**Comprehensive Program Review Self-Study Report**

**Business Services Area:**

**Accounting, Budgeting, Purchasing, Warehousing, Cashier’s Office,**

**Mailroom and Duplication Departments**

**2012-2013**

**Area 1 - Division or Program Overview**

* 1. The Business Services Area continues to provide professional and timely services in response to the needs of the District and community. The Business Services Area strives to continually work to improve the various business processes used across the District, while maintaining a positive and rewarding working environment. The goal is to maintain accurate and current information regarding federal, state and local policies. In addition, we promote a safe and secure campus environment, while fostering student success.

The Business Services Area also provides fiscal oversight to the campus from a District-wide perspective that supports the Antelope Valley Community College vision and leverages expertise. By facilitating long-term financial planning, the Business Services Area can better provide effective and meaningful financial information that meets the needs of the District staff, community members and students.

* 1. Place an “X” by each Institutional Learning Outcome (ILO) supported by the division or program.

X Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.

\_\_ Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.

\_\_ Demonstrate a breadth of knowledge and experiences from the humanities, social and behavioral sciences, arts, natural sciences, and mathematics.

X Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.

X Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.

\_\_ Identify career opportunities that contribute to the economic well-being of the community.

1.3 Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis as per the Business Services survey sent out November 2012

Strengths: What we do best

* Professional, helpful, accommodating and friendly staff
* Team is caring and punctual
* Cohesive team with dedicated and knowledgeable employees
* Team environment has “Can do” attitudes
* Going beyond and above

Weaknesses: What we need to work on

* Organizational structure
* Inadequate staffing to address over 750 annual deadlines
* A clearer budgeting process
* Lack of budget projection software and integrated systems that require a lot of manual work and leaves room for errors
* Training on business services functions, suggestions from survey include FLEX and new hire orientation
* Electronic ordering, delivery and travel procedures
* Communication of processes and procedural changes
* Better budget reporting to fund managers
* Update and automate forms
* Simple budget information provided with regular updates
* Inclusion of fund managers in budget allocations/reduction at the division/department level
* Legend of personnel and functions so people know who to go to

Opportunities: What we can do to strengthen our weaknesses

* Improve the organization structure
* Add staffing to address shortfalls
* Automating systems and forms
* Provide training and routine budget updates
* Improving the communication and involvement of fund managers in the budgeting process
* Upgrading the skill set of the department
* Centralized grants management
* Centralized purchasing management
* Internal audit capability
* Centralizing District cashiering functions

Threats: What we need to be aware of when looking at strengthening our weaknesses

* Automating systems can be expensive
* The time it takes to complete projects out of the ordinary due to inadequate staffing is excessive
* Increased risk from lack of oversight in certain areas due to inadequate staffing, i.e., missing deadlines, lack of training, minimal communication
* Budget cuts make it difficult to request resources
  1. This program review is led by Diana Keelen, Director of Business Services.

* 1. The draft program review was developed with the business services team. Requests for input were sent to the following individuals:
* Debby Hackenberg, Accounting & Budgeting Supervisor
* Angie Musial, Buyer
* Kim Carlson, Accountant
* Chris Garcia, Accountant
* Lori Braverman, Accounting Assistant II
* Rachel Patin, Accounting Assistant II
* Denise Anderson, Clerical III
* Lisa Diaz, Student Accounts Technician
* Sheri Lajoie, Accounting Assistant II
* Stan Moore, Warehouse Coordinator
* Teresa Cooper, Warehouse Assistant
* Susan Weitz, Mail/Duplication Technician
* Teri Johnson, Mail/Duplication Technician

**Area 2 - Data Analysis**

* 1. There are some departments that may be driven by headcount, FTES and student PT/FT enrollment data. The business office; however, is not one of them. We are an indirect support function to the entire district. Our reporting requirements are fixed or tied to specific program, i.e., DSPS, Calworks, etc. See Appendix A. None of these requirements would go away if FTES was decreased. The number of reports that are required for the business office to provide are not directly correlated with the number of students served. As you can see in the transaction information provided in the metrics below, FTES declined from 2010-2011 and 2011-2012; however, the number of budget transactions increased by 22%.

* 1. See 2.1.
  2. Not Applicable
  3. Not Applicable
  4. Not Applicable
  5. Not Applicable
  6. Not Applicable
  7. The business office processes numerous transactions on a daily basis. Below is a chart to show the level of these transactions.



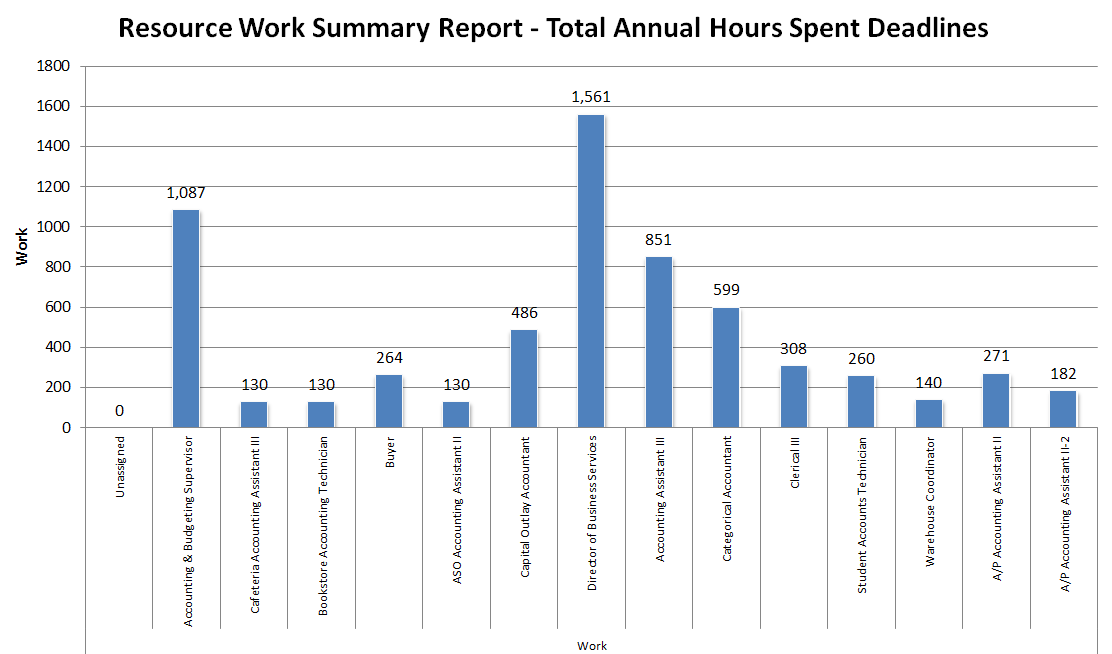
The accounting department is responsible for processing all general ledger transactions to include revenue and expenditures. Below is a trend of





\* Estimated, not final

The business services area handles over 750 deadlines on an annual basis. Several deadlines are due in the same timeframe and the lack of adequate staffing creates stress on the team and risks inaccurate reporting to meet the deadline. See Microsoft Project timeline of deadlines at the end of this program review. Below is a graph of personnel and hours spent on deadlines per year. The deadlines below do not include recurring meetings or projects.



**Area 3 - Outcomes**

3.1 Not Applicable.

3.2 2008-2012 operational outcomes (OO)

OO #1 - Ensure that the fiscal activities of the district are conducted in accordance with General Accepted Accounting Principles, the Budget and Accounting Manual and the Financial Accounting Standards Board.

Assessment: The Director of Business Services was a member of the Chancellor’s Office work group to rewrite the Chancellor’s Office Budget and Accounting Manual (BAM) in 2009-2010. The final BAM was released in 2012. For the first time since 1979, there were no audit findings in 2009-2010 and 2010-2011.

OO #2 - Be able to adapt to changes and requirements to support campus and district needs/cutbacks.

Assessment: During the past several years, there have been significant reductions to revenue from the State of California that has affected reductions at the District. On numerous occasions, budget information has been presented to various groups to improve transparency and create awareness. The financial information changes constantly and the business office has assisted in providing timely response and recommendations to address these changes. The budget processes could be improved by creating a link from resource request to budgeting. The various systems could be integrated to ensure that there is transparency and control of budget information is given to the fund managers. The need to staff the department with a budget analyst is essential since all budget transfers and analysis are performed by the accounting staff.

OO #3 - Implement effective internal controls to ensure that administration will have a process to evaluate significant changes in the fiscal environment and make necessary changes, timely and financial and educational adjustments.

Assessment: Several policies and procedures were developed in 2010 and posted on the business services website to assist with fiscal compliance. <http://www.avc.edu/administration/busserv/>.

In 2009 and 2010, the IRS levied the District for issues with tax filings. The lack of the accounting and budgeting supervisor left a gap in reconciliation and review. There was extensive communication by the Accountant and Director; however, the need for the accounting and budget supervisor was made evident in ensuring that accounting reconciliations were done timely. There was too much risk and training was lacking with the staff in the accounting department by not having this position hired over a two year period. In order to assist with meeting the OO, the accounting and budgeting supervisor was hired. The need for an internal auditor has become apparent with the many varying offices in the foundation, corporate and community education, associated student organization, bookstore, cafeteria and District. In order to ensure fiscal compliance and effective internal controls an internal auditor is needed to routinely monitor the fiscal environment and propose changes.

Accomplishments:

2008-2009

* Instituted line item budgets

2009-2010

* Implemented automated disbursements through HigherOne
* Created autofill business services forms that calculate automatically as opposed to manual calculations
* Solar project construction and financing agreement completed

2010-2011

* Created benefits estimator worksheet and made available on public website
* Created Strategic Planning and Budget Development Handbook
* Created Automated duplication process
* Implemented the Chancellor’s Office Tax Offset Program (COTOP) to collect aged student accounts receivables

2011-2012

* Created online web-based purchase request to purchase order inquiry
* Established a purchasing newsletter
* Implemented automated payment plans for students
* Established a multi-year budget plan and cashflow projections
* Established Microsoft Project schedule of deadlines
* Established Other Post Employments Benefits (OPEB) Plan
* Electric Vehicle Charging Stations made available
* Training videos made available
  + Apportionment 101
  + Budget Allocation 101
  + Proposition 98 101

Need to change operational outcomes:

After collecting extensive data, the need to change the operational outcomes to align more with the Key Performance Indicators (KPI) came about. Below are changes to the operational outcomes using the SMART criteria: Specific, Measurable, Attainable, Relevant, and Timely.

2013 – 2017 Operational Outcomes

Operational Outcome #1: Ensure annual reporting deadlines are met (see 2012-2013 Key

Deadlines (Microsoft Project) below

Measure: A ratio of deadlines met/deadlines to determine the \

% of completion

Target: 95% on time completion

Operational Outcome #2: Ensure an evaluation of business processes for automation

occurs annually

Measure: An annual review of business processes that yield a

count of automated processes

Target: Increase annual automations

Operational Outcome #3: Ensure access to compliant and detailed financial information

internally and externally

Measure: A survey to assess stakeholder satisfaction with the

level of access to financial information

Target: Increase in stakeholder satisfaction regarding access to

financial information

Operational Outcome #4: Pursue revenue generating opportunities and reduce costs

where practical

Measure: Annual review and report identifying the steps

needed to track and identify these opportunities

Target: Developing a tracking system to identify revenue

generating ideas and cost reduction

**Area 4 - Stakeholder Assessment**

4.1 A survey was conducted in November of 2012 and below is the results of the 90 respondents.

81% of the respondents are satisfied with business services. The remaining 19% that are dissatisfied are broken out by service type and function below.

Overall, the majority of those who responded are satisfied with the level of services provided by business services. The top 3 are consultation, ability to meet deadlines and professionalism. The bottom two services are accuracy of information and presentation of information. This can be improved by addressing the lack of staffing and segregated systems as indicated from the SWOT analysis above and comments provided by campus stakeholders.

