

April 1, 2016

TO: School District Administrators
FROM: Division of Administration, Finance and Accountability
SUBJECT: Special June Cutoff Dates for Registers and Miscellaneous Transactions

The “cutoff dates” have now been established for the receipt of registers to be processed in June 2016. Registers must be received by the Kern County Superintendent of Schools Office as follows:

June 23, 2016 — Commercial Warrant Registers

June 24, 2016 — Expenditure Transfers Between Funds

Budget transfers may be made until the books are closed on August 31 (tentatively).

Any B-warrants submitted after the cutoff dates should be set up as Current Liabilities. They will be paid in July.

These cutoff dates have been established as late as possible in order to accommodate as many transactions as can reasonably be processed during the fiscal year. The cooperation of the districts in meeting the above deadlines will be greatly appreciated. It will also ensure an early reconciliation with the County Treasurer and early reporting to the districts on their financial status.

If you have any questions, please call Priscilla Quinn, External Chief Financial Operations Officer, at (661) 636-4732.

PAQ:js