

COUNTY OF SANTA CRUZ
2017-18 Fiscal Year-End Close
May 11, 2018 2pm
Board of Supervisors Chambers

Welcome and introductions. *Sign in please.*

- Last Day of the Fiscal Year is ~~Saturday June 30th~~ Friday, June 29th
- Year-end closing memo on the Auditor-Controller website in the ONESolution section

1. County Administrative Office

Supplemental and Last Day Budget deadlines
Continuing Agreements List (CAL), UFS and Policy and Procedure Updates
General Fund Estimates to Actuals will be monitored
Year-end accruals and transfers from trust
Rebudget requests for FY 2018-19

2. Purchasing Division

Division Staffing
Timeline for 18/19 purchase order renewals
Fixed Asset and Purchases over \$35,000
New Orders under \$35,000
Change Orders
“R” Emergency Numbers

3. Auditor-Controller’s Office

a. Year-end Accounts Payable – Brian Howard, Accounting Manager

Encumbrance reviews
Continuing agreements for Rent and Advances
Final Check Run for FY 17-18 and First Check run for FY 18-19
Claims Deadline Accruals for Contracts and Regular Purchase Orders
Liquidations for Contracts and Regular Purchase Order
Liquidations for Blanket Purchase Orders

b. Year-end General Accounting- Pam Silbaugh, Accounting Manager

Calendar & Samples
Refer to online documents – Policy and Procedures and AC website instructions / forms
EZ-ONE: Beginning fund balance in July for 18-19 will not be current

c. Audits and Auditors - Marim Fam, Audit Mgr

Year end audit – Brown Armstrong onsite week of June 14 for Single Audit field work
Cost allocation plan – Onsite State audit July 7-13th.

d. Other key topics:

- Travel
- ONESolution: Upcoming training events, and ONESolution user group:
ONESolution User Group Roundtable Wednesday, 13 Jun 2018 2:30pm – 4:00pm,
701 Ocean Street, 3rd Floor Training Room