Overall, the majority of people who responded are satisfied with the functions of business services. The top three areas are Cashier’s Office, Warehouse and Mail/Duplication functions. The three areas of improvement are budgets, training and reports. This solidifies the need to improve the organizational structure of business services by hiring additional staff and also addressing the segregation of systems. Please refer to SWOT analysis above and staffing recommendations below that would help improve the results of this survey.

**Area 5 - Goals and Objectives**

5.1 Indicate the status of each goal identified in the most recent comprehensive self-study report and last year’s annual report as completed, in progress or terminated. Please see section 3.2 for updates in this section.

5.2 Not Applicable.

5.3 List program goals and objectives related to improving operational outcomes. Consider program services, operations, assessments, collaborations, scheduling, location, technology, etc.

Immediate Term (up to 3 years)

Goal #1: To implement an integrated system and hire additional staffing

Objectives: In 2010, a team of Antelope Valley employees conducted a site visit to Kern and College of the Sequoias to understand their Banner implementation processes. Mt. San Antonio College was also involved via a teleconference. A pro/con listing was established, along with a cost benefit analysis and implementation timeline. It was recommended that Banner Finance be the first module implemented and then payroll and human resources modules. This can be done in Phases or simultaneously depending upon available funding.

Goal #2: Move from Paper Purchase Requisition Forms to Electronic Purchase Requisitions.  The objective of the electronic requisitions is to expedite the entire purchasing process by eliminating the need to manually fill out paper requisition forms and pass them back and forth between requesters, approvers, and the business services area staff.  It will also enable requester's to follow their requisitions to see where they are at in the purchasing process (approval, receipt of merchandise, and payment to vendor).

Goal #3: Implement new travel procedures.  The objective is to eliminate the excess of manual forms that are currently required and enroll in Statewide Travel System to allow requester's to book their own travel through Concur, the Statewide Travel System website (similar to other online travel booking websites).  By eliminating forms and allowing requester's to book their travel online we will be expediting the entire approval and booking process for travel.

Short Term (3 to 5 years)

Goal #1: To become fiscally responsible and improve the organizational structure of the organization to be more aligned with similar Districts

Objectives: In order to fully utilize the integrated system, the next step after integration is work towards becoming fiscally responsible. Until a District is considered fiscally responsible, the LACOE systems will have to run in conjunction with the integrated system. After implementation and completion of an annual independent audit, the District should move towards becoming fiscally responsible. This will eliminate having to operate in the existing systems as well as the integrated system.

Long Term (6 or more years)

Goal #1: To create a long-term departmental strategic plan to assist with the future needs of the District

Objectives: In order to do this, a needs assessment would need to be performed to include functions, space, staffing and equipment

**Area 6 - Resource Planning**

If applicable, describe significant resource needs that should be addressed immediately, short term and long term. The Educational Master Plan, outcomes assessment reports and/or data analysis must provide reference information to support requested resources. If there may be safety issues, enrollment consequences or other important concerns if a resource is not provided please make this known.

6.1 The Business Services Area will need additional staffing, including increased skill set level positions.

Contracts/Purchasing Manager (1)

Purchasing processes approximately 3,700 – 4,000 purchase orders each year. This department also assists with large Request for Proposals (RFPs) and handles all travel arrangements. Orders are submitted at the individual department or division level. In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, there are opportunities to leverage the District-wide buying that would result in price breaks and discounts, as opposed to individual ordering, saving money. This level of negotiation and analysis needs to be performed by a manager level function. Additionally, there are over 150 recurring contracts each year that are not centralized. In 2009, a State-wide study was conducted requesting if Districts had a buyer or contracts manager equivalent position. 25 Districts responded to the survey and the information collected showed that between 8,000 - 10,000 FTES colleges start to move from a single buyer position to a buyer and a contracts manager equivalent position. Below is the scatter gram of results.



Grants Manager/Writer (1)

In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, the current grant process is not centralized and the college does not have a grant writer. There are numerous opportunities to apply for grant funds that are left at the division level. The opportunities are not being leveraged with the District as a whole. Generating revenue becomes critical when there are budget cuts to colleges. Without a centralized function, the opportunities are lost or not pursued. A grants manager/writer would pursue funding opportunities, write grants and leverage the District as a whole as opposed to the individual division level. Coordination would be done between the grants manager/writer and the divisions.

Internal Auditor/Compliance Analyst (1)

In order to effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, an internal auditor/compliance analyst is needed. There are several areas at risk including PCI Compliance issues, internal auditing in general, cash handling controls, and streamlined business processes. The internal auditor/compliance analyst would be responsible for developing an internal controls/compliance plan document to assist the district in ensuring that there are not any deficiencies and establish a corrective action plan to address any deficiencies.

Budget Analyst (1)

In order to become effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, budgets are done at the line item detail level. Currently, there are 12,603 individual budget lines and 2,738 budget changes each fiscal year. The budget analyst would also be involved in assisting the divisions and deans in budget development, monitoring changes and providing recommendations.

Technical Analyst – System Effectiveness (1)

In order to be more effective with Operational Outcome #2: Ensure an evaluation of business processes for automation occurs annually, a technical analyst is necessary to evaluate potential opportunities to automate processes or evaluate a more effective systems solution. Presently, there is a technical analyst in Financial Aid, Enrollment Management and Counseling. The Business Services Area also deals with the Banner and multiple other systems (see the A”maze”ing Systems Diagram below). There are also several manual documents that are routed throughout the District. In the business office alone, there are at least 18 manual forms as follows:

* Purchase requisitions
* Warehouse requisitions
* Procurement card shopping list
* Sole Source Justification Form
* Auxiliary requisitions
* Request for revolving cash
* Flight booking information form
* Meal Money request & signature form
* Change Order request form
* Trip Request
* Request for travel reimbursement
* Request for mileage reimbursement
* Equipment Transfer Form
* Loan of Equipment Form
* Surplus Equipment Form
* Bulk Mailing Request Form
* Duplication Request Form
* Publication Approval Form

Technical Analyst – Business Process and Reporting (1)

In order to become effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, business processes are continually evolving and technology solutions are needed in order to keep up with these changes. There are 750 deadlines and various reports that are due annually from the Business Services Area. The majority of these reports are manual or require manipulating data to become useful or in the requested format. There needs to be an evaluation of the process in which information is utilized in these reports to reduce possible error and more effectively utilize existing accounting staff.

Administrative Assistant (1)

In order to become effective in all Operational Outcomes, the business services area is responsible for all accounting, budgeting, purchasing, warehousing, inventory control, asset management, cashiering, mailroom and duplication functions. This is comprised of 5 different departments spread across 4 different locations on campus. There is one clerical assistant III in the area, but this position assists the buyer. There is no other clerical support. The Director of Business Services is the highest management position, along with the Director of Facilities Planning. The Director of Facilities Planning has an administrative assistant. In order to create consistency and an adequate level of support, an administrative assistant is needed in the business services area to assist in organizing files, coordinating and setting up meetings and supporting the administrative functions of the Director.

Grants Coordinator (1)

In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, a grants coordinator will be needed to coordinate with the various offices and be the liaison to the grant writer. This would allow the grant writer to focus on pursing and writing grants and the coordinator would be the point of contact to collect information needed by the various divisions/departments.

Inventory Control Assistant (1)

In order to become effective with Operational Outcome #3:Ensure access to compliant and detailed financial information internally and externally, the District is required to conduct an asset re-inventory every two years in order to comply with Governmental Accounting Standards Board (GASB) 34 & 35. Tracking and locating inventory has been extensive with the expansion of new, larger facilities on the main campus, a center at Palmdale and a Foxfield site. There is risk in not reporting accurate information since oversight is lacking in this area.

6.2 List **additional/updated technology resources** needed to improve outcomes and student achievement. List needs in priority order. Explain how the resources will improve outcomes and/or student achievement.

* Integrated financial system. The business services area is in need of an updated and integrated financial system. Currently, various transactions that affect the accounting general ledger are segregated or manually processed into the general ledger. There are three main segregated systems that create challenges in producing accurate and timely financial information. The Antelope Valley College is fiscally dependent upon the Los Angeles County Office of Education (LACOE). LACOE uses the Peoplesoft system for financial transactions and Human Resources System (HRS) for payroll transactions. LACOE serves all K-12 and higher education in the Los Angeles county. Because the majority of those who utilize the LACOE systems are K-12, the systems are geared towards K-12. This creates several challenges with our student accounts receivable and financial aid as K-12 does not have this function. In order for us to utilize student accounts receivable and financial aid, we have implemented the Banner student module. Banner is not integrated with Peoplesoft or tied to HRS. All Banner output has to manually be entered into the Peoplesoft or HRS systems. Also, with an integrated system, you own the data rights and have the ability to program the software to fit your individual District needs. LACOE will not allow districts to have the ability to write to the software or upload Banner data into the Peoplesoft system. Community colleges of our size, migrate towards an integrated system. There are three possibilities: Banner, Peoplesoft or Datatel. Since we have already migrated Banner student, implementing the other modules: Payroll, HR and Finance would create less manual effort and create more effective and timely reporting. An integrated system would improve operational outcome #3: Ensure access to compliant and detailed information is available both internally and externally. With the current segregated system, only the business office and human resources office have access to detailed information. This is because the rights of these systems are determined by LACOE. Fund managers have limited top level information and requests for detailed information have to be requested and then provided by the business office. An integrated system would give the detailed information directly to the user.

**The A”maze”ing System**



Cabrillo, Butte, Citrus colleges are all similar in FTES. Below are the systems and staffing levels of these colleges.

Three community college with similar FTES as Antelope Valley College were contacted to

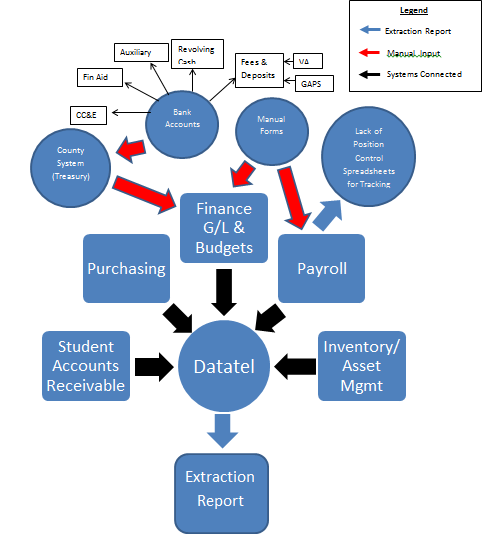
review their systems and organizational structures within their business departments. The results

are below:

*Cabrillo 2012-2013 Business Office Staffing*

Type of staff does not include payroll staff to give “Apples to Apples” comparison

*Cabrillo 2012-2013 Systems Overview*



*Butte 2012-2013 Business Office Staffing*

Type of staff does not include payroll staff to give “Apples to Apples” comparison

*Butte 2012-2013 Systems Overview*



*Citrus 2012-2013 Business Office Staffing*

Type of staff does not include payroll staff to give “Apples to Apples” comparison

*Citrus 2012-2013 Systems Overview*

Citrus has similar systems to Antelope Valley College.

*Antelope Valley College 2012-2013 Current Business Office Staffing*

The goal for Business Services Office staffing for Antelope Valley Colleges is as follows:

Similar Systems and FTES to AVC

Similar Systems and FTES to AVC

Similar Systems and FTES to AVC

Similar Systems and FTES to AVC

Citrus college is the closest in similar FTES and systems. However, they have twice as many

management staff. Citrus has 16 classified support and believe that they are understaffed.

Antelope Valley currently has 13 classified support. That is a 23% reduction comparable to

Citrus College. The goal for the Business Services Area staffing is as follows:

6.3 List **facilities/physical resources** (remodels, renovations or new) needed to provide a safe and appropriate student learning and/or work environment. List needs in priority order.

