

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DIVISION OF ADMINISTRATION & FINANCE
OFFICE OF FINANCIAL MANAGEMENT

2008/2009 Budget and Financial Management Calendar

- August 29, 2008 Budget Office submits details of non-recurring & carryover budgets to ASMs and Division Fiscal Officers.
- September 30, 2008 Original Budget Posting Budget Transfer Request (BTR) and completed Resource Allocation Spreadsheets due to Budget@csulb.edu for State Support Budgets to assure budgets show in October month-end close, except for Academic Affairs (October 17, 2008).
- Enterprise Fund (Housing, Parking & UCES) & Lottery Budget Postings and Spreadsheets/Analysis due to Budget@csulb.edu to be reflected in October month end close.
- October 17, 2008 Original budget posting BTR and completed resource allocation spreadsheet due for State Support budgets from Academic Affairs.
- November 26, 2008 Fall Financial Assessment - All Departments including Enterprise Funds, except Academic Affairs State Support. Actuals for July 1 – October 31, 2008 and projections for the period of November 1, 2008 – June 30, 2009 are due from Division Fiscal Officers to Financial Reporting.
- December 3, 2008 Fall Financial Assessment Academic Affairs State Support only. Actuals for July 1 – October 31, 2008 and projections for the period of November 1, 2008 – June 30, 2009 are due from the Division Fiscal Officer to Financial Reporting.
- December 31, 2008 Encumbrances will be liquidated for Fiscal Year 2007/2008
- March 2, 2009 All requisitions or requests to bid Public Works projects over \$400,000 are due in Purchasing. Requisitions not approved and budget checked by this date, or submitted after this date, will be returned or will be processed to the extent resources permit.
- March 4, 2009 Facilities Management chargeback work orders requiring detailed cost estimates and/or Physical Planning approval must be requested by this date. If approved by the requesting department no later than April 1, 2009, work orders with detailed cost estimates will be billed at the estimated costs in the current Fiscal Year (regardless of whether the work is completed in the current Fiscal Year or the following Fiscal Year). If the requesting department cancels the work order, the estimated preparation costs will be charged to that department in FY 2008/2009.
- March 16, 2009 Requisitions with plans and specifications to be bid for Public Works Projects under \$400,000 are due in Purchasing. Requisitions not approved and budget

checked by this date or submitted after this date will be returned or processed to the extent resources permit.

- April 6, 2009 Registration for Fall 2009 begins. Please note that charges for registration and course fees will be recorded as deferred revenue (collection in advance) until the new fiscal year begins on July 1, 2009.
- April 10, 2009 Facilities Management chargeback work orders that do not require detailed cost estimates and/or Physical Planning approval are due in Facilities Management. These work orders are billed using the actual cost method for the labor and materials that are used in conjunction with the work. Work completed and closed by May 14th will be billed no later than May 29th. Work completed from May 15th through the end of June will be billed in the following FY 2009/2010. After April 10th, Facilities Management will continue to schedule work orders that fall into the following categories - health/safety/security, moves, tables and chairs, nameplates and signage, and event support services.
- April 15, 2009 Requisitions for 2009/2010 annual maintenance agreements, annual software license fees, annual site licenses, and other requests for services or materials that will be effective July 1, 2009, are due in Purchasing. Documents to be provided with the requisition include a copy of the previous service order or contract, specifications to include terms and conditions, and the contractor's renewal notice, bill or invoice.
- April 24, 2009 Spring Financial Assessment – Actuals for July 1 - March 31, 2009 and projections for the period of April 1, 2009 to June 30, 2009 are due from Division Fiscal Officers and ASMs to Financial Reporting.
- April 28, 2009 Spring Financial Assessment Academic Affairs State Support only. Actuals for July 1 – March 31, 2009 and projections for the period of April 1, 2009 – June 30, 2009 are due from the Division Fiscal Officer to the Department of Financial Reporting.
- May 01, 2009 Purchasing will begin review for finalization of open blanket purchase orders.
- May 18, 2009 Deadline for issuance of formal bids for award of contract by 6/30/2009.
- June 5, 2009 Deadline to submit final invoice for Major and Minor Capital Outlay Projects whose funds revert on June 30, 2009, with complete approval of payment documents, to the attention of the Accounts Payable Department.
- June 8, 2009 Deadline to submit FY 2008-2009 hard-copy requisitions to Purchasing. Hard-copy requisitions for FY 2008/2009, for all funds, that are received after this deadline will not be processed and will be returned to the originating Division.

- June 11, 2009 Deadline: Requisitions ready for Buyer Assignment (Approved and Budget Checked in CMS and a hard-copy signature of the appropriate authorizing University official received in Purchasing) for Public Works consulting.
- June 12, 2009 Division Fiscal Officers and ASMs will complete a review of budget balances under their responsibility to ensure that they will not be in deficit at year-end. If applicable, payroll and other outstanding accruals must be taken into consideration when reviewing balances. If a deficit balance is projected, please take the necessary action(s) to remedy the deficit, such as disencumber purchase orders for which the University has not received goods or services.
- Deadline to submit any correction or credit requests to Facilities Management work orders that were billed in FY 2008/2009.
- June 19, 2009 Deadline: Last day to submit FY 2008/2009 electronic requisitions. Requisitions must be ready for Buyer assignment (approved and budget checked in CMS and a hard-copy signature of the appropriate authorizing University official received in Purchasing). Requisitions submitted after this deadline (expiring funds only) will be cancelled.
- Deadline: Requisition Change Requests submitted after this date will be returned without processing.
- June 25, 2009 Accounts Payable will process the last Office Max file for fiscal year 2008-2009.
- June 26, 2009 Last day to submit petty cash receipts to the Petty Cash Custodian/ University Cashier's Office for reimbursement in FY 2008/2009. Special emphasis should be given to funds that expire on June 30, 2008, such as Interagency Agreements or contracts.
- Last day for Purchasing to input FY 2008/2009 purchase orders.
- June 29, 2009 Last day Accounts Payable will issue checks for fiscal year 2008/2009.
- June 30, 2009 Purchasing stops processing FY 2008/2009 transactions at 5:00 PM.
- Accounts Payable stops processing FY2008/2009 documents at 11:00 AM.
- Final day to review and change procurement card charges online, cut off time 5:00 PM.
- Fiscal Year 2008/2009 ends. Accounts Payable and Purchasing Closed at 5:00 PM.

