP2 Payday CS1 & SS1 Property Tax Distribution	25 ~ Open Period 8 for all modules @ BOD CS1 & SS1 Property Tax Distribution Last Day to Enter & Department Approve January Journals & Vouchers and to enter capital asset related transactions in the AM Module for the month of January	26 ~ TRANS Payment Due State Controller Report due to the State 1099 & W-2 Mailing Date CS1 & SS1 Property Tax Distribution	27
28	29	30	31	Acronyms: ACFR : Annual Comprehensive Financial Report; ACO : Auditor - Controller Office, AGA : Association of Government Accountants, AM : Asset Management, AP : Accounts Payable, ASPA : American Society for Public Administration, AQIF , Air Quality Improvement Fund, BOD : Beginning of Day (8:00 AM), BOS : Board of Supervisors CAC : County Administration Center, CEO : County Executive Office, E/C : Exclusive Care, CFTR : Counties Financial Transaction Report; EOD : End of Day (5:00 PM), EMMA : Electronic Municipal Market Access, FAMM : Fiscal & Admin Manager's Meeting, FY : Fiscal Year, Garn : Garnishments, IETSA : Inland Empire Tobacco Securitization Authority, ISF : Internal Service Funds, MAM : Monthly Accounting Meeting, PO : Purchase Order, PP : Pay Period, PAFR : Popular Annual Financial Report; Req : Requisitions, RUHS-MC : Hospital, SBE : State Board of Equalization, SCO : State Controller's Office, TCR : Treasurer Cash Receipt, T/TC : Treasurer / Tax Collector W/C : Worker's Compensation, YE : Year End, ZBA : Zero-Balance Account		

February 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ACO Central Emails: All end with rivco.org Accounts Payable: aco_ap, Budgets: acobudgets, Capital Assets: aco_capitalassets, Cash Management: aco_cash, Chart of Accounts: chartofaccount, ePayables: aco_epayables, MAM: aco_mam, Payroll: aco_Payroll, Property Tax: rivco_aco_proptax, RDA: aco_rda, Stale Dated Warrants: ACOStaleDatedWarrants, Property Tax Stale Dated Warrants: proptaxSDW, Vendor Processing: ACOVendorProcessing, Year End: ACOYearEnd, Simpler Password Reset: acoreports, ACOWires				1 TCR Cut-Off Date -SB90 Claims due to SCO -Debt Advisory Committee Meeting -RPTTF Prior Period Adjustments Due	2	3
4 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	5 SP1 Property Tax Distribution	6 2nd Qtr budget adjustment due to ACO from EO SP1 Property Tax Distribution BOS Budget Workshop	7 ~ PP3 Payday SP1 Property Tax Distribution	8 SP1 Property Tax Distribution	9 SP1 Property Tax Distribution Vehicle Logs due to ACO Payroll	10 January Reports Final Run Date
	12 	13 ~ Board Dark January Final Reports Release Date 1st and 2nd Qtr CIP Schedule Q due to ACO 	14 2nd Qtr Budget Adjustments Due from ACO to the EO 	15 SB 90 Reimbursement Claims due to the State	16 	17
18 	19 	20 ~ Board Dark January cash coverage / shortage reports due to ACO	21 ~ PP4 Payday Last day to enter capital asset related transactions in the AM Module for the month of February	22 -Open Period 9 for all modules @ BOD -2nd Qtr Cashflow posted to EMMA -Last Day to Enter & Department Approve February Journal & Vouchers	23	24
25 	26	27 BOS to Approve FY 23/24 2nd Qtr Budget Adjustments	28	29 	Monthly Cash Over/Short due to ACO-General Accounting on the 20th of each month, Vehicle Logs due to Payroll the 10th of each month	