In order to accommodate additional staffing and storage requirements, it is recommended that the entire A154 area be dedicated to business services. The business office currently shares an office with the Dean of Institutional Effectiveness and Academic Senate. This would create two additional offices and space for reconfiguring the cubicles. This would create adequate space for the business office needed to improve operational outcomes.

6.4 Identify **financial resources** needed to improve outcomes and/or student achievement. List needs in priority order.

The business office also needs an increase in consulting services. There is a need to assist with the segregated systems issues that involve technical expertise. We have a Banner consultant for student accounts receivable that comes out each year for one week to assist in migrating back to Banner baseline. Over the years, we’ve created home grown solutions to issues that Banner baseline already addresses in their updates in regards to our application of payments, billing, drop for non payment and other student accounts receivable issues. When Banner was first implemented, there was no consultant in the student accounts area. Just recently in 2010, we started to have the consultant come once a year to offer training. There is a need to expand this to quarterly visits to facilitate resolution of the Banner issues. We also need support in other financial system areas.

The business office would also need an additional fax machine. Currently, there is one fax machine that is shared between accounting and purchasing. This creates several challenges because both have high demand needs for fax machine use. This will help the business office in operational outcome #1: Ensure annual reporting deadlines are met. Both accounts payable and purchasing are high volume areas that require separate fax machines. Currently, there is a bottleneck in sending out purchase orders and receiving faxed invoices and someone in the business office has to separate these out, which the order of faxes are coordinated.

The business office would need additional supply budget to support the increase in staffing.

6.5 Identify **professional development** **resources** needed to improve outcomes and/or facilitate student achievement. List needs in priority order.

The business services staff have varying skill sets; from budgeting to accounting to purchasing to logistical support to duplication and mail services. There are several professional organization that specialize in these areas and would provide professional development and improve all operational outcomes in business services. They include:

* + Association of California Community College Administrators
  + Association of Chief Business Officials
  + California Association of School Business Officials
  + Council of Supply Chain Management Professionals
  + National Contract Management Association
  + Association of College & University Auditors
  + Western Association of College and University Business Officers
  + Financial Crisis Management and Assistance Team
  + School Services of California
  + Association of Mail & Parcel Centers
  + American Chain of Warehouses
  + Department of Transportation/Hazmat Training
  + Los Angeles County Office of Education Training programs

**Area 7 - Recommendations and Comments**

7.1 Industry standard is to separate procurement from fiscal functions. Both have very different skill sets and specializations. If you notice the organizational structures in three comparable community colleges: Butte, Cabrillo and Citrus; there is a director of business services/procurement and a director of fiscal services equivalent. Presently, there is one director of business services performing both functions. The business office is too lean and encompasses several varying skill set areas. As a result of personnel being spread thin, there is undue stress and pressure on the team to try and cover all of these varying areas. Other comparable districts have addressed this issue by adequately staffing the business office. The two districts that have 3 managers as opposed to the 4 that Citrus has, have instituted an integrated system. Citrus has a similar FTES and system structure that we do, but has twice as many managers and 23% more classified staff to deal with these issues.

7.2 What changes in the program review process would improve institutional effectiveness or make the results more helpful to the program? A holistic view of the varying areas as integrated into the district and a needs assessment performed. A good example would be that Institutional research, the foundation and business services have identified the need for a grant manager. Program reviews are done by individual department or division but I believe there is a lot of overlap in identifying the needs of the district, not just on an area by area view.

