

# BUDGET COMMITTEE

## MEETING AGENDA

April 23, 2025

3:00 – 4:30 p.m.



**Location: Zoom**

**Time: 3:00 p.m. – 4:30 p.m.**

### Committee Members: 15

Shannon Carter, Chair  
Stephen Lancaster, Co-Chair  
Delana Miller  
Emily Woolery  
Gabriel Tinoco

Joe Louis Hernandez  
Kelly Fowler  
Lisa Romo  
Madelyn Arballo  
Rosa Royce

Shiloh Blacksher  
Valerie Arenas-Rey  
Zak Gallegos  
Sophie Gieng (Student)  
Xenia Chen (Student)

**Guest:**  
Patricia Quinones  
Vivian Ruiz (Notes)

### AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summary of March 26, 2025
3. Report Out from IEC Representative
4. Emergency Funding Request
5. ACCJC Report
6. Purchasing Deadlines
7. Gift of Public Funds
8. Crafting a Response for the Next PAC Report Out

**FUTURE BUDGET COMMITTEE MEETINGS (3:00 p.m. – 4:30 p.m.):**

**The committee does not meet during Summer or Winter Intersessions unless needed.**

**May 28**

**June 11, 2025**

**Mt. San Antonio College**  
**Budget Committee Summary of**  
**April 23, 2025**  
**Location: Zoom**  
**Time: 3:00 p.m. – 4:30 p.m.**

**Committee Members:**

<input checked="" type="checkbox"/> Shannon Carter- Co-Chair	<input checked="" type="checkbox"/> Valerie Arenas Rey	<input checked="" type="checkbox"/> Lisa Romo	<input checked="" type="checkbox"/> Patty Quinones (Guest)
<input checked="" type="checkbox"/> Stephen Lancaster, Co-Chair	<input checked="" type="checkbox"/> Shiloh Blacksher	<input type="checkbox"/> Gabriel Tinoco	<input checked="" type="checkbox"/> Vivian Ruiz (Notes)
<input checked="" type="checkbox"/> Kelly Fowler	<input checked="" type="checkbox"/> Emily Woolery	<input type="checkbox"/> Madelyn Arballo	
<input checked="" type="checkbox"/> Delana Miller	<input checked="" type="checkbox"/> Zak Gallegos	<input type="checkbox"/> Sophie Gieng (Student)	
<input checked="" type="checkbox"/> Rosa Royce	<input type="checkbox"/> Joe Louis Hernandez	<input type="checkbox"/> Xenia Chen (Student)	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. <b>Agenda check</b>	Agenda checked.	
2. <b>Review the Budget Committee Meeting Summary of March 26, 2025</b>	The Budget Committee reviewed and approved the meeting summary of March 12, 2025.	<b>The meeting summary was approved.</b>
3. <b>Report from IEC Representative</b>	<p>Patty shared that the primary focus of the IEC Committee is to review and revise the program review process. They have developed a timeline to guide this work, aiming for full implementation by the 2025–2026 program review cycle. Although the process typically opens in November/December, most departments complete their program reviews in the spring.</p> <p>Regarding the joint Budget Committee and IEC meeting: IEC likely won't be ready to meet after the spring due to the ongoing program review redesign. We aim to schedule a joint meeting by October. Since both committees meet on the same day, we can extend either IEC or Budget Committee. The overarching goal is to support IEC's work and explore a method to rate or rank resource requests in PIE.</p> <p>In the meantime, a subgroup from the Budget Committee can collaborate with IEC before spring ends. Volunteers for this subgroup include Zak, Stephen, Shilo, Emily, and Shannon.</p>	