March 2024- ACO Accounting Calendar




RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Acronyms: ACO: Auditor - Controller Office, AGA: Association of Government Accountants, AM: Asset Management, AP: Accounts Payable, ASPA: American Society for Public Administration, AQIF, Air Quality Improvement Fund, BOD: Beginning of Day (8:00 AM), BOS: Board of Supervisors CAC: County Administration Center, CEO: County Executive Office, E/C: Exclusive Care, EOD: End of Day (5:00 PM), EMMA: Electronic Municipal Market Access, FAMM: Fiscal & Admin Manager's Meeting, FY: Fiscal Year, Garn: Garnishments					1 TCR Cut-Off Date 	2
3	4		6 ~ PP5 Payday	7 Debt Advisory Committee Meeting	8	9 February Reports Final Run Date
10 	11 February Final Reports Release Date FY 24/25 Department Budgets due to Executive Office Vehicle Logs due to ACO Payroll	12 Stale Dated Form 11 for BOS Approval	13	14 Single Audit reporting to Federal Clearing House & SCO	15	16
17 	18	19 	20 ~ PP6 Payday February Cash Overage / Shortage reports due to ACO	21	22	23 March Prelim Reports Run Date
24 	25 March Prelim Reports Release Date	26 ~ Board Dark Settlement Apportionments Due	27 Settlement Apportionments Due Last Day to Enter & Department Approve March Journals & Vouchers	28 Settlement Apportionments Due Open Period 10 for all modules @ BOD Last day to enter capital asset related transactions in the AM Module for the month of March	29 Supplemental 5% Distribution 	30
31 HAPPY Easter 	Monthly Cash Over/Short due to ACO-General Accounting on the 20th of each month, Vehicle Logs due to Payroll the 10th of each month					

April 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 TCR Cut-Off Date Estimated RPTTF State Report Due 	2	3 ~ PP7 Payday	4 Debt Advisory Committee Meeting	5 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	6 March Final Reports Run Date
7 	8 March Final Reports Release Date SA2 Property Tax Distribution 2nd Secured Billing Installment Delinquent	9 SA2 Property Tax Distribution	10 SA2 Property Tax Distribution Vehicle Logs due to ACO Payroll	11 SA2 Property Tax Distribution	12 FY 23/24 3rd Quarter Budget Reports due from Departments to CEO SA2 Property Tax Distribution	13
14 	15 -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 -J29 P2 Report Due	16 ~ Board Dark	17 ~ PP8 Payday 	18	19	20
21 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	22 March cash overage / shortage reports due to ACO	23 ~ Board Dark	24 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 Last Day to Enter & Department Approve April Journals & Vouchers 	25 Open Period 11 for all modules @ BOD Last day to enter capital asset related transactions in the AM Module for the month of April	26 Requisitions for services not covered by an existing County contract must be received at Purchasing. Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, or disposal to ACO for review & approval	27
28	29	30				

May 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR-CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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.			1 ~ PP9 Payday TCR Cut-Off Date Suspend all CTRs to prepare for Budget Approval -GANN Limit Preliminary Schedules due to ACO from the EO	2 ~ Debt Advisory Committee Meeting FY 23/24 3rd Quarter Budget Adjustments due to ACO from CEO	3 Notifications to change "Regular Blanket PO's" roll over to new FY *FY 23/24 3rd Quarter Budget Adjustments due to CEO from ACO	4 April Final Reports Run Date
	6 April Final Reports Release Date SH3 Property Tax Distribution	7 SH3 Property Tax Distribution	8 SH3 Property Tax Distribution	9 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	10 SH3 Property Tax Distribution GANN Limit Preliminary Calculation due to CEO Vehicle Logs due to ACO Payroll	11
12 	13 CS2 Property Tax Distribution	14 ~ Board Dark CS2 Property Tax Distribution	15~ PP10 Payday CS2 Property Tax Distribution	16 CS2 Property Tax Distribution Countywide Oversight Board Meeting	17 ~ CS2 Property Tax Distribution. *Last day to do replenishments and inventory Reqs. 	18
19 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	20 * SS2 Property Tax Distribution * Space Occupancy Certifications from departments due to Facility Management *April Cash overage / shortage reports due to ACO.	21 -SS2 Property Tax Distribution -Settlement Apportionments Due -BOS to Approve FY 23/24 3rd Qtr Budget Adjustments -Stale Dated Form 11 to for BOS Approval	22 SS2 Property Tax Distribution Settlement Apportionments Due Last day to enter and department approve May Journals and Vouchers.	23 -Open Period 12 for all modules @ BOD *3rd Quarter Cashflow posted to EMMA *SS2 Property Tax Distribution *Settlement Apportionments Due *Last day to enter capital asset related transactions in the AM Module for the month of May	24 ~ TRANS Payment Due FY 24/25 Recommended Budget due to Auditor-Controller Office Settlement Apportionments Due Last pay cycle, stops and cancels to be completed by 3pm	25
26		27 ~ Board Dark SS2 & RPTTF Property Tax Distribution	28 ~ Board Dark SS2 & RPTTF Property Tax Distribution	29 ~ PP11 Payday SS2 & RPTTF Property Tax Distribution	30 -Debt Advisory Committee Meeting -RPTTF Property Tax Distribution	31 TCR Cut-Off Date *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 24 (funds, Dept. ID, etc).