**2012-2013 Key Deadlines (Microsoft Project)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task Name | Start | Finish | Work | Resource Names |
| **Business Office Schedule of Activities** | **Mon 7/2/12** | **Fri 6/28/13** | **6,397.8 hrs** |  |
| **July** | **Mon 7/2/12** | **Tue 7/31/12** | **1,051.37 hrs** |  |
| **General Activities** | **Mon 7/2/12** | **Tue 7/31/12** | **156.33 hrs** |  |
| 4th of July Holiday | Wed 7/4/12 | Wed 7/4/12 | 0 hrs |  |
| SACs Update | Mon 7/2/12 | Mon 7/30/12 | 50 hrs | Categorical Accountant,Student Accounts Technician |
| Cashflow Analysis | Tue 7/31/12 | Tue 7/31/12 | 6 hrs | Director of Business Services |
| Post LCGL014S Categorical Expense Report | Mon 7/2/12 | Mon 7/30/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Mon 7/2/12 | Mon 7/30/12 | 2 hrs | Clerical III |
| Trial Balance Review | Mon 7/2/12 | Mon 7/30/12 | 6 hrs | Clerical III,Director of Business Services |
| Internal Controls Audit Preparation | Mon 7/2/12 | Tue 7/17/12 | 77.33 hrs | Clerical III,Director of Business Services |
| Posting Audit Adjustments | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Director of Business Services |
| Post Board Financials to Website | Mon 7/16/12 | Mon 7/16/12 | 1 hr | Accounting & Budgeting Supervisor |
| Approve Employee Timesheets | Wed 7/25/12 | Wed 7/25/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Banner Fall 1st Drop | Tue 7/10/12 | Tue 7/10/12 | 8 hrs | Student Accounts Technician |
| **Fiscal Year Closing Activities** | **Mon 7/2/12** | **Tue 7/31/12** | **662.53 hrs** |  |
| Miscellaneous EOY Activities (Research, Other reconciliations) | Mon 7/2/12 | Tue 7/31/12 | 285.75 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor,Director of Business Services,Categorical Accountant,Accounting Assistant III,A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| 9795 Reconciliation-All Funds | Mon 7/2/12 | Tue 7/31/12 | 31.45 hrs | Director of Business Services |
| Last Day to Post Deposits for Prior Year | Mon 7/2/12 | Fri 7/6/12 | 25 hrs | Accounting Assistant III |
| Last Day to post payroll | Thu 7/5/12 | Thu 7/5/12 | 0 hrs |  |
| Last Day to enter auditable vouchers for accrual | Mon 7/2/12 | Fri 7/6/12 | 53.33 hrs | A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| District receives outstanding PO listing | Mon 7/9/12 | Fri 7/13/12 | 80 hrs | A/P Accounting Assistant II,A/P Accounting Assistant II-2,Buyer,Capital Outlay Accountant,Categorical Accountant |
| Post Annual Cash in Bank | Mon 7/16/12 | Fri 7/20/12 | 6 hrs | Accounting & Budgeting Supervisor |
| Interest Income Reconciliation | Tue 7/17/12 | Thu 7/19/12 | 6 hrs | Director of Business Services |
| Due To/Due From - 9310/9610 | Wed 7/18/12 | Thu 7/19/12 | 8 hrs | Accounting & Budgeting Supervisor |
| Last Day to enter non auditable PO vouchers | Mon 7/16/12 | Thu 7/19/12 | 16 hrs | A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| Mass PO finalize/cancel | Mon 7/16/12 | Thu 7/19/12 | 24 hrs | Capital Outlay Accountant,A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| Accounts Payable Review PO listing for accrual | Mon 7/23/12 | Fri 7/27/12 | 40 hrs | Capital Outlay Accountant,Categorical Accountant,A/P Accounting Assistant II,A/P Accounting Assistant II-2,Accounting & Budgeting Supervisor |
| Accounts Payable Accruals - 9520 | Mon 7/23/12 | Thu 7/26/12 | 16 hrs | A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| Accounts Receivable - 9200 | Mon 7/23/12 | Thu 7/26/12 | 20 hrs | Capital Outlay Accountant,Categorical Accountant,Accounting Assistant III |
| Deferred Revenue for Applicable Restricted Programs | Mon 7/23/12 | Fri 7/27/12 | 21 hrs | Categorical Accountant,Director of Business Services |
| Last Day for Express Vouchers | Mon 7/23/12 | Fri 7/27/12 | 20 hrs | A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| Annual Enrollment Fee Reconciliation | Mon 7/30/12 | Mon 7/30/12 | 2 hrs | Director of Business Services |
| Annual Property Tax Reconciliation | Mon 7/30/12 | Mon 7/30/12 | 2 hrs | Director of Business Services |
| 4th Qtr Lottery Accrual | Mon 7/30/12 | Mon 7/30/12 | 2 hrs | Director of Business Services |
| Annual Apportionment Reconcilliation | Mon 7/30/12 | Mon 7/30/12 | 4 hrs | Director of Business Services |
| **Reconciliations** | **Mon 7/2/12** | **Tue 7/31/12** | **115.5 hrs** |  |
| Accounts Payable Reconciliation | Mon 7/16/12 | Fri 7/20/12 | 15 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 7/23/12 | Fri 7/27/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 7/16/12 | Fri 7/20/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Tue 7/31/12 | Tue 7/31/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 7/16/12 | Mon 7/16/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 7/16/12 | Mon 7/16/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 7/16/12 | Mon 7/16/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 7/16/12 | Mon 7/16/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Tue 7/17/12 | Tue 7/17/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Wed 7/18/12 | Wed 7/18/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Thu 7/19/12 | Thu 7/19/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Fri 7/20/12 | Fri 7/20/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Period 998 Opens for adjustments | Thu 7/26/12 | Thu 7/26/12 | 0 hrs |  |
| Monthly Reconciliation of Student Finanical Aid Account | Mon 7/23/12 | Fri 7/27/12 | 22 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Mon 7/23/12 | Tue 7/31/12 | 26 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Verify 3th Qtr Lottery Receipt | Tue 7/31/12 | Tue 7/31/12 | 0.5 hrs | Director of Business Services |
| Reconcile Error Accounts - 1999/2999/3999 | Tue 7/31/12 | Tue 7/31/12 | 4 hrs | Capital Outlay Accountant |
| **Budget Planning/Review Activities** | **Mon 7/2/12** | **Tue 7/31/12** | **4 hrs** |  |
| California State Budget Signed | Mon 7/2/12 | Mon 7/2/12 | 0 hrs | Director of Business Services |
| Advanced Apportionment | Mon 7/23/12 | Mon 7/23/12 | 2 hrs | Director of Business Services |
| Budget Workshop | Tue 7/31/12 | Tue 7/31/12 | 2 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Mon 7/2/12** | **Tue 7/31/12** | **113 hrs** |  |
| Final 320 | Mon 7/2/12 | Fri 7/13/12 | 30 hrs | Director of Business Services |
| Quarterly Taxes-State (SUI) & Federal Return | Mon 7/16/12 | Tue 7/31/12 | 24 hrs | Accounting & Budgeting Supervisor |
| Reconcile Revolving Cash & Report On PO Report | Mon 7/2/12 | Mon 7/2/12 | 1 hr | Accounting Assistant III |
| Board Monthly Financials Prior Year-General Fund | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Board Monthly Financials Current Year-General Fund | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Auxiliary Account Income Statement | Mon 7/2/12 | Mon 7/2/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 7/2/12 | Mon 7/2/12 | 1 hr | Accounting Assistant III |
| Monthly Interfund Transfers | Mon 7/2/12 | Mon 7/2/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 7/2/12 | Mon 7/2/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Income Statement | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Purchase Order Report Prior Year | Mon 7/2/12 | Mon 7/2/12 | 4 hrs | Buyer |
| Monthly Purchase Order Report Current Year | Mon 7/2/12 | Mon 7/2/12 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Capital Outlay Accountant |
| Monthly Audit Findings Status and Update | Mon 7/2/12 | Mon 7/2/12 | 2 hrs | Director of Business Services |
| Categorical-VTEA Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 2 hrs | Categorical Accountant |
| Categorical-Nursing Enrollment Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 2 hrs | Categorical Accountant |
| Categorical-CTE Transitions Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 2 hrs | Categorical Accountant |
| Categorical DSS/Calworks Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 3 hrs | Categorical Accountant |
| Categorical-YDS Mod Completion Report | Mon 7/23/12 | Wed 7/25/12 | 1 hr | Categorical Accountant |
| Categorical-Career Tech/SB70 Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 1 hr | Categorical Accountant |
| Categorical-CTE Supplemental Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 1 hr | Categorical Accountant |
| Categorical-CTE Pathways Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 1 hr | Categorical Accountant |
| Categorical-Workforce Innovation Partnerships Quarterly Report | Mon 7/23/12 | Wed 7/25/12 | 1 hr | Categorical Accountant |
| Categorical-YDS Annual Report | Thu 7/26/12 | Tue 7/31/12 | 3 hrs | Categorical Accountant |
| Categorical-Foster Care Annual Report | Thu 7/26/12 | Tue 7/31/12 | 3 hrs | Categorical Accountant |
| Categorical-Career Tech/SB70 Annual Report | Thu 7/26/12 | Tue 7/31/12 | 1.5 hrs | Categorical Accountant |
| Categorical-CTE Supplemental Annual Report | Thu 7/26/12 | Tue 7/31/12 | 1.5 hrs | Categorical Accountant |
| Categorical-CTE Pathways Annual Report | Thu 7/26/12 | Tue 7/31/12 | 1.5 hrs | Categorical Accountant |
| Categorical-Workforce Innovation Partnerships Annual Report | Thu 7/26/12 | Tue 7/31/12 | 1.5 hrs | Categorical Accountant |
| **August** | **Wed 8/1/12** | **Fri 8/31/12** | **694.2 hrs** |  |
| **General Activities** | **Wed 8/1/12** | **Fri 8/31/12** | **34 hrs** |  |
| SACs Update | Mon 8/6/12 | Mon 8/27/12 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 8/2/12 | Thu 8/30/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 8/2/12 | Thu 8/30/12 | 2 hrs | Clerical III |
| Trial Balance Review | Wed 8/1/12 | Fri 8/31/12 | 4 hrs | Clerical III,Director of Business Services |
| Cashflow Analysis | Fri 8/31/12 | Fri 8/31/12 | 6 hrs | Director of Business Services |
| Post Board Financials to Website | Thu 8/16/12 | Thu 8/16/12 | 1 hr | Accounting & Budgeting Supervisor |
| Banner Fall 2nd Drop | Wed 8/15/12 | Wed 8/15/12 | 6 hrs | Student Accounts Technician |
| Higher One Refund Wire | Tue 8/7/12 | Tue 8/7/12 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Mon 8/13/12 | Mon 8/13/12 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 8/21/12 | Tue 8/21/12 | 1 hr | Director of Business Services |
| Approve Employee Timesheets | Mon 8/27/12 | Mon 8/27/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| **Budget Planning/Review Activities** | **Wed 8/1/12** | **Fri 8/31/12** | **103 hrs** |  |
| Salary Projections | Wed 8/1/12 | Fri 8/10/12 | 14 hrs | Director of Business Services |
| Benefits Projections | Wed 8/1/12 | Fri 8/10/12 | 10 hrs | Director of Business Services |
| Adopted Budget Development | Wed 8/1/12 | Fri 8/31/12 | 78 hrs | Director of Business Services |
| Presentation of Adopted to SPBC | Wed 8/15/12 | Wed 8/15/12 | 1 hr | Director of Business Services |
| **Fiscal Year Closing Activities** | **Wed 8/1/12** | **Fri 8/31/12** | **344.2 hrs** |  |
| Miscellaneous EOY Activities (Research, Other reconciliations) | Wed 8/1/12 | Fri 8/17/12 | 274.2 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor,Director of Business Services,Categorical Accountant,Accounting Assistant III,A/P Accounting Assistant II,A/P Accounting Assistant II-2 |
| Period 998 Opens for adjustments | Wed 8/1/12 | Fri 8/10/12 | 51 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor,Director of Business Services,Categorical Accountant |
| Reconcile Fund Balance | Wed 8/1/12 | Fri 8/10/12 | 0 hrs |  |
| Balance Interest and Investment Income | Mon 8/13/12 | Fri 8/31/12 | 15 hrs | Director of Business Services |
| 4th Quarter Interest Reconciliation-Prior Year | Mon 8/13/12 | Fri 8/31/12 | 4 hrs | Director of Business Services |
| Period 998 Closes for adjustments | Fri 8/10/12 | Fri 8/10/12 | 0 hrs |  |
| Appropriation Transfers | Fri 8/17/12 | Fri 8/17/12 | 0 hrs |  |
| Closed-Final Reports | Mon 8/20/12 | Mon 8/20/12 | 0 hrs |  |
| **Reconciliations** | **Wed 8/1/12** | **Fri 8/31/12** | **94 hrs** |  |
| Accounts Payable Reconciliation | Mon 8/13/12 | Fri 8/17/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 8/20/12 | Fri 8/24/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 8/13/12 | Fri 8/17/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 8/31/12 | Fri 8/31/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 8/13/12 | Mon 8/13/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 8/13/12 | Mon 8/13/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 8/13/12 | Mon 8/13/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 8/13/12 | Mon 8/13/12 | 4 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Tue 8/14/12 | Tue 8/14/12 | 4 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Wed 8/15/12 | Wed 8/15/12 | 3 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Thu 8/16/12 | Thu 8/16/12 | 3 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Fri 8/17/12 | Fri 8/17/12 | 4 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Mon 8/20/12 | Thu 8/23/12 | 13 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Fri 8/24/12 | Fri 8/31/12 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 8/31/12 | Fri 8/31/12 | 4 hrs | Capital Outlay Accountant |
| Semi-Annual Peoplesoft Security Audit | Tue 7/31/12 | Fri 8/3/12 | 4 hrs | Accounting & Budgeting Supervisor |
