

2024-2025 FISCAL YEAR-END CLOSING

JUNE 2025

- ☐ JUNE 2 FY 25-26 requisition numbers (R26xxxxxx) will generate automatically. The transaction date should be **Tuesday, July 1**, for all requisitions to post in FY 25-26.
- ☐ JUNE 5 NCORE and other Statement of Conference Expenses through May 31, 2025.
- ☐ JUNE 10 May Use Tax Reports due.
- ☐ JUNE 12 Notify CSM Business Office if you have any prepayments for next FY's activities (conference registrations, hotel deposits, undelivered supplies, memberships, service contracts, etc.).
 - ★ If paid by ProCard, email csmbusinessoffice@smccd.edu with the C# and receipt for the item(s) purchased.
 - ★ If paying by invoice, email csmbusinessoffice@smccd.edu a copy of the invoice.
- ☐ JUNE 12 Invoices for third-party billings, facility contracts, and rental agreements.
Points of Contact: Annie Mitchell (facilities & rental agreements); Cashiers (third-party)
- ☐ JUNE 12 Accounts Receivable set for outstanding College invoices.
- ☐ JUNE 28 **After June 28**, all journals should be dated **June 28 (Period 12)** until Period 12 is closed.

Once Period 12 is closed, all journals should be dated June 30 (Period 13).

JULY 2025

- ☐ JULY 1 Submit "Authorization for Payment" for IC services provided through June 30, 2025.

Reminder: Independent Contracts MUST be fully executed before payments can be issued and sent to your vendor(s)!

For services provided on or concluding on June 30, submit "Authorization for Payment" by **Monday, July 7, to allow sufficient time to review and route for approvals.**
- ☐ JULY 1 Submit requests for reimbursement, and Statements of Conference Expense packets for services, expenses, and travel on or concluding on June 30, 2025.
- ☐ JULY 3 Mileage, Out-of-Pocket Expenses, Petty Cash Reimbursements through June 30, 2025.

For expenses on or concluding on June 30, submit requests for payment by **Wednesday, July 5, to allow sufficient time to review and route for approvals.**
- ☐ JULY 3 Unit Banking review and exception approval.
- ☐ JULY 3 June ProCard posting (District will post).
- ☐ JULY 7 Submit Statements of Conference Expense forms for all advances and travel expenses

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through June 30, 2025.

For conferences on or concluding on June 30, submit Statements of Conference Expenses packets by **Wednesday, July 5**, to allow sufficient time to review and route for approvals.

- ☐ JULY 7 ProCard Expenditure Journals.
- ☐ JULY 7 Forward all approved invoices to A/P for goods or services received by June 30, 2025.
- ☐ JULY 9 Use Tax Reports due, including any missed months throughout FY24-25.
- ☐ JULY 10 Ensure all POs are PAID, closed, or rolled to the new FY 25-26. CSM Business Office will provide the list. If you would like to run your report, use FWBENS2.

Standing POs will **not** be rolled to the new FY.

- ☐ JULY 15 Expenditure journals transfer requests.

AUGUST 2025

- ☐ **AUGUST 5** Submit **ALL** FY 24-25 ProCard packets to appserv1/CIAG folders.