<b>4. Emergency Funding Request</b>	Emergency Fund Request: Previously known as the Immediate Needs Request, this process underwent changes in March 2024. At that time, ongoing funding requests were no longer accepted through this form; instead, it was limited to one-time funding requests and renamed the Emergency Fund Request. In March 2025, the form was revised again to improve clarity. A sentence was added to better inform the campus community: “An Emergency Funding Request may only be used to request one-time funds. To request funds, please refer to the Budget Development Guide – New Resource Allocations.”	
<b>5. ACCJC Report</b>	ACCJC 2025 Annual Fiscal Report: The committee reviewed the 2025 Annual Fiscal Report for California Community Colleges, covering Fiscal Year 2023–2024. This Annual Fiscal Report is a required yearly submission that includes key metrics such as enrollment data, student achievement outcomes, and financial stability indicators. The information included in the ACCJC report is compiled from existing sources, including data previously submitted in the CCFS-311, CCFS-320, and Financial Aid reports.	
<b>6. Purchasing Deadlines</b>	<p>Fiscal Year 2024-2025 Deadlines. A campus announcement with more information was emailed on April 16, 2025</p> <ul style="list-style-type: none"> <li>• April 11, 2025 – All Requisitions and Change Orders for All Funds</li> <li>• June 13, 2025 – Cutoff for ordering all items from a Standing Purchase Order</li> <li>• June 13, 2025 – Cutoff for purchasing items with a P-Card (P-Card purchases resume on July 1st)</li> <li>• June 30, 2025 – Deadline for all supplies, equipment, and services to be received</li> </ul>	
<b>7. Gift of Public Funds</b>	Gift of Public Funds: A brief presentation from Delana Miller regarding spending of public fund expenditures.	

<b>8. Crafting a Response for the Next PAC Report Out</b>	The committee will report the following to PAC: A summary of the Budget Committee meeting minutes was shared with PAC for review.	
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**FUTURE MEETING DATES**

The Committee does not meet during summer or winter Intersessions unless needed.

**May 28, 2025**

**June 11, 2025**

**August 27, 2025**

### Immediate Need Request

An “immediate need” occurs when a sudden, one-time, and/or ongoing increase in funding is necessary to continue operating a critical or legally mandated program or service or to prevent liability to the College. Generally, immediate need requests **should not be used to hire permanent employees**. The Immediate Need Request Form (Appendix F) should be submitted to the appropriate dean/director, who will approve and forward it to the appropriate vice president. Fiscal Services will process funding after President’s Cabinet’s approval. An immediate need request may be submitted anytime during the fiscal year.

1. Example 1: An “immediate need” would occur if an expensive, required piece of equipment has broken down and cannot be repaired; instruction cannot continue without it, but the Department/Unit does not have enough available budget to purchase a replacement. If the equipment is so expensive that it would by itself drain much of the supply budget and so necessary that the program could not continue without it, then it qualifies as an “immediate need.”
2. Example 2: An “immediate need” would occur if an increase in fuel cost for the aeronautics instructional program would cause the planes to be grounded and the students cannot fly.
3. Example 3: An “immediate need” would occur if the College discovers mold growing in an occupied building and must hire a hazardous material cleanup service to come in and remove the mold, and such a service was not included in the facilities budget or any department budget.

## Emergency Funding Request

An “emergency funding request” occurs when a sudden, one-time amount is necessary to continue operating a critical or legally mandated program or service to prevent liability to the College. Generally, emergency funding requests **should not be used to hire permanent employees**. The Emergency Funding Request Form (Appendix F) should be submitted to the appropriate dean/director, who will approve and forward it to the appropriate vice president. Fiscal Services will process funding after the President’s Cabinet’s approval. An emergency funding request may be submitted anytime during the fiscal year.

1. Example 1: An “emergency funding request” would occur if an expensive, required piece of equipment has broken down and cannot be repaired; instruction cannot continue without it, but the Department/Unit does not have enough available budget to purchase a replacement. If the equipment is so expensive that it would by itself drain much of the supply budget and so necessary that the program could not continue without it, then it qualifies as an “emergency funding.”
2. Example 2: An “emergency funding request” would occur if an increase in fuel cost for the aeronautics instructional program would cause the planes to be grounded and the students cannot fly.
3. Example 3: An “emergency funding request” would occur if the College discovers mold growing in an occupied building and must hire a hazardous material cleanup service to come in and remove the mold, and such a service was not included in the facilities budget or any department budget.

# EMERGENCY FUNDING REQUEST

2024-25

Requested by: (Unit, Department, Division or Vice President)			Date to VP:
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:			Date to Cabinet:
Division:			Outcome:
Vice President:			

Budget Request(s)		Justification for Request(s)	Funding	
(List in Priority Order)		An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount Requested**	Amount Approved
1.				
	Account Number(s):			
2.				
	Account Number(s):			
3.				
	Account Number(s):			

An Emergency Funding Request may only be used to request one-time funds. To request ongoing funds, please refer to the *Budget Development Guide - New Resource Allocations*.