| **Reports/Contracts Due** | **Wed 8/1/12** | **Fri 8/31/12** | **119 hrs** |  |
| Board Monthly Financials Prior Year-General Fund | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Board Monthly Financials Current Year-General Fund | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Annual COTOP Contact Due | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Director of Business Services |
| Reconcile Revolving Cash & Report On PO Report | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Accounting Assistant III |
| Monthly Cafeteria Income Statement | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Measure R Report | Mon 8/6/12 | Mon 8/6/12 | 2 hrs | Capital Outlay Accountant |
| Monthly Purchase Order Report Prior Year | Mon 8/6/12 | Mon 8/6/12 | 4 hrs | Buyer |
| Monthly Purchase Order Report Current Year | Mon 8/6/12 | Mon 8/6/12 | 4 hrs | Buyer |
| Monthly Auxiliary Account Income Statement | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Accounting Assistant III |
| Monthly Audit Findings Status and Update | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Director of Business Services |
| Monthly Intrafund Transfers | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Interfund Transfers | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Auxiliary Account Balance Sheet | Mon 8/6/12 | Mon 8/6/12 | 1 hr | Accounting Assistant III |
| CCFS311 Quarterly Update | Wed 8/15/12 | Wed 8/15/12 | 4 hrs | Accounting & Budgeting Supervisor |
| Annual Program Review/Update | Wed 8/1/12 | Fri 8/31/12 | 41 hrs | Director of Business Services |
| Semi-Annual Peoplesoft Security Audit | Wed 8/15/12 | Fri 8/31/12 | 16 hrs | Accounting & Budgeting Supervisor |
| Categorical-VTEA Annual Report | Fri 8/24/12 | Fri 8/31/12 | 2 hrs | Categorical Accountant |
| Categorical-TANF Federal Annual Report | Fri 8/24/12 | Fri 8/31/12 | 2 hrs | Categorical Accountant |
| Categorical-CTE Transitions Annual Report | Fri 8/24/12 | Fri 8/31/12 | 2 hrs | Categorical Accountant |
| Categorical-EOPS Annual Report | Fri 8/24/12 | Fri 8/31/12 | 3 hrs | Categorical Accountant |
| Categorical-CARE Annual Report | Fri 8/24/12 | Fri 8/31/12 | 3 hrs | Categorical Accountant |
| Categorical-DSPS Annual Report | Fri 8/24/12 | Fri 8/31/12 | 5 hrs | Categorical Accountant |
| Categorical-Calworks Annual Report | Fri 8/24/12 | Fri 8/31/12 | 3 hrs | Categorical Accountant |
| Categorcial-Nursing Enrollment Annual Report | Fri 8/24/12 | Fri 8/31/12 | 3 hrs | Categorical Accountant |
| Categorical-TANF State Annual Report | Fri 8/24/12 | Fri 8/31/12 | 2 hrs | Categorical Accountant |
| **September** | **Mon 9/3/12** | **Fri 9/28/12** | **418 hrs** |  |
| **General Activities** | **Mon 9/3/12** | **Fri 9/28/12** | **243 hrs** |  |
| ***Labor Day*** | Mon 9/3/12 | Mon 9/3/12 | 0 hrs |  |
| SACs Update | Mon 9/3/12 | Mon 9/24/12 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 9/6/12 | Thu 9/27/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 9/6/12 | Thu 9/27/12 | 2 hrs | Clerical III |
| Trial Balance Review | Mon 9/3/12 | Fri 9/28/12 | 4 hrs | Clerical III,Director of Business Services |
| Annual Auction-Normally held in September/October Timeframe | Mon 9/3/12 | Tue 9/25/12 | 136 hrs | Warehouse Coordinator |
| Cashflow Analysis | Fri 9/28/12 | Fri 9/28/12 | 6 hrs | Director of Business Services |
| Start 311 Report - Due Oct 10th | Mon 9/17/12 | Fri 9/28/12 | 40 hrs | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 9/4/12 | Tue 9/4/12 | 1 hr | Accounting & Budgeting Supervisor |
| Post Board Financials to Website | Mon 9/17/12 | Mon 9/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 9/18/12 | Tue 9/18/12 | 1 hr | Director of Business Services |
| Contract District Audit Manual Available | Mon 9/17/12 | Fri 9/21/12 | 40 hrs | Director of Business Services |
| Approve Employee Timesheets | Tue 9/25/12 | Tue 9/25/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| **Budget Planning/Review Activities** | **Mon 9/3/12** | **Fri 9/28/12** | **16 hrs** |  |
| Presentation of Adopted to Board of Trustees | Mon 9/10/12 | Mon 9/10/12 | 8 hrs | Director of Business Services |
| Line Item Budget Upload | Tue 9/11/12 | Tue 9/11/12 | 8 hrs | Accounting & Budgeting Supervisor |
| **Reconciliations** | **Mon 9/3/12** | **Fri 9/28/12** | **98 hrs** |  |
| Accounts Payable Reconciliation | Mon 9/10/12 | Fri 9/14/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 9/17/12 | Fri 9/21/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 9/10/12 | Fri 9/14/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 9/28/12 | Fri 9/28/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 9/17/12 | Mon 9/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 9/17/12 | Mon 9/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 9/17/12 | Mon 9/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 9/17/12 | Mon 9/17/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Tue 9/18/12 | Tue 9/18/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Wed 9/19/12 | Wed 9/19/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Thu 9/20/12 | Thu 9/20/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Fri 9/21/12 | Fri 9/21/12 | 9 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 9/28/12 | Fri 9/28/12 | 4 hrs | Capital Outlay Accountant |
| Monthly Fees & Deposits Bank Account Reconciliation | Wed 9/26/12 | Fri 9/28/12 | 21 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Fri 9/28/12 | Fri 9/28/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Post Deferred Revenue to Current Fiscal Year | Mon 9/3/12 | Mon 9/3/12 | 4 hrs | Categorical Accountant |
| 4th Quarter Interest Posting | Fri 9/28/12 | Fri 9/28/12 | 4 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Mon 9/3/12** | **Fri 9/28/12** | **61 hrs** |  |
| Board Monthly Financials-General Fund | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Reconcile Revolving Cash & Report On PO Report | Mon 9/3/12 | Mon 9/3/12 | 8 hrs | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 9/3/12 | Tue 9/4/12 | 8 hrs | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 9/3/12 | Wed 9/5/12 | 8 hrs | Accounting Assistant III |
| Monthly Cafeteria Income Statement | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Measure R Report | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Capital Outlay Accountant |
| Monthly Purchase Order Report | Mon 9/3/12 | Mon 9/3/12 | 4 hrs | Buyer |
| Monthly Interfund Transfers | Mon 9/3/12 | Mon 9/3/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 9/3/12 | Mon 9/3/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 9/3/12 | Mon 9/3/12 | 8 hrs | Director of Business Services |
| CCFS311 Quarterly from Aug to Board | Mon 9/3/12 | Mon 9/3/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Enrollment Revenue Report Due PY Actuals | Fri 9/14/12 | Fri 9/14/12 | 4 hrs | Categorical Accountant |
| Categorical-EEO Annual Report | Fri 9/28/12 | Fri 9/28/12 | 1 hr | Categorical Accountant |
| **October** | **Mon 10/1/12** | **Wed 10/31/12** | **1,116.15 hrs** |  |
| **General Activities** | **Mon 10/1/12** | **Wed 10/31/12** | **767.15 hrs** |  |
| Post LCGL014S Categorical Expense Report | Mon 10/1/12 | Mon 10/29/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Mon 10/1/12 | Mon 10/29/12 | 2 hrs | Clerical III |
| Trial Balance Review | Mon 10/1/12 | Wed 10/31/12 | 4 hrs | Clerical III,Director of Business Services |
| SACs Update | Mon 10/1/12 | Mon 10/29/12 | 10 hrs | Categorical Accountant |
| Annual Audit Preparation | Mon 10/1/12 | Wed 10/31/12 | 708.15 hrs | Clerical III,Director of Business Services,Buyer,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Cafeteria Accounting Assistant III,Categorical Accountant,Student Accounts Technician,Accounting Assistant III,ASO Accounting Assistant II,Bookst.. |
| Cashflow Analysis | Wed 10/31/12 | Wed 10/31/12 | 6 hrs | Director of Business Services |
| Higher One Refund Wire | Tue 10/2/12 | Tue 10/2/12 | 1 hr | Accounting & Budgeting Supervisor |
| Post Board Financials to Website | Mon 10/15/12 | Mon 10/15/12 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 10/16/12 | Tue 10/16/12 | 1 hr | Director of Business Services |
| Approve Employee Timesheets | Thu 10/25/12 | Thu 10/25/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Higher One Refund Wire | Tue 10/30/12 | Tue 10/30/12 | 1 hr | Accounting & Budgeting Supervisor |
| **Annual Audit District, Prop 39 and Foundation Audit** | Mon 10/29/12 | Wed 10/31/12 | 29 hrs | Director of Business Services,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Categorical Accountant |
| **Budget Planning/Review Activities** | **Mon 10/1/12** | **Wed 10/31/12** | **24 hrs** |  |
| ACBO Southern Conference | Mon 10/22/12 | Wed 10/24/12 | 24 hrs | Director of Business Services |
| **Reconciliations** | **Mon 10/1/12** | **Wed 10/31/12** | **82 hrs** |  |
| Accounts Payable Reconciliation | Wed 10/17/12 | Tue 10/23/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Wed 10/17/12 | Tue 10/23/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Wed 10/17/12 | Tue 10/23/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Wed 10/31/12 | Wed 10/31/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Wed 10/17/12 | Wed 10/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Wed 10/17/12 | Wed 10/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Wed 10/17/12 | Wed 10/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Wed 10/17/12 | Thu 10/18/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Wed 10/17/12 | Thu 10/18/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Thu 10/18/12 | Fri 10/19/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Thu 10/18/12 | Mon 10/22/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Fri 10/19/12 | Tue 10/23/12 | 7 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Wed 10/31/12 | Wed 10/31/12 | 4 hrs | Capital Outlay Accountant |
| Monthly Fees & Deposits Bank Account Reconciliation | Thu 10/25/12 | Tue 10/30/12 | 15 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Mon 10/29/12 | Wed 10/31/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| **Reports/Contracts Due** | **Mon 10/1/12** | **Wed 10/31/12** | **243 hrs** |  |
| BFAP Report Submittal | Mon 10/1/12 | Fri 10/19/12 | 30 hrs | Director of Business Services |
| Quarterly Taxes-State (SUI) & Federal Return | Mon 10/15/12 | Wed 10/31/12 | 46 hrs | Accounting & Budgeting Supervisor |
| 1098 T Vangent Contract Due | Mon 10/1/12 | Fri 10/5/12 | 5 hrs | Director of Business Services |
| Reconcile Revolving Cash & Report On PO Report | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Accounting Assistant III |
| Board Monthly Financials-General Fund | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Purchase Order Report | Mon 10/1/12 | Mon 10/1/12 | 4 hrs | Buyer |
| Monthly Auxiliary Account Income Statement | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Accounting Assistant III |
| Monthly Measure R Report | Mon 10/1/12 | Mon 10/1/12 | 2 hrs | Capital Outlay Accountant |
| Monthly Interfund Transfers | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 10/1/12 | Mon 10/1/12 | 1 hr | Director of Business Services |
| CCFS311 Final Annual Report | Mon 10/1/12 | Mon 10/8/12 | 30 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Final Prior Year 320 Reports Due | Mon 10/15/12 | Tue 10/30/12 | 18 hrs | Director of Business Services |
| Equity in Athletics Report Due | Mon 10/15/12 | Tue 10/30/12 | 60 hrs | Director of Business Services |
| Categorical-VTEA Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 2 hrs | Categorical Accountant |
| Categorical-Nursing Enrollment Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 2 hrs | Categorical Accountant |
| Categorical-YDS Mod Completion Report | Tue 10/23/12 | Thu 10/25/12 | 1 hr | Categorical Accountant |
| Categorical-CTE Transitions Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 2 hrs | Categorical Accountant |
| Categorical DSS/Calworks Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 3 hrs | Categorical Accountant |
| Categorical-Career Tech/SB70 Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 1 hr | Categorical Accountant |
| Categorical-CTE Supplemental Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 1 hr | Categorical Accountant |
| Categorical-CTE Pathways Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 1 hr | Categorical Accountant |
| Categorical-Workforce Innovation Partnerships Quarterly Report | Tue 10/23/12 | Thu 10/25/12 | 1 hr | Categorical Accountant |
| Categorical-Title V Solo Annual Report | Fri 10/26/12 | Mon 10/29/12 | 2 hrs | Categorical Accountant |
| Categorical-STEM Coop Annual Report | Fri 10/26/12 | Mon 10/29/12 | 2 hrs | Categorical Accountant |
| Categorical-STEM Solo Annual Report | Fri 10/26/12 | Mon 10/29/12 | 2 hrs | Categorical Accountant |
| Categorical-Matriculation Annual Report | Wed 10/24/12 | Fri 10/26/12 | 3 hrs | Categorical Accountant |
| Categorical-Non Credit Matriculation Annual Report | Thu 10/25/12 | Fri 10/26/12 | 2 hrs | Categorical Accountant |
| Categorical-Basic Skills Annual Report | Mon 10/8/12 | Wed 10/10/12 | 3 hrs | Categorical Accountant |
| **November** | **Thu 11/1/12** | **Fri 11/30/12** | **403.85 hrs** |  |