June 2024 - ACO Accounting Calendar






RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Reminders:	Don't forget to Submit the newly revised ADM-3 for FY 24/25	Begin Clean up of Credit Vouchers	Inventory Bus. Units review Purchasing Calendar before starting physical inventories	Email Year End Questions to: acoyearend@rivco.org		1
2	3 SH4 Property Tax Distribution -DPSS (DPARC), Fire (FPARC), RUHS (MCARC), and FM (FMARC) begin Inventory Processes / Procedures - Brown Armstrong Interim Fieldwork / Testing at the ACO	4 SH4 Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO	5 - Brown Armstrong Interim Fieldwork / Testing at the ACO - SH4 Property Tax Distribution - FY 24/25 ORG Budget and Adjustments to Recommended Budget Due to ACO ACO Year End Training Time: 8am to 3pm	6 SH4 Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO ACO Year End Training Time: 8am to 4:30 pm	7 SH4 Property Tax Distribution Brown Armstrong Interim Fieldwork / Testing at the ACO FY 24/25 Adjustments to Recommended Budget Due from ACO to EO	8 May Final Reports Run Date
9	10 ~ 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 23/24. All charges from June 12th on will be billed to FY 24/25 -Budget Hearings	11 Budget Hearing Continue if necessary	12 ~ PP12 Payday Semi Annual Settlement SAS2 Due	13 . 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 24/25 proposed budget loaded – Transactions can be entered but will not pass budget check unless a new budget has been loaded). -ACO to open PO Module for FY 24/25 - Period 1 & GL Module for ACTUALS - Trans Type POR & REQ -RCIT to open Budget Period at the same time	14 All INVENTORY business units must complete inventory processing / adjustments by 3PM	15
	17	18 Board Dark	19	20 May cash overage / shortage reports due to ACO 	21 -Statutory deadline by which BOS must approve FY 24/25 Recommended Budget * Last day to enter, budget check PO's for FY 23/24 * PeopleSoft ONLY: Any FY 23/24 requisitions not sourced to a PO will have to be canceled by depts. Depts will have to re-enter new requisitions in FY 24/25 -AP Module Closing for FY 23/24 * Last Day to Enter & Department Approve June Vouchers. * PeopleSoft: Last day to enter FY 23/24 receivers. These transactions will also have to be vouchered/paid by EOD	22 ~ 1st June Prelim Reports Run Date
23 	24 1st June Prelim Reports Release Date	25 BOS to Approve and Adopt Final FY 24/25 Budget	26 ~ PP13 Payday Last day to process Stops and Cancels for FY 23/24 Last Day to process Pre-Approved Voucher Interface files for FY24.	27 Last day to enter capital asset related transactions in the AM Module for the month of June.	28 - Open ALL PeopleSoft Modules for Period 1 - Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV & Run Cash Recon Files - Supplemental 5% Distribution * Final Pay cycle will be run for all invoices scheduled to pay thru July 1st * PeopleSoft Financials Production will be unavailable to the users after 5PM * PeopleSoft Financials Production will be available to users on Monday 7/1/24 to all users	29 * 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 24/25 * RCIT to Run Encumbrances Report * 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 24/25
30	Inventory Business Units must complete all their central mail charges (including postage) through June 12th, supply services requisitions or online orders for FY 23/24 must be received by end-of business day on June 19th, supply services orders must be completed and delivered through Wednesday June 24th for inventory related procurements prior to beginning their physical inventory.					

