

## Federal Fiscal Year-End Dates

23/24 Federal Fiscal Year end is **Monday, September 30, 2024.**

Please follow these deadlines to ensure that all financial and payroll transactions will be processed timely for inclusion in the 2023/24 federal fiscal year's ledger. We hope to avoid any last-minute processing of transactions by providing pre-planning communications now.

The deadlines below apply to the following ANR federal funds:

- EFNEP
- CalFresh Healthy Living, UC funds (CFHL, UC)
- Federal Contracts & Grants with 9/30/24 ending dates

To ensure that all appropriate expenditures are posted to the September 2024 general ledger & PPM, please follow the deadlines below:

<b>Purchasing Activity</b>	<b>Date (last day for submission)</b>
Purchases using a Pcard	Friday, 9/13
Low value purchase orders (Requisitions/POs) made without a Pcard	Friday, 9/13
Purchases in Aggie Enterprise Punchout	ASAP or by Friday 9/13
Check Requests (via Workflow Automation Application - WFA)	Monday, 9/16
Invoices for approved POs (Purchase Orders or Blanket Purchase Orders) to be received by BOC	Monday, 9/16
Pcard expense reports and travel expense reports submitted in AggieExpense	Friday, 9/20
Pcard expense reports and travel expense reports in AggieExpense and Requisitions in AggieExpense Punchout approved by County Directors, Pls and other county supervisors	Friday, 9/20
<b>Payroll and Time Reporting</b>	<b>Date (last day for submission)</b>
Salary Cost Transfers	Monday, 09/09/24
10/01/24 Effective Funding changes for Bi-Weekly employees	Thursday, 10/10/24
10/01/24 Effective Funding changes for Monthly employees	Monday, 10/21/24

These September deadlines for purchasing, financial, and time reporting transactions will allow the county offices, the BOC and the UCD Accounting Office time to process all transactions in time to be recorded on the September 30 accounting ledgers.

### Notes:

Bi-Weekly Pay Period 09/29/24 through 10/12/24 does cross over the FFY24 end date of 09/30/24 and the expenses for this pay period will be posted to the October fiscal month.

Monthly Pay Period 09/01/24 through 09/30/24 expenses are expected to be posted to the general ledger on 09/28/24 and they will post in FFY24. However, September MO timesheets reporting vacation and sick time usage in September are not submitted by the employee until after 09/30/24 (employee submits by 10/07 and supervisor approves by 10/09) – and will be processed along with the October salary, falling into FFY25.