| **General Activities** | **Thu 11/1/12** | **Fri 11/30/12** | **239.85 hrs** |  |
| **Annual Audit District, Prop 39 and Foundation Audit** | Thu 11/1/12 | Thu 11/8/12 | 72 hrs | Director of Business Services,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Categorical Accountant |
| ***Veteran's Day*** | Fri 11/9/12 | Fri 11/9/12 | 0 hrs |  |
| SACs Update | Mon 11/5/12 | Mon 11/26/12 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 11/1/12 | Thu 11/29/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 11/1/12 | Thu 11/29/12 | 2 hrs | Clerical III |
| Trial Balance Review | Thu 11/1/12 | Fri 11/30/12 | 4 hrs | Clerical III,Director of Business Services |
| Higher One Refund Wire | Tue 11/13/12 | Tue 11/13/12 | 1 hr | Accounting & Budgeting Supervisor |
| Start 1098 T Process. Due 2nd week in January | Tue 11/13/12 | Fri 11/30/12 | 138.85 hrs | Director of Business Services,Student Accounts Technician |
| Cashflow Analysis | Fri 11/30/12 | Fri 11/30/12 | 6 hrs | Director of Business Services |
| Prior Year and Current Year Property Tax Reports Due | Thu 11/15/12 | Thu 11/15/12 | 2 hrs | Director of Business Services |
| Post Board Financials to Website | Thu 11/15/12 | Thu 11/15/12 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 11/27/12 | Tue 11/27/12 | 1 hr | Director of Business Services |
| Approve Employee Timesheets | Mon 11/26/12 | Mon 11/26/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| ***Thanksgiving Holiday*** | Thu 11/22/12 | Fri 11/23/12 | 0 hrs |  |
| **Budget Planning/Review Activities** | **Thu 11/1/12** | **Fri 11/30/12** | **4 hrs** |  |
| Review LCGL012S Budget to Actuals Report | Thu 11/1/12 | Thu 11/1/12 | 4 hrs | Director of Business Services |
| **Reconciliations** | **Thu 11/1/12** | **Fri 11/30/12** | **100 hrs** |  |
| Accounts Payable Reconciliation | Mon 11/12/12 | Fri 11/16/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 11/19/12 | Fri 11/23/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 11/12/12 | Fri 11/16/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 11/30/12 | Fri 11/30/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 11/12/12 | Mon 11/12/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 11/12/12 | Mon 11/12/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 11/12/12 | Mon 11/12/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 11/12/12 | Mon 11/12/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Tue 11/13/12 | Tue 11/13/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Wed 11/14/12 | Wed 11/14/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Thu 11/15/12 | Thu 11/15/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Fri 11/16/12 | Fri 11/16/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Mon 11/19/12 | Fri 11/23/12 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Mon 11/26/12 | Fri 11/30/12 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 11/30/12 | Fri 11/30/12 | 4 hrs | Capital Outlay Accountant |
| **Reports/Contracts Due** | **Thu 11/1/12** | **Fri 11/30/12** | **60 hrs** |  |
| PIPS Audit Payroll Submission | Fri 11/2/12 | Fri 11/2/12 | 4 hrs | Director of Business Services |
| Board Monthly Financials-General Fund | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Purchase Order Report | Mon 11/5/12 | Mon 11/5/12 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Capital Outlay Accountant |
| Reconcile Revolving Cash & Report On PO Report | Mon 11/5/12 | Mon 11/5/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 11/5/12 | Mon 11/5/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 11/5/12 | Wed 11/7/12 | 8 hrs | Accounting Assistant III |
| Monthly Interfund Transfers | Mon 11/5/12 | Mon 11/5/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 11/5/12 | Mon 11/5/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 11/5/12 | Mon 11/5/12 | 2 hrs | Director of Business Services |
| CCFS311 Quarterly Update | Thu 11/15/12 | Thu 11/15/12 | 4 hrs | Accounting & Budgeting Supervisor |
| Write the MD&A for Annual Audit Report | Thu 11/15/12 | Fri 11/23/12 | 18 hrs | Director of Business Services |
| **December** | **Mon 12/3/12** | **Mon 12/31/12** | **206 hrs** |  |
| **General Activities** | **Mon 12/3/12** | **Mon 12/31/12** | **45 hrs** |  |
| SACs Update | Mon 12/3/12 | Mon 12/31/12 | 10 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 12/6/12 | Thu 12/27/12 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 12/6/12 | Thu 12/27/12 | 2 hrs | Clerical III |
| Quarterly Audit of Auxiliary, ASO, etc. | Thu 12/13/12 | Thu 12/13/12 | 6 hrs | Accounting & Budgeting Supervisor |
| Trial Balance Review | Mon 12/3/12 | Mon 12/31/12 | 4 hrs | Clerical III,Director of Business Services |
| Cashflow Analysis | Mon 12/31/12 | Mon 12/31/12 | 6 hrs | Director of Business Services |
| Banner Spring/Intercession 1st Drop | Tue 12/4/12 | Tue 12/4/12 | 6 hrs | Student Accounts Technician |
| Post Board Financials to Website | Fri 12/14/12 | Fri 12/14/12 | 1 hr | Accounting & Budgeting Supervisor |
| Banner Intercession 2nd Drop | Wed 12/12/12 | Wed 12/12/12 | 6 hrs | Student Accounts Technician |
| Approve Employee Timesheets | Fri 12/21/12 | Fri 12/21/12 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| ***Christmas Holiday*** | Mon 12/24/12 | Mon 12/31/12 | 0 hrs |  |
| **Budget Planning/Review Activities** | **Mon 12/3/12** | **Mon 12/31/12** | **8 hrs** |  |
| Review LCGL012S Budget to Actuals Report | Thu 12/6/12 | Thu 12/6/12 | 8 hrs | Director of Business Services |
| **Reconciliations** | **Mon 12/17/12** | **Mon 12/31/12** | **104 hrs** |  |
| Accounts Payable Reconciliation | Mon 12/17/12 | Fri 12/21/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 12/17/12 | Fri 12/21/12 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 12/17/12 | Fri 12/21/12 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Mon 12/31/12 | Mon 12/31/12 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 12/17/12 | Mon 12/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 12/17/12 | Mon 12/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 12/17/12 | Mon 12/17/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 12/17/12 | Mon 12/17/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Mon 12/17/12 | Mon 12/17/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Tue 12/18/12 | Tue 12/18/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Wed 12/19/12 | Wed 12/19/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Thu 12/20/12 | Thu 12/20/12 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Thu 12/20/12 | Wed 12/26/12 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Thu 12/20/12 | Fri 12/28/12 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Mon 12/31/12 | Mon 12/31/12 | 4 hrs | Capital Outlay Accountant |
| 1st Quarter Interest Income Reconciliation | Mon 12/31/12 | Mon 12/31/12 | 2 hrs | Director of Business Services |
| Verify 1st Quarter Property Tax Payment | Mon 12/31/12 | Mon 12/31/12 | 2 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Mon 12/3/12** | **Mon 12/31/12** | **49 hrs** |  |
| Board Monthly Financials-General Fund | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | ASO Accounting Assistant II |
| Monthly Purchase Order Report | Mon 12/3/12 | Mon 12/3/12 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 12/3/12 | Mon 12/3/12 | 2 hrs | Capital Outlay Accountant |
| Reconcile Revolving Cash & Report On PO Report | Mon 12/3/12 | Mon 12/3/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 12/3/12 | Mon 12/3/12 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 12/3/12 | Wed 12/5/12 | 8 hrs | Accounting Assistant III |
| Monthly Interfund Transfers | Mon 12/3/12 | Mon 12/3/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 12/3/12 | Mon 12/3/12 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 12/3/12 | Mon 12/3/12 | 8 hrs | Director of Business Services |
| CCFS311 Quarterly from Nov to Board | Mon 12/3/12 | Mon 12/3/12 | 1 hr | Accounting & Budgeting Supervisor |
| Annual Audit Report Due | Fri 12/14/12 | Fri 12/14/12 | 8 hrs | Director of Business Services |
| **January** | **Tue 1/1/13** | **Thu 1/31/13** | **369.85 hrs** |  |
| **General Activities** | **Tue 1/1/13** | **Thu 1/31/13** | **160.85 hrs** |  |
| ***New Year's Holiday*** | Tue 1/1/13 | Tue 1/1/13 | 0 hrs |  |
| SACs Update | Mon 1/7/13 | Mon 1/28/13 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 1/3/13 | Thu 1/31/13 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 1/3/13 | Thu 1/31/13 | 2 hrs | Clerical III |
| Trial Balance Review | Tue 1/1/13 | Thu 1/31/13 | 2 hrs | Clerical III,Director of Business Services |
| Cashflow Analysis | Thu 1/31/13 | Thu 1/31/13 | 6 hrs | Director of Business Services |
| Annual Audit Presentation | Mon 1/14/13 | Mon 1/14/13 | 2 hrs | Director of Business Services |
| 1098T Issuance-takes at least 6 weeks | Tue 1/15/13 | Thu 1/31/13 | 73.85 hrs | Student Accounts Technician |
| Verify 1st Quarter Lottery Payment | Thu 1/31/13 | Thu 1/31/13 | 1 hr | Director of Business Services |
| ***Martin Luther King Jr. Holiday*** | Mon 1/14/13 | Mon 1/14/13 | 0 hrs |  |
| Post Board Financials to Website | Fri 1/18/13 | Fri 1/18/13 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 1/22/13 | Tue 1/22/13 | 1 hr | Accounting & Budgeting Supervisor |
| Approve Employee Timesheets | Fri 1/25/13 | Fri 1/25/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Higher One Refund Wire | Mon 1/28/13 | Mon 1/28/13 | 1 hr | Director of Business Services |
| Banner Spring 2nd Drop | Wed 1/30/13 | Wed 1/30/13 | 6 hrs | Student Accounts Technician |
| 1099 Issuance | Tue 1/15/13 | Tue 1/15/13 | 8 hrs | Accounting Assistant III |
| Annual Taxes-State & Federal | Mon 1/14/13 | Thu 1/31/13 | 45 hrs | Accounting & Budgeting Supervisor |
| **Budget Planning/Review Activities** | **Tue 1/1/13** | **Thu 1/31/13** | **4 hrs** |  |
| Review LCGL012S Budget to Actuals Report | Thu 1/3/13 | Thu 1/3/13 | 4 hrs | Director of Business Services |
| **Reconciliations** | **Tue 1/1/13** | **Thu 1/31/13** | **114 hrs** |  |
| Accounts Payable Reconciliation | Mon 1/14/13 | Fri 1/18/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 1/14/13 | Fri 1/18/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 1/14/13 | Fri 1/18/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Thu 1/31/13 | Thu 1/31/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Wed 1/16/13 | Wed 1/16/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Wed 1/16/13 | Wed 1/16/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Wed 1/16/13 | Wed 1/16/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Wed 1/16/13 | Wed 1/16/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Thu 1/17/13 | Thu 1/17/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Fri 1/18/13 | Fri 1/18/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Fri 1/18/13 | Fri 1/18/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Wed 1/23/13 | Wed 1/23/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Wed 1/23/13 | Tue 1/29/13 | 9 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Wed 1/23/13 | Thu 1/31/13 | 17 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Thu 1/31/13 | Thu 1/31/13 | 4 hrs | Capital Outlay Accountant |
| Verify 1st Quarter Lottery Payment | Thu 1/31/13 | Thu 1/31/13 | 1 hr | Director of Business Services |
| W2 Reconciliation for prior calendar year | Mon 1/14/13 | Thu 1/31/13 | 27 hrs | Accounting & Budgeting Supervisor |
| **Reports/Contracts Due** | **Tue 1/1/13** | **Thu 1/31/13** | **91 hrs** |  |
| 320 P1 | Tue 1/1/13 | Tue 1/15/13 | 32 hrs | Director of Business Services |
| Board Monthly Financials-General Fund | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Annual Non Resident Fees Memo Board Approved | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Director of Business Services |
| Quarterly Taxes-State (SUI) & Federal Return | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly Purchase Order Report | Mon 1/7/13 | Mon 1/7/13 | 4 hrs | Buyer |
| Reconcile Revolving Cash & Report On PO Report | Mon 1/7/13 | Mon 1/7/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 1/7/13 | Mon 1/7/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 1/7/13 | Mon 1/7/13 | 1 hr | Accounting Assistant III |
| Monthly Measure R Report | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Capital Outlay Accountant |
| Monthly Interfund Transfers | Mon 1/7/13 | Mon 1/7/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 1/7/13 | Mon 1/7/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Director of Business Services |
| Annual Audit Report Presentation to Board | Mon 1/7/13 | Mon 1/7/13 | 2 hrs | Director of Business Services |
| Annual PIPS Estimated and Actual Salaries Due | Tue 1/8/13 | Tue 1/8/13 | 8 hrs | Director of Business Services |
| Enrollment Revenue Report Due P1 | Tue 1/15/13 | Tue 1/15/13 | 4 hrs | Categorical Accountant |
| Categorical-VTEA Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 2 hrs | Categorical Accountant |
| Categorical-Nursing Enrollment Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 2 hrs | Categorical Accountant |
| Categorical-YDS Mod Completion Report | Wed 1/23/13 | Fri 1/25/13 | 1 hr | Categorical Accountant |