EXPENDITURE CONTROL PROCEDURES

1. Payroll & Personnel Transaction Deadlines –

To comply with payroll processing requirements, approved documents must be received by the units indicated below by the following dates:

Salaried, Hourly and Student Assistant Employee deadlines can be found by clicking on the link below.

http://daf.csulb.edu/offices/bhr/hr_management/payroll/calendars/current_po.pdf

2. Purchasing Deadlines for Funding Sources Expiring June 30, 2009

a. **Requisition Deadlines for Year-end**

Generally, requisitions no longer have deadlines based upon fund source. Each requisition has its own deadline based upon when the requestor desires to have the Purchase Order/Contract awarded.

Some of the factors that determine procurement lead time include:

- the need for formal bidding (up to six weeks)
- sole source/sole brand determination
- advertising requirements (21 day minimum advance notice)
- 508 compliance for electronic/information technology equipment
- adequacy of the specifications

508 compliance relating to the Accessibility in Technology Initiative (ATI) for electronic equipment needs to be addressed prior to submitting the requisition. Inadequate or incomplete specifications can substantially delay procurement. The requestor needs to consider all the above when determining when the requisition should be submitted to Purchasing for processing. Requestors are encouraged to contact the Purchasing Office early in the planning stage for complicated procurements.

b. **Advertising Requirements**

The following are advertising requirements:

- i. All Service Orders, Public Works Projects, and Maintenance Agreements over \$5,000 may require advertisement in the California State Contracts Register (CSCR).

- ii. Public Works over \$400,000 requires CSCR advertisement and two (2) trade paper advertisements or one trade paper and one public newspaper advertisement.

c. **Lead Time Requirements for Submitting an Advertisement**

- i. To provide adequate lead time for processing an advertisement, a requisition and a copy of the ad language must be received in Purchasing 21 days prior to the scheduled bid mailing date because the ad must run for two consecutive weeks prior to any bid or notice of bid availability being posted by the Purchasing Office.
- ii. Orders requiring CSCR advertisement must be submitted to the Purchasing Office 21 days prior to the bid date. Ad language must accompany the request.

Costs of advertising in the CSCR and appropriate trade magazine and/or newspaper of general circulation will be assessed and charged to the department via a DGS Fee Record.

Questions on these submission deadlines and large or complex purchases should be directed to Elizabeth Beall, Purchasing Manager at extension 5-8293.

3. Travel Deadlines for Year-end

Upon completion of the trip, a single Travel Expense Claim (Form 262) http://daf.csulb.edu/forms/financial/controller/travel/travel-expense-claim-instr_ati.pdf must be submitted for the expenses incurred. Please be sure that all supporting documentation is attached to the Travel Expense Claim.

5. Budget Transfer Requests

Budget transfers must be submitted on a Budget Transfer Request (BTR) form and emailed by the ASM or designee to budget@csulb.edu. More information available by clicking on the following link: http://daf.csulb.edu/forms/univ_svcs/budget/sec_9_2.pdf

CUT-OFF DATES FOR MONTH-END CLOSING

	Departmental on-line and FAR Form Journal Entries & BTRs	Interface Inbound CB files: Printshop, Copier Program Facilities Management, Police, Telephone, Postage	On-Line PO and Requisition approval	Interface Inbound files: Cashnet and Student Financials	Close Current Period	P-Card Review and Approve Chartfields Electronically	P-Card Hard Copy Approved To A/P
Jul-08	08/01/08	07/22/08	07/29/08	07/31/08	08/06/08	07/30/08	08/01/08
Aug-08	09/02/08	08/22/08	08/29/08	08/31/08	09/5/08	08/30/08	09/02/08
Sep-08	10/01/08	09/22/08	09/29/08	09/30/08	10/06/08	09/30/08	10/01/08
Oct-08	11/03/08	10/22/08	10/31/08	10/31/08	11/05/08	10/30/08	11/03/08
Nov-08	12/01/08	11/24/08	11/29/08	11/30/08	12/05/08	12/01/08	12/01/08
Dec-08	01/02/09	12/22/08	12/21/08	12/31/08	01/07/09	01/02/09	01/02/09
Jan-09	02/02/09	01/22/09	01/29/09	01/31/09	02/05/09	01/30/09	02/02/09
Feb-09	03/02/09	02/23/09	02/27/09	02/28/09	03/05/09	03/2/09	03/02/09
Mar-09	04/01/09	03/23/09	03/29/09	03/31/09	04/06/09	03/30/09	04/01/09
Apr-09	05/01/09	04/22/09	04/30/09	04/30/09	05/06/09	04/30/09	05/01/09
May-09	06/01/09	05/22/09	05/30/09	05/31/09	06/04/09	06/01/09	06/01/09
Jun-09	07/03/09	06/22/09	06/28/09	06/30/09	07/08/09	06/30/09	07/01/09