July 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR-CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
New Fiscal Year Reminders:	Don't forget to Submit a newly revised ADM-3 for FY 24/25			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 24/25 PO's		
	1 TCR Cut-Off Date Property Tax Preliminary Roll Values First day to enter receipts into PeopleSoft for PO's that rolled (23/24) over as well as for new FY 2025 PO's.	2	3 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	4 	5 Last day to process AR for FY 23/24. This includes those within PS Billing Module and those outside the module.	6
7 -Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	8 -Capital Asset Certifications & Documentation due to ACO by EOD -TTC to deliver Tax Collections to ACO by EOD	9 Stale Dated Form 11 for BOS Approval	10 ~ PP14 Payday Vehicle Logs due to ACO Payroll	11 Debt Advisory Committee Meeting	12 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 23/24 budget.	13
14 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	15	16 ~ Board Dark	17	18 -Investment Oversight Committee Meeting	19 -All Year-end Schedules & Documentation due to ACO by EOD; Schedule K & K1 must be submitted to CEO	20 -2nd June Prelim Reports Run Date
21 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	22 -2nd June Prelim Reports Release Date -Performing 1st A/P Accrual Entry Process -June cash overages / shortages report due to Auditor-Controller Office	23 ~ Board Dark -Performing 1st A/P Accrual Entry Process -Adjustments to Recommended Budget due to CEO	24 ~ PP15 Payday Performing 1st A/P Accrual Entry Process Last Day to Enter & Department Approve July Journals & Vouchers Last day to enter capital asset related transactions in the AM Module for the month of July	25 *Open Period 2 for all modules @ BOD *Performing 1st A/P Accrual Entry Process 	26 Performing 1st A/P Accrual Entry Process	27 1st July Prelim Reports Run Date
28	29 -1st July Prelim Reports Release Date -SS3, UC3, SP2, PYU, CS3, NCA, Racehorse Property Tax Distributions -RCIT certification list for dedicated staff and Laserfiche, Dynamics license counts for FY 24/25	30	31	National Intern Day National Intern Day is a holiday dedicated to recognizing and celebrating the future leaders of the world: interns! National Intern Day is always the last Thursday in July.		

August 2024 - ACO Accounting Calendar







RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Property Tax Distribution Codes: 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				1 TCR Cut-Off Date Property Tax Debt Rates Due	2 FY 23/24 Final Appropriation Transfers due to ACO by Noon -SS3, UC3, SP2, PYU, CS3, NCA, Racehorse Property Tax Distributions	3
4 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	5 Fixed Charges due to Property Tax Year-end cleanup adjustments are due to EO from Departments	6 ~ Board Dark Settlement Apportionments Due	7 ~ PP16 Payday Settlement Apportionments Due	8 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	9 *ALL vouchers entered & dept approved since July 12th with an invoice date of 6/30/24 or earlier and greater than \$5,000 will be accrued back by the ACO to FY 23/24 budget. *FY 23/24 REQ's and PO module will be closed *Settlement Apportionments Due	10 July Final Reports Run Date
11 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	12 ~ July Final Reports Release Date -Inter-departmental billings / charges including operating transfers to be completed by EOD -Vehicle Logs due to ACO Payroll -Final Schedule Q due to ACO by EOD -Last day to clean up FY 2024 transactions. FY 2024 REQ and PO module will be closed for all transactions by the end of the business day.	13 ~ Board Dark *J29 Actuals & BOE 822 Report Due	14 Last Day to Enter Period 12 - June Journals and "CASH" related journal entries	15	16	17
18 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	19 Performing 2nd A/P Accrual Entry Process Property Tax Equalized Roll Values Due	20~ Board Dark Performing 2nd A/P Accrual Entry Process July cash overages / shortages due to ACO	21~ PP17 Payday ACO to provide CEO with Final Encumbrances for Approval and preparation of Form 11 Performing 2nd A/P Accrual Entry Process	22 Last Day to Enter & Department Approve August Journals & Vouchers Performing 2nd A/P Accrual Entry Process	23 -Open Period 3 for all modules @ BOD -Special District Budget Files due to ACO by EOD -Performing 2nd A/P Accrual Entry Process	24 Final June (Period 12) Reports Run Date
25 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	26 FINAL June (Period 12) Reports Release Date	27 4th Quarter Cashflow posted to EMMA	28 Last day to enter capital asset related transactions in the AM Module for the month of August	29	30	31