| Categorical-CTE Transitions Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 2 hrs | Categorical Accountant |
| Categorical DSS/Calworks Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 3 hrs | Categorical Accountant |
| Categorical-Career Tech/SB70 Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 1 hr | Categorical Accountant |
| Categorical-CTE Supplemental Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 1 hr | Categorical Accountant |
| Categorical-CTE Pathways Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 1 hr | Categorical Accountant |
| Categorical-Workforce Innovation Partnerships Quarterly Report | Wed 1/23/13 | Fri 1/25/13 | 1 hr | Categorical Accountant |
| **February** | **Fri 2/1/13** | **Thu 2/28/13** | **207 hrs** |  |
| **General Activities** | **Fri 2/1/13** | **Thu 2/28/13** | **28 hrs** |  |
| SACs Update | Mon 2/4/13 | Mon 2/25/13 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 2/7/13 | Thu 2/28/13 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 2/7/13 | Thu 2/28/13 | 2 hrs | Clerical III |
| Trial Balance Review | Fri 2/1/13 | Thu 2/28/13 | 4 hrs | Clerical III,Director of Business Services |
| Cashflow Analysis | Wed 2/27/13 | Wed 2/27/13 | 6 hrs | Director of Business Services |
| Audit Adjustments Review and Research | Thu 2/28/13 | Thu 2/28/13 | 1 hr | Director of Business Services |
| Higher One Refund Wire | Tue 2/5/13 | Tue 2/5/13 | 1 hr | Director of Business Services |
| ***Lincoln's Day*** | Fri 2/15/13 | Fri 2/15/13 | 0 hrs |  |
| ***Washington's Day*** | Mon 2/18/13 | Mon 2/18/13 | 0 hrs |  |
| Post Board Financials to Website | Fri 2/15/13 | Fri 2/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Higher One Refund Wire | Tue 2/19/13 | Tue 2/19/13 | 1 hr | Accounting & Budgeting Supervisor |
| Reclassification Study Review-On Hold | Fri 2/1/13 | Thu 2/28/13 | 0 hrs |  |
| Approve Employee Timesheets | Mon 2/25/13 | Mon 2/25/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| **Budget Planning/Review Activities** | **Fri 2/1/13** | **Thu 2/28/13** | **16 hrs** |  |
| P1 Available | Fri 2/15/13 | Fri 2/15/13 | 4 hrs | Director of Business Services |
| R1 Available-Prior Year Recacluation | Fri 2/15/13 | Fri 2/15/13 | 4 hrs | Director of Business Services |
| Review LCGL012S Budget to Actuals Report | Thu 2/7/13 | Thu 2/7/13 | 8 hrs | Director of Business Services |
| **Reconciliations** | **Fri 2/1/13** | **Thu 2/28/13** | **108 hrs** |  |
| Accounts Payable Reconciliation | Fri 2/15/13 | Thu 2/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Fri 2/22/13 | Thu 2/28/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Fri 2/15/13 | Thu 2/21/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Thu 2/28/13 | Thu 2/28/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Fri 2/15/13 | Mon 2/18/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Fri 2/15/13 | Mon 2/18/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Fri 2/15/13 | Mon 2/18/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 2/18/13 | Mon 2/18/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Tue 2/19/13 | Tue 2/19/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Tue 2/19/13 | Tue 2/19/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Wed 2/20/13 | Thu 2/21/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Wed 2/20/13 | Fri 2/22/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Wed 2/20/13 | Tue 2/26/13 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Wed 2/20/13 | Thu 2/28/13 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Thu 2/28/13 | Thu 2/28/13 | 4 hrs | Capital Outlay Accountant |
| Verify 4th Quarter Lottery Payment-Prior Year | Thu 2/28/13 | Thu 2/28/13 | 2 hrs | Director of Business Services |
| Verify 2nd Quarter Property Tax Payment | Thu 2/28/13 | Thu 2/28/13 | 2 hrs | Director of Business Services |
| 2nd Quarter Interest Income Reconciliation | Thu 2/28/13 | Thu 2/28/13 | 4 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Fri 2/1/13** | **Thu 2/28/13** | **55 hrs** |  |
| Board Monthly Financials-General Fund | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | ASO Accounting Assistant II |
| Reconcile Revolving Cash & Report On PO Report | Mon 2/4/13 | Mon 2/4/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 2/4/13 | Mon 2/4/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 2/4/13 | Mon 2/4/13 | 1 hr | Accounting Assistant III |
| Monthly Purchase Order Report | Mon 2/4/13 | Mon 2/4/13 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 2/4/13 | Mon 2/4/13 | 2 hrs | Capital Outlay Accountant |
| Monthly Interfund Transfers | Mon 2/4/13 | Mon 2/4/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 2/4/13 | Mon 2/4/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 2/4/13 | Mon 2/4/13 | 8 hrs | Director of Business Services |
| CCFS311 Quarterly Update | Fri 2/15/13 | Fri 2/15/13 | 4 hrs | Accounting & Budgeting Supervisor |
| Semi-Annual Peoplesoft Security Audit | Fri 2/15/13 | Thu 2/28/13 | 18 hrs | Accounting & Budgeting Supervisor |
| **March** | **Fri 3/1/13** | **Fri 3/29/13** | **290 hrs** |  |
| **General Activities** | **Fri 3/1/13** | **Fri 3/29/13** | **34 hrs** |  |
| SACs Update | Mon 3/4/13 | Mon 3/25/13 | 8 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 3/7/13 | Thu 3/28/13 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 3/7/13 | Thu 3/28/13 | 2 hrs | Clerical III |
| Trial Balance Review | Fri 3/1/13 | Fri 3/29/13 | 4 hrs | Clerical III,Director of Business Services |
| Cashflow Analysis | Fri 3/29/13 | Fri 3/29/13 | 6 hrs | Director of Business Services |
| Higher One Refund Wire | Tue 3/5/13 | Tue 3/5/13 | 1 hr | Director of Business Services |
| Higher One Refund Wire | Tue 3/19/13 | Tue 3/19/13 | 1 hr | Accounting & Budgeting Supervisor |
| Approve Employee Timesheets | Mon 3/25/13 | Mon 3/25/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Quarterly Audit of Auxiliary, ASO, etc. | Fri 3/15/13 | Thu 3/21/13 | 8 hrs | Accounting & Budgeting Supervisor |
| **Budget Planning/Review Activities** | **Fri 3/1/13** | **Fri 3/29/13** | **12 hrs** |  |
| Budget Call to Managers | Mon 3/4/13 | Mon 3/4/13 | 4 hrs | Director of Business Services |
| Review LCGL012S Budget to Actuals Report | Thu 3/7/13 | Thu 3/7/13 | 8 hrs | Director of Business Services |
| **Fiscal Year Closing Activities** | **Mon 3/4/13** | **Mon 3/4/13** | **2 hrs** |  |
| Generate & Post End of Year Memo | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Buyer,Director of Business Services |
| **Reconciliations** | **Fri 3/1/13** | **Fri 3/29/13** | **100 hrs** |  |
| Accounts Payable Reconciliation | Fri 3/15/13 | Thu 3/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Fri 3/15/13 | Thu 3/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Fri 3/15/13 | Thu 3/21/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 3/29/13 | Fri 3/29/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Fri 3/15/13 | Fri 3/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Fri 3/15/13 | Fri 3/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Fri 3/15/13 | Fri 3/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Fri 3/15/13 | Fri 3/15/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Fri 3/15/13 | Fri 3/15/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Mon 3/18/13 | Mon 3/18/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Mon 3/18/13 | Mon 3/18/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Tue 3/19/13 | Tue 3/19/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Wed 3/20/13 | Tue 3/26/13 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Thu 3/21/13 | Fri 3/29/13 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 3/29/13 | Fri 3/29/13 | 4 hrs | Capital Outlay Accountant |
| **Reports/Contracts Due** | **Fri 3/1/13** | **Fri 3/29/13** | **142 hrs** |  |
| Board Monthly Financials-General Fund | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly Measure R Report | Mon 3/4/13 | Mon 3/4/13 | 2 hrs | Capital Outlay Accountant |
| IPEDS Report | Mon 3/4/13 | Fri 3/29/13 | 80 hrs | Director of Business Services,Categorical Accountant |
| Reconcile Revolving Cash & Report On PO Report | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting Assistant III |
| Monthly Purchase Order Report | Mon 3/4/13 | Mon 3/4/13 | 4 hrs | Buyer |
| Monthly Interfund Transfers | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 3/4/13 | Mon 3/4/13 | 4 hrs | Director of Business Services |
| CCFS311 Quarterly from Feb to Board | Mon 3/4/13 | Mon 3/4/13 | 1 hr | Accounting & Budgeting Supervisor |
| EZ Audit Submittal | Mon 3/25/13 | Thu 3/28/13 | 32 hrs | Director of Business Services |
| **April** | **Mon 4/1/13** | **Tue 4/30/13** | **302.67 hrs** |  |
| **General Activities** | **Mon 4/1/13** | **Tue 4/30/13** | **31 hrs** |  |
| Issue End of Year Deadline Memo | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Buyer,Director of Business Services |
| SACs Update | Mon 4/1/13 | Mon 4/29/13 | 10 hrs | Categorical Accountant |
| Trial Balance Review | Mon 4/1/13 | Tue 4/30/13 | 4 hrs | Clerical III,Director of Business Services |
| Post LCGL014S Categorical Expense Report | Thu 4/4/13 | Thu 4/25/13 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 4/4/13 | Tue 4/30/13 | 2 hrs | Clerical III |
| Higher One Refund Wire | Tue 4/2/13 | Tue 4/2/13 | 1 hr | Accounting & Budgeting Supervisor |
| Cashflow Analysis | Mon 4/29/13 | Mon 4/29/13 | 6 hrs | Director of Business Services |
| Higher One Refund Wire | Tue 4/16/13 | Tue 4/16/13 | 1 hr | Director of Business Services |
| Approve Employee Timesheets | Thu 4/25/13 | Thu 4/25/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Higher One Refund Wire | Tue 4/30/13 | Tue 4/30/13 | 1 hr | Accounting & Budgeting Supervisor |
| **Fiscal Year Closing Activities** | **Mon 4/1/13** | **Tue 4/30/13** | **8 hrs** |  |
| End of Year Calendar Planning | Mon 4/1/13 | Wed 4/3/13 | 6 hrs | Director of Business Services |
| Out of state requisition cut-off date | Fri 4/5/13 | Fri 4/5/13 | 0 hrs |  |
| End of Year Peoplesoft Reports Checklist | Mon 4/8/13 | Mon 4/8/13 | 2 hrs | Clerical III,Director of Business Services |
| In state requisition cut-off date | Fri 4/26/13 | Fri 4/26/13 | 0 hrs |  |
| **Reconciliations** | **Mon 4/1/13** | **Tue 4/30/13** | **104 hrs** |  |
| Accounts Payable Reconciliation | Mon 4/15/13 | Fri 4/19/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 4/15/13 | Fri 4/19/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 4/15/13 | Fri 4/19/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Tue 4/30/13 | Tue 4/30/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 4/15/13 | Mon 4/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 4/15/13 | Mon 4/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 4/15/13 | Mon 4/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 4/15/13 | Mon 4/15/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Mon 4/15/13 | Mon 4/15/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Tue 4/16/13 | Tue 4/16/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Tue 4/16/13 | Tue 4/16/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Wed 4/17/13 | Wed 4/17/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Thu 4/18/13 | Wed 4/24/13 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Mon 4/22/13 | Tue 4/30/13 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Tue 4/30/13 | Tue 4/30/13 | 4 hrs | Capital Outlay Accountant |
| Verify 2nd Quarter Lottery Payment | Tue 4/30/13 | Tue 4/30/13 | 2 hrs | Director of Business Services |
| Verify 3rd Quarter Property Tax Payment | Tue 4/30/13 | Tue 4/30/13 | 2 hrs | Director of Business Services |
| **Budget Planning/Review Activities** | **Mon 4/1/13** | **Tue 4/30/13** | **31 hrs** |  |
| Review LCGL012S Budget to Actuals Report | Thu 4/4/13 | Thu 4/4/13 | 4 hrs | Director of Business Services |
| Tentative Budget Salary Projections/Actuals Estimate | Mon 4/15/13 | Tue 4/30/13 | 24 hrs | Director of Business Services |
| Property Tax Reports Due from County | Mon 4/15/13 | Mon 4/15/13 | 2 hrs | Director of Business Services |
| P2 Issued | Mon 4/15/13 | Mon 4/15/13 | 1 hr | Director of Business Services |
| **Reports/Contracts Due** | **Mon 4/1/13** | **Tue 4/30/13** | **128.67 hrs** |  |
| 320 P2 | Mon 4/1/13 | Fri 4/19/13 | 50 hrs | Director of Business Services |
| Monthly Cafeteria Income Statement | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | ASO Accounting Assistant II |
| Reconcile Revolving Cash & Report On PO Report | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Accounting Assistant III |
| Monthly Purchase Order Report | Mon 4/1/13 | Mon 4/1/13 | 4 hrs | Buyer |
| Monthly Interfund Transfers | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 4/1/13 | Mon 4/1/13 | 1 hr | Director of Business Services |
| Board Monthly Financials-General Fund | Mon 4/1/13 | Mon 4/1/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Enrollment Revenue Report Due P2 | Mon 4/15/13 | Mon 4/15/13 | 4 hrs | Categorical Accountant |
| Quarterly Taxes-State (SUI) & Federal Return | Mon 4/15/13 | Tue 4/30/13 | 36.67 hrs | Accounting & Budgeting Supervisor |
| Categorical-VTEA Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 2 hrs | Categorical Accountant |
