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**Riverside County
Board of Education**

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DATE: November 23, 2010

TO: Chief Business Officials
Accounting Managers
K-12 Districts, Community College Districts, and Charter Schools

FROM: Nancy Sheets, Director *NS*
District Fiscal Services
Division of Administration and Business Services
(951) 826-6575 / FAX [951] 826-6363

SUBJECT: December Processing Schedule

ACTION: Information Only

Please be advised that the Riverside County Office of Education will be closed, due to work year reductions, on December 20th, 21st, and 22nd. Essential services will still be provided during this time by a small number of departments. The department of District Fiscal Services is scheduled to work on these days and provide regular services, and JET mail will be delivered to the districts that are scheduled to be open. Our office will be closed beginning Thursday, December 23, 2010, through Friday, December 31, 2010 for the Winter Break. To assist districts in planning for business processes during this time period, the following December processing schedule has been developed. Please share this information with applicable staff in your district.

Payroll Processing and Delivery

The payroll processing time lines for the 06M, 06S and 06B were emailed out to the districts in October 28th (please see attached). The financial update for the 06M is scheduled on December 24th, for the 6S on December 27th and for the 06B on December 29th.

Unless the district makes special arrangements with our office, all payroll warrants will be sent via JET/regular mail on the following scheduled dates:

- 6M – Tuesday, December 28th
- 6S – Tuesday, December 28th
- 6B – Monday, January 3rd

If your district would like to arrange for an alternative means of distribution, please contact Carolyn Nielsen at (951) 826-6538. Please note payroll warrants should not be released to employees prior to the warrant issue date. The County Treasurer will not honor warrants presented for payment prior to the issue date.

Payroll On Demand (POD) Processing and Delivery

The last day to enter payroll adjustments for PODs will be Wednesday, December 22nd. POD processing will not be available from December 23rd through December 31st. Regular POD processing will resume on Monday, January 3rd.

POD Approval Date	JET Delivery Date
Tuesday, December 21 st	Wednesday, December 22 nd
Wednesday, December 22 nd	Tuesday, December 28 th
Monday, January 3 rd	Tuesday, January 4 th

Payroll Warrant Cancels and Stop/Reissues

The last day for submission of cancellations and stop/reissues is Tuesday, December 21st. Reissued warrants will be in JET mail on Wednesday, December 22nd.

Commercial Warrant Processing and Delivery

Claims may be entered and approved from December 22nd through January 2nd (excluding Sundays from noon to 10:00 p.m.). Please be reminded, the claims approval screen is not available from 7:00 p.m. – 5:00 a.m. daily. Commercial warrants, excluding audited warrants, will be delivered to the districts as follows:

Warrant Approval Date	JET Delivery Date
Tuesday, December 21 st	Tuesday, December 28 th
Wednesday, December 22 nd – Tuesday, December 28 th	Monday, January 3 rd
Wednesday, December 29 th – Sunday, January 2 nd	Tuesday, January 4 th

Please share these dates with your accounts payable staff to ensure sufficient processing time for delivery of warrants to your vendors. Claims need to be entered and approved no later than Tuesday, December 21st, to be delivered via JET mail on December 28th.

All commercial warrants will be sent via JET/regular mail unless the district makes special arrangements with Lisa Coleman at (951) 826-6634.

***NOTE:** Please approve all claims entered from Thursday, December 23rd through Sunday, January 2nd, on your last workday, rather than daily. This will eliminate unnecessary paperwork and allow our office to process the claims on the designated schedule.*

Commercial Warrant Cancellations and Stop/Reissues

The last day for submission of cancellations and stop/reissues is Monday, December 20th. This will allow the reissued warrants to be in the JET mail on Wednesday, December 22nd.

Distribution of Revenue

Distribution of the December state apportionment will be made on Wednesday, December 29th. Property taxes will be distributed as soon as the funds are received, currently estimated by December 17th.

December Deposits

The last day for submission of district deposits is Tuesday, December 21st. Please do not send deposits on Wednesday, December 22nd, since we receive JET mail late in the afternoon and will not be able to deposit these funds with the treasurer. All deposits received after this date will be processed in January 2011.

NOTE: Please do not send deposits in the JET mail on Tuesday, December 28th, as there will be no staff in District Fiscal Services to receive and secure the funds until Monday, January 3rd.

December Financial Transactions

The last day for submission of district interfund transfers is Tuesday, December 21st. All interfund transfers received after this date will be processed in January 2011. The December ledger cutoff date for all data input is Friday, December 31st.

Wire Transfer Out

If your district needs to have a Wire Transfer Out completed during the Winter Break, please send the required documentation in by Monday, December 20th, and we will work with the Treasurer's Office to have it processed.

Systems Development Services and Support

The Riverside County Office of Education's Systems Development Services and Support (SDSS) will provide staffing on December 28th and 29th, from 7:00 a.m. to 5:00 p.m. If you should need assistance, Systems Support can be reached at (951) 826-6800.

JET Services

JET services will be provided on Tuesday, December 28th. There will be no JET services on December 23rd – 27th, and December 29th – 31st. JET services will resume on Monday, January 3rd.

If you have any questions or need additional information please feel free to contact me.

NS:tk

L:\Payroll & Retirement\Winter Break Schedule\Winter Break CY 2003-2010\Winter Break 2010 DecCalLetter.doc

Attachment