September 2024 - ACO Accounting Calendar







RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 TCR Cut-Off Date 	3 ~ Board Dark 	4	5	6 -ACO to receive YE Cleanup and Encumbrances Form 11 from CEO for Final Review and Approval -Debt Advisory Committee Meeting -Countywide Buyers Mtg @ 8:30am Purchasing - 2980 Washington	7 August Final Reports Run Date
8 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	9 August Final Reports Release Date	10 Vehicle Logs due to ACO Payroll	11 ~ PP18 Payday Brown Armstrong @ Hospital 	12 Brown Armstrong @ Hospital	13 Brown Armstrong @ Hospital	14 June & Period 998: 3rd preliminary Report Run Date
15	16 June & Period 998: 3rd preliminary Report Release Date	17 BOS to approve Yearend Cleanup and Encumbrance Form 11 Stale Dated Form 11 for BOS Approval	18	19	20 August cash overages / shortages reports to Auditor-Controller Office	21 September preliminary Report Run Date
22 	23 September preliminary Release Date Brown Armstrong @ Hospital and Waste Resources	24 ~ Board Dark -Brown Armstrong @ Hospital and Waste Resources Last day to enter capital asset related transactions in the AM Module for the month of September	25 ~ PP19 Payday Brown Armstrong @ Hospital and Waste Resources Last Day to Enter & Department Approve September Journals & Vouchers	26 -Countywide Oversight Board Meeting -Brown Armstrong @ Hospital and Waste Resources -Open Period 4 for all modules @ BOD	27 -GANN Limit Final Schedules due to ACO -Brown Armstrong @ Hospital and Waste Resources -All Component Units Financial drafts and Notes due to ACO by EOD	28
29 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	30	Property Tax Distribution Codes: 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				

October 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Be Aware. Take Action. Fight Breast Cancer. 		1 ~TCR Cut-Off Date BOS to Adopt Final FY 24/25 Budget Statutory deadline by which BOS must formally adopt next budget Estimated RPTTF State Report Due	2 ~ PP20 Payday	3 Debt Advisory Committee Meeting	4 GANN Limit Final Calculation due from ACO to the EO	5 September Final Reports Run Date
6 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	7 September Final Report Release Date	8 Brown Armstrong @ ACO SS4 Property Tax Distribution	9 Brown Armstrong @ ACO SS4 Property Tax Distribution	10 Brown Armstrong @ ACO SS4 Property Tax Distribution Vehicle Logs due to ACO Payroll	11 -Brown Armstrong @ ACO -FY 24/25 1st Quarter Budget Reports due from Departments to Executive Office -SS4 Property Tax Distribution	12
13 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	14 	15 ~ Board Dark Brown Armstrong @ ACO	16 ~ PP21 Payday Brown Armstrong @ ACO 	17 -Brown Armstrong @ ACO -Investment Oversight Committee Meeting	18 Brown Armstrong @ ACO All Component Units Finals Financial including Notes due to by EOD	19 June & Period 998: 4th Report Run Date
20	21 -June & Period 998: 4th Report Release Date -UC1 Property Tax Distribution -September cash overages / overages reports due to ACO	22 UC1 Property Tax Distribution	23 Last Day to Enter & Department Approve October Journals & Vouchers UC1 Property Tax Distribution	24 ~ -Open Period 5 for all modules @ BOD -UC1 Property Tax Distribution	25 -UC1 Property Tax Distribution	26
27	28	29	30 ~PP22 Payday Last day to enter capital asset related transactions in the AM Module for the month of October	31 ~Debt Advisory Committee Meeting FY 24/25 1st Qtr Budget Adjustments Due to ACO from the EO		