| Categorical-Nursing Enrollment Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 2 hrs | Categorical Accountant |
| Categorical-CTE Transitions Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 2 hrs | Categorical Accountant |
| Categorical DSS/Calworks Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 3 hrs | Categorical Accountant |
| Categorical-YDS Mod Completion Report | Tue 4/23/13 | Thu 4/25/13 | 1 hr | Categorical Accountant |
| Categorical-Career Tech/SB70 Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 1 hr | Categorical Accountant |
| Categorical-CTE Supplemental Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 1 hr | Categorical Accountant |
| Categorical-CTE Pathways Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 1 hr | Categorical Accountant |
| Categorical-Workforce Innovation Partnerships Quarterly Report | Tue 4/23/13 | Thu 4/25/13 | 1 hr | Categorical Accountant |
| **May** | **Wed 5/1/13** | **Fri 5/31/13** | **391 hrs** |  |
| **General Activities** | **Wed 5/1/13** | **Fri 5/31/13** | **80 hrs** |  |
| SACs Update | Mon 5/6/13 | Mon 5/27/13 | 8 hrs | Categorical Accountant |
| Trial Balance Review | Wed 5/1/13 | Fri 5/31/13 | 4 hrs | Clerical III,Director of Business Services |
| Post LCGL014S Categorical Expense Report | Thu 5/2/13 | Mon 5/27/13 | 4 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 5/2/13 | Thu 5/30/13 | 2 hrs | Clerical III |
| Higher One Refund Wire | Tue 5/14/13 | Tue 5/14/13 | 1 hr | Accounting & Budgeting Supervisor |
| Cashflow | Fri 5/31/13 | Fri 5/31/13 | 6 hrs | Director of Business Services |
| Higher One Refund Wire | Tue 5/28/13 | Tue 5/28/13 | 1 hr | Director of Business Services |
| ACBO Spring Conference | Mon 5/20/13 | Wed 5/22/13 | 24 hrs | Director of Business Services |
| Approve Employee Timesheets | Fri 5/24/13 | Fri 5/24/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Banner Summer 1st Drop | TBD | TBD | 8 hrs | Student Accounts Technician |
| Annual Employee Reviews | Wed 5/1/13 | Fri 5/31/13 | 20 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| ***Memorial Day*** | Mon 5/27/13 | Mon 5/27/13 | 0 hrs |  |
| **Fiscal Year Closing Activities** | **Wed 5/1/13** | **Fri 5/31/13** | **44 hrs** |  |
| Categorical requisition cut-off date | Fri 5/24/13 | Fri 5/24/13 | 0 hrs |  |
| End of Year Closing Workshop | TBD | TBD | 44 hrs | Buyer,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Director of Business Services,Categorical Accountant,Accounting Assistant III |
| Last Day to Use Procurement Cards | Fri 5/31/13 | Fri 5/31/13 | 0 hrs |  |
| **Reconciliations** | **Wed 5/1/13** | **Fri 5/31/13** | **108 hrs** |  |
| Accounts Payable Reconciliation | Wed 5/15/13 | Tue 5/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Wed 5/15/13 | Tue 5/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Wed 5/15/13 | Tue 5/21/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 5/31/13 | Fri 5/31/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Wed 5/15/13 | Wed 5/15/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Wed 5/15/13 | Thu 5/16/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Wed 5/15/13 | Thu 5/16/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Wed 5/15/13 | Thu 5/16/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Thu 5/16/13 | Thu 5/16/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Fri 5/17/13 | Mon 5/20/13 | 9 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Fri 5/17/13 | Tue 5/21/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Fri 5/17/13 | Wed 5/22/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Fri 5/17/13 | Fri 5/24/13 | 16 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Thu 5/23/13 | Fri 5/31/13 | 24 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 5/31/13 | Fri 5/31/13 | 4 hrs | Capital Outlay Accountant |
| 3rd Quarterly Interest Income Reconciliation | Fri 5/31/13 | Fri 5/31/13 | 2 hrs | Director of Business Services |
| Verify 4th Quarter Property Tax Payment | Fri 5/31/13 | Fri 5/31/13 | 2 hrs | Director of Business Services |
| **Budget Planning/Review Activities** | **Wed 5/1/13** | **Fri 5/31/13** | **128 hrs** |  |
| Tentative Budget Development | Wed 5/1/13 | Thu 5/30/13 | 100 hrs | Director of Business Services |
| Review LCGL012S Budget to Actuals Report | Thu 5/2/13 | Thu 5/2/13 | 4 hrs | Director of Business Services |
| ACBO Northern Conference | Mon 5/27/13 | Wed 5/29/13 | 24 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Wed 5/1/13** | **Fri 5/31/13** | **31 hrs** |  |
| Monthly Cafeteria Income Statement | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | ASO Accounting Assistant II |
| Board Monthly Financials-General Fund | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Reconcile Revolving Cash & Report On PO Report | Mon 5/6/13 | Mon 5/6/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 5/6/13 | Mon 5/6/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 5/6/13 | Mon 5/6/13 | 1 hr | Accounting Assistant III |
| Monthly Purchase Order Report | Mon 5/6/13 | Mon 5/6/13 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Capital Outlay Accountant |
| Monthly Interfund Transfers | Mon 5/6/13 | Mon 5/6/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 5/6/13 | Mon 5/6/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 5/6/13 | Mon 5/6/13 | 2 hrs | Director of Business Services |
| CCFS311 Quarterly Update | Wed 5/15/13 | Wed 5/15/13 | 4 hrs | Accounting & Budgeting Supervisor |
| **June** | **Mon 6/3/13** | **Fri 6/28/13** | **947.72 hrs** |  |
| **General Activities** | **Mon 6/3/13** | **Fri 6/28/13** | **324 hrs** |  |
| Higher One Refund Wire | Tue 6/18/13 | Tue 6/18/13 | 1 hr | Accounting & Budgeting Supervisor |
| SACs Update | Mon 6/3/13 | Mon 6/24/13 | 6 hrs | Categorical Accountant |
| Post LCGL014S Categorical Expense Report | Thu 6/6/13 | Thu 6/27/13 | 2 hrs | Clerical III |
| Post LCGL012S Expense Report for Fund Managers | Thu 6/6/13 | Thu 6/27/13 | 2 hrs | Clerical III |
| Quarterly Audit of Auxiliary, ASO, etc. | Fri 6/14/13 | Tue 6/25/13 | 4 hrs | Accounting & Budgeting Supervisor |
| Internal Controls Audit Preparation | Mon 6/3/13 | Mon 6/24/13 | 179 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor,Clerical III,Director of Business Services,Categorical Accountant |
| Annual Review of Class 1/2/3 Records in Warehouse | Mon 6/3/13 | Fri 6/28/13 | 8 hrs | Director of Business Services,Warehouse Coordinator |
| Cashflow | Fri 6/28/13 | Fri 6/28/13 | 6 hrs | Director of Business Services |
| Estimated Election Costs to Districts (every 2 years) | Fri 6/28/13 | Fri 6/28/13 | 0 hrs |  |
| Banner Summer 2nd Drop | TBD | TBD | 6 hrs | Student Accounts Technician |
| Approve Employee Timesheets | Tue 6/25/13 | Tue 6/25/13 | 2 hrs | Accounting & Budgeting Supervisor,Director of Business Services |
| Internal Controls Audit | Mon 6/17/13 | Fri 6/28/13 | 108 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor,Clerical III,Director of Business Services,Categorical Accountant |
| **Fiscal Year Closing Activities** | **Mon 6/3/13** | **Fri 6/28/13** | **383.72 hrs** |  |
| Miscellaneous EOY Activities (Research, Other reconciliations) | Mon 6/3/13 | Fri 6/28/13 | 366.72 hrs | Buyer,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Clerical III,Director of Business Services,Accounting Assistant III,A/P Accounting Assistant II |
| Follow up on AVSOMC Repayment to District (temp. uses VAPA) | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Estimate Prior Year Recalculation | Fri 6/28/13 | Fri 6/28/13 | 1 hr | Director of Business Services |
| Last Day to enter auditable vouchers to be paid by 6/30 | Mon 6/17/13 | Thu 6/20/13 | 10 hrs | Accounting Assistant III,A/P Accounting Assistant II |
| Last to to Enter Physical Inventory: When operational |  |  | 0 hrs |  |
| Bill Reassign Time to Faculty Bargaining Unit | Fri 5/31/13 | Mon 6/3/13 | 4 hrs | Accounting Assistant III |
| Mileage Claims and Reimbursement Cut-off date | Fri 6/14/13 | Fri 6/14/13 | 0 hrs |  |
| Current year PO rollover to the new fiscal year | Mon 6/17/13 | Mon 6/17/13 | 0 hrs |  |
| Last Day to Enter Inventory Transactions | Fri 6/28/13 | Fri 6/28/13 | 0 hrs |  |
| **Reconciliations** | **Mon 6/3/13** | **Fri 6/28/13** | **81 hrs** |  |
| Accounts Payable Reconciliation | Mon 6/17/13 | Fri 6/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-All Others | Mon 6/17/13 | Fri 6/21/13 | 8 hrs | Capital Outlay Accountant,Accounting & Budgeting Supervisor |
| Accounts Receivable Reconciliation-Restricted | Mon 6/17/13 | Fri 6/21/13 | 8 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Apportionment Payment & Journal to programs | Fri 6/28/13 | Fri 6/28/13 | 4 hrs | Categorical Accountant,Accounting & Budgeting Supervisor |
| Monthly Cafeteria Bank Account Reconciliation Approval | Mon 6/17/13 | Mon 6/17/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Bookstore Bank Account Reconciliation Approval | Mon 6/17/13 | Mon 6/17/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly ASO Bank Account Reconciliation Approval | Mon 6/17/13 | Mon 6/17/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Reconciliation of Auxiliary Service Fund Acct. | Mon 6/17/13 | Thu 6/20/13 | 4 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Corp & Comm Ed Account | Mon 6/17/13 | Mon 6/24/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Cal Grants Account | Tue 6/18/13 | Thu 6/27/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Revolving Cash Account | Tue 6/18/13 | Fri 6/28/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Scholarship & Loan Account | Wed 6/19/13 | Wed 6/26/13 | 5 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Reconciliation of Student Finanical Aid Account | Wed 6/19/13 | Tue 6/25/13 | 9 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Monthly Fees & Deposits Bank Account Reconciliation | Fri 6/21/13 | Fri 6/28/13 | 13 hrs | Accounting & Budgeting Supervisor,Accounting Assistant III |
| Reconcile Error Accounts - 1999/2999/3999 | Fri 6/28/13 | Fri 6/28/13 | 4 hrs | Capital Outlay Accountant |
| **Budget Planning/Review Activities** | **Mon 6/3/13** | **Fri 6/28/13** | **9 hrs** |  |
| Request to Borrow from the Treasury Next Fiscal Year | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Director of Business Services |
| Request to Issue TRANs Next Fiscal Year | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Director of Business Services |
| Request for Interfund Borrowing Next Fiscal Year | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Director of Business Services |
| Annual Tentative Budget Presentation to the Board | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Director of Business Services |
| Review LCGL012S Budget to Actuals Report | Fri 6/7/13 | Fri 6/7/13 | 4 hrs | Director of Business Services |
| **Reports/Contracts Due** | **Mon 6/3/13** | **Fri 6/28/13** | **150 hrs** |  |
| GASB 34/35 Asset Reinventory (every 2 years) last done 06/2009 | Mon 6/3/13 | Fri 6/28/13 | 40 hrs | Director of Business Services |
| GASB 45 Actuarial Study (every 2 years) last done 06/2009 | Mon 6/3/13 | Fri 6/28/13 | 40 hrs | Director of Business Services |
| Negotiate Annual Machine Maintenance & Trailer Lease Rollover | Mon 6/3/13 | Fri 6/28/13 | 40 hrs | Clerical III |
| Annual Peoplesoft Contract | Mon 6/3/13 | Mon 6/3/13 | 3 hrs | Clerical III,Director of Business Services |
| Board Monthly Financials-General Fund | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Accounting & Budgeting Supervisor |
| Monthly Cafeteria Income Statement | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Cafeteria Balance Sheet | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Cafeteria Accounting Assistant III |
| Monthly Bookstore Income Statement | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly Bookstore Balance Sheet | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Bookstore Accounting Technician |
| Monthly ASO Income Statement | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | ASO Accounting Assistant II |
| Monthly ASO Balance Sheet | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | ASO Accounting Assistant II |
| Reconcile Revolving Cash & Report On PO Report | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Income Statement | Mon 6/3/13 | Mon 6/3/13 | 0 hrs |  |
| Monthly Auxiliary Account Balance Sheet | Mon 6/3/13 | Mon 6/3/13 | 0 hrs |  |
| Monthly Purchase Order Report | Mon 6/3/13 | Mon 6/3/13 | 4 hrs | Buyer |
| Monthly Measure R Report | Mon 6/3/13 | Mon 6/3/13 | 2 hrs | Capital Outlay Accountant |
| Monthly Auxiliary Account Income Statement | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting Assistant III |
| Monthly Auxiliary Account Balance Sheet | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting Assistant III |
| Monthly Interfund Transfers | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Intrafund Transfers | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting & Budgeting Supervisor |
| Monthly Audit Findings Status and Update | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Director of Business Services |
| CCFS311 Quarterly from May to Board | Mon 6/3/13 | Mon 6/3/13 | 1 hr | Accounting & Budgeting Supervisor |