November 2024 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>ACO Central Emails: All end with rivco.org</p> <p>Accounts Payable: aco_ap, Budgets: acobudgets, Capital Assets: aco_capitalassets, Cash Management: aco_cash, Chart of Accounts: chartofaccount, ePayables: aco_epayables, MAM: aco_mam, Payroll: aco_Payroll, Property Tax: rivco_aco_proptax, RDA: aco_rda, Stale Dated Warrants: ACOStaleDatedWarrants, Property Tax Stale Dated Warrants: proptaxSDW, Vendor Processing: ACOVendorProcessing, Year End: ACOYearEnd, Simpler Password Reset: acoreports</p>					1 TCR Cut-Off Date	2
	4 FY 24/25 1st Qtr Budget Adjustments Due from ACO to the EO	5 Stale Dated Form 11 for BOS Approval 	6 Annual Comprehensive Financial Report Draft due to External Auditors by EOD	7	8	9 October Final Reports Run Date
10 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	11 	12 ~ Board Dark October Final Reports Release Date Vehicle Logs due to ACO Payroll	13 ~ PP23 Payday J29 P1 Report Due HOX Claim due	14 Countywide Oversight Board Meeting	15	16
17 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	18 State Controller Report from Hospital, Waste Resources, and CHC due to Auditor-Controller Office	19 ~ Board Dark	20 1st Quarter Cashflow posted to EMMA October Cash overages / shortages reports due to Auditor-Controller Office	21	22	23
24 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	25 -NCA Property Tax Distribution Last Day to Enter & Department Approve November Journals & Vouchers	26 ~Board Dark BOS to Approve FY 23/24 1st Qtr Budget Adjustments NCA Property Tax Distribution Open Period 6 for all modules @ EOD	27 ~PP24 Payday -NCA Property Tax Distribution Last day to enter capital asset related transactions in the AM Module for the month of November	28 	29 	30

December 2024 - ACO Accounting Calendar






RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 TCR Cut-Off Date	3	4	5	6 - NCA Property Tax Distribution -TCR Cut-Off Date -Debt Advisory Committee Meeting -SH1 Property Tax Distribution -Countywide Buyers Mtg @ 8:30am Purchasing - 2980 Washington -Adopted FY 23/24 budget due to State Controller and Clerk of the Board -LGRS Report Due	7 November Final Reports Run Date 
8 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	9 -November Final Reports Release Date SA1 Distribution	10 SA1 Distribution Vehicle Logs due to ACO Payroll	11 SA1 Distribution	12 SA1 Distribution	13 SA1 Distribution	14
15 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	16 -1st Secured Billing Installment Delinquent -SH1 Property Tax Distribution	17 Stale-Dated and Cash Overage/Shortage Form 11 for BOS Approval SH1 Property Tax Distribution	18 ~ PP25 Payday SH1 Property Tax Distribution	19 SH1 Property Tax Distribution	20 SH1 Property Tax Distribution -November cash overages / shortages report due to ACO	21 ~December Prelim Reports Run Date Happy  First Day of Winter
22 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	23 ~December Prelim Reports Release Date UC2 Property Tax Distribution Last day to enter capital asset related transactions in the AM Module for the month of December	24 ~ Board Dark UC2 Property Tax Distribution Last Day to Enter & Department Approve December Journals & Vouchers	25 	26 LGRS Report Due UC2 Property Tax Distribution Open Period 7 for all modules @ BOD	27 UC2 Property Tax Distribution	28
29	30	31 ~ Board Dark TCR Cut-Off Date  Certificate of Achievement FOR EXCELLENCE IN Financial Reporting				

January 2025 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2 Debt Advisory Committee Meeting RPTTF Property Tax Distribution	3 RPTTF Property Tax Distribution	4
5 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	6 SH2 Property Tax Distribution	7 BOS to Approve FY 23/24 ACFR and PAFR SH2 Property Tax Distribution	8 ~ PP26 Payday SH2 Property Tax Distribution	9 SH2 Property Tax Distribution	10 SH2 Property Tax Distribution Vehicle Logs due to ACO Payroll	11 December Final Reports Run Date
12 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports	13 December Final Reports Release Date - Includes Final Roll Forward Balances	14 ~ Board Dark CS1 Property Tax Distribution All County Budget Department Training all week	15	16 ~ CS1 Property Tax Distribution Investment Oversight Committee Meeting Countywide Oversight Board Meeting	17 -FY 23/24 2nd Quarter Budget Reports due from Departments to Executive Office	18
19 Each Monday you should review your Outstanding Encumbrance and Pre- Encumbrance Reports	20 	21 SS1 & CS1 Property Tax Distribution ISF Rate Approval for FY 24/25 December cash overage/shortage reports due to ACO	22 ~ PP1 Payday SS1 & CS1 Property Tax Distribution	23 Open Period 8 for all modules @ BOD SS1 & CS1 Property Tax Distribution Last day to enter capital asset related transactions in the AM Module for the month of January	24 TRANS Payment Due State Controller Report due to the State 1099 & W-2 Mailing Date SS1 & CS1 Property Tax Distribution	25
26	27 ~ 1099 Printing Day - Last Day to Enter & Department Approve January Vouchers -FY 25/26 Budget Virtual Kickoff Meeting / NCC Targets to Departments -SS1 & CS1 Property Tax Distribution	28	29	30	31 TCR Cut-Off Date	

February 2025 - ACO Accounting Calendar



RIVERSIDE COUNTY
AUDITOR CONTROLLER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ACO Central Emails: All end with rivco.org Accounts Payable: aco_ap, Budgets: acobudgets, Capital Assets: aco_capitalassets, Cash Management: aco_cash, Chart of Accounts: chartofaccount, ePayables: aco_epayables, MAM: aco_mam, Payroll: aco_Payroll, Property Tax: rivco_aco_proptax, RDA: aco_rda, Stale Dated Warrants: ACOSTaleDatedWarrants, Property Tax Stale Dated Warrants: proptaxSDW, Vendor Processing: ACOVendorProcessing, Year End: ACOYearEnd, Simpler Password Reset: acoreports, ACOWires				Monthly Cash Over/Short due to ACO-General Accounting on the 20th of each month, Vehicle Logs due to Payroll the 10th of each month		1
2 	3 -SB90 Claims due to SCO -Debt Advisory Committee Meeting -RPTTF Prior Period Adjustments Due SP1 Property Tax Distribution	4 2nd Qtr budget adjustment due to ACO from EO SP1 Property Tax Distribution BOS Budget Workshop	5 ~ PP3 Payday SP1 Property Tax Distribution	6 SP1 Property Tax Distribution	7 SP1 Property Tax Distribution 	8 January Reports Final Run Date
	10 January Final Reports Release Date 1st and 2nd Qtr CIP Schedule Q due to ACO Vehicle Logs due to ACO Payroll	11 ~ Board Dark SB 90 Reimbursement Claims due to the State	12 	13 2nd Qtr Budget Adjustments Due from ACO to the EO	14 	15
	Washington's Birthday 	18 ~ Board Dark January cash overage / shortage reports due to ACO	19 ~ PP4 Payday	20 Open Period 9 for all modules @ BOD 2nd Qtr Cashflow posted to EMMA	21 	22
	24 -Last Day to Enter & Department Approve February Journal & Vouchers and to enter capital asset related transactions in the AM Module for the month of February	25 BOS to Approve FY 24/25 2nd Qtr Budget Adjustments	26	27	28	