\*\* The amount requested should include all ancillary costs, such as sales tax, shipping fees, etc. Please provide supporting documentation such as price quotes from a vendor, a copy of a catalog, etc.



ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES

## ANNUAL FISCAL REPORT

# 2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Mt. San Antonio College

## Section 1 - General Information:

Questions marked with an \* are required.

1. College name: \*

Mt. San Antonio Colleg

2. District name (if different from college name, otherwise enter 'n/a'):

Mt. San Antonio Comm

3. Contact information for Chief Business Officer:

Name of College/District Chief Business Officer (CBO) \*

Shannon Carter

Title of College/District CBO \*

Acting Vice President, /

Phone number of College/District CBO \*

909-274-4230

E-mail of College/District CBO \*

shannon.carter@mtsac

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## Section 2 - Revenue:

*For numerical fields, commas can be entered to delineate 1000s (e.g. 1,000,000)*

4. Revenue (Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance) \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
4a. Total Unrestricted General Fund Revenues (excluding account 8900)	242725697	268969650	313680509
4b. Other Unrestricted Financing Sources (account 8900) (if none, please enter 0)	2609918	367400	298971

Please use the 'Next' button for page 2 of Revenues.

## Section 2 - Revenue (Part 2)

4b. Other Unrestricted Financing Sources (account 8900) is primarily comprised of (two largest components, if applicable):

*Note: ACCJC does not count other unrestricted financing sources as a regular and ongoing source of revenue, unless it is a sustainable annual revenue. ACCJC will no longer count HEERF funds as sustainable beginning with FY 22/23. Please list any HEERF used in 22/23 and 23/24 as one-time. Transfers-in from OPEB trusts are not sustainable; list as one-time.*

4bi. On the previous page, you listed **\$2609918** in revenue from Other Unrestricted Financing Sources in FY 2021/2022. Please describe the two primary sources for this revenue. (List no more than 2).

	Description	Amount (\$)	Sustainable/One-time/HEERF
FY 2021/2022 (1) *	Revenue Losses Reimbursemen	2107206	HEERF
FY 2021/2022 (2)	Various carryover	502712	One-time

4bi. On the previous page, you listed **\$367400** in revenue from Other Unrestricted Financing Sources in FY 2022/2023. Please describe the two primary sources for this revenue. (List no more than 2).

	Description	Amount (\$)	Sustainable/One-time/HEERF
FY 2022/2023 (1) *	Various carryover	367400	One-time
FY 2022/2023 (2)			-- Please Select --

4bi. On the previous page, you listed **\$298971** in revenue from Other Unrestricted Financing Sources in FY 2023/2024. Please describe the two primary sources for this revenue. (List no more than 2). Please list HEERF as one-time for 2023-2024.

	Description	Amount (\$)	Sustainable/One-time
FY 2023/2024 (1) *	Various carryover	298971	One-time
FY 2023/2024 (2)			-- Please Select --

### 5. Unrestricted General Fund Beginning/Ending Balance \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
a. Net (Adjusted) Unrestricted General Fund Beginning Balance <i>Use adjusted unrestricted beginning fund balance from CCFS 311 Annual.</i>	65180667	60395491	53115911
b. Net Unrestricted General Fund Ending Balance, including transfers in/out <i>This amount is the amount reported on the CCFS 311 report after transfers in/out</i>	60395491	53115911	71646290

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## Section 3 - Expenditures/Transfers (General Fund Expenditures/Operating Expenditures):

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)

### 6. Expenditures (Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance) \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
a. Total Unrestricted General Fund Expenditures (including account 7000)	250120791	276616630	295449101
b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	219804830	246406419	265214794
c. Other Unrestricted General Fund Expenses (6a-6b)	30315961	30210211	30234307
d. Unrestricted General Fund Ending Balance	60395491	53115911	71646290
6.d. same as 5.b., which includes transfers in/out			

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## Section 4 - Liabilities - Debt:

7. Did the District borrow funds for cash flow purposes? \*

	Yes	No
FY 2021/2022	<input type="radio"/>	<input checked="" type="radio"/>
FY 2022/2023	<input type="radio"/>	<input checked="" type="radio"/>
FY 2023/2024	<input type="radio"/>	<input checked="" type="radio"/>

8. Short-Term Borrowing (TRANS, etc.) \*

*List total short-term Unrestricted General Fund Borrowing/Debt.*

FY 2021/2022 (\$)	<input type="text" value="0"/>
FY 2022/2023 (\$)	<input type="text" value="0"/>
FY 2023/2024 (\$)	<input type="text" value="0"/>

9. Did the District issue unrestricted long-term debt instruments or other new borrowing (not G.O. Bonds) during the fiscal year? (Do not include GASB 87 capitalized leases) \*

	Yes	No
FY 2021/2022	<input type="radio"/>	<input checked="" type="radio"/>
FY 2022/2023	<input type="radio"/>	<input checked="" type="radio"/>
FY 2023/2024	<input type="radio"/>	<input checked="" type="radio"/>

9a. If you answered YES for any year in question 9, please indicate what type. Enter n/a if not applicable. \*

	FY 2021/2022	FY 2022/2023	FY 2023/2024
Please indicate what type of long-term debt instruments or new borrowing the college issued.	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>

9b. If you answered YES for any year in question 9, please indicate amounts. Enter n/a if you answered NO. \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Total amount for debt instruments/borrowing entered for question.	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>

10. Annual Debt Service Payments (Unrestricted General Fund). Please include annual payments on GASB 87 capitalized leases. \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Annual Debt Service Payment Amounts <i>(include transfers made from the UGF to any other fund for the purposes of debt service payments)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



# Section 5 - Other Post-Employment Benefits (OPEB):

Source: Most recent GASB 74/75 OPEB Actuarial Report

11. Most recent GASB 74/75 OPEB actuarial year: \*

a. Total OPEB Liability (TOL) for OPEB

\$ 145554440

b. Fiduciary Net Position (FNP)

\$ 116780760

c. Net OPEB Liability (11a-11b)

\$ 28773680

d. Funded Ratio [Fiduciary Net Position (FNP)/TOL]

80%

12. Date of most recent GASB 74/75 OPEB Actuarial Report – use valuation date \*

06/30/2023

13. Has an irrevocable trust been established for OPEB liabilities? \*

☒ Yes ☐ No

14. OPEB Trust or Reserves (enter n/a if not applicable) \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
14a. Amount deposited into OPEB Irrevocable Trust			
<i>Add amounts deposited during the fiscal year. These amounts are usually included in the District's Annual Audit, and trust is referred to as Fiduciary Trust or Plan Fiduciary.</i>	11887894	5907610	3005984
14b. Amount deposited into non-irrevocable Reserve specifically for OPEB	n/a	n/a	n/a

15. Has the district utilized OPEB or other special retiree benefit funds to help balance the general fund budget in 2023/2024?

*If yes, please be sure to provide the description and amount in Section 2: Revenue in your answers for Question 4bi, FY 2023/2024. \**

☐ Yes ☒ No

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## Section 6 - Cash Position:

16. Cash Balance at June 30 from Annual CCFS 311 Report \*

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Combined General Fund Balance Sheet Total (Unrestricted and Restricted – accounts 9100 through 9115)	420685599	379495001	275077251

17. Does the College prepare cash flow projections during the year? \*

☒ Yes ☐ No

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## Section 7 - Annual Audit Information:

**NOTE:** Audited financial statements are due to the ACCJC no later than April 12th, 2025. Please email a PDF version of the Audited Financial Statements to [support@accjc.org](mailto:support@accjc.org).

18. Date annual audit report for 2023/2024 was electronically submitted to ACCJC, along with the institution's response to any audit exceptions \*



The following information is found in the beginning of the Findings and Questioned Costs Section of the Annual Audit.

19. List the number of audit findings (financial statement, federal compliance and state compliance) for each year \*

FY 2021/2022

FY 2022/2023

FY 2023/2024

Number of findings (enter 0 if none)

20. From Summary of Auditors Results (Annual Audit) for FY 2023/2024:

Number of modified/qualified opinions, if any (enter 0 if none): \*

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## Section 8 - Other Information:

### 21. Budgeted/Actual FTES \*

	FY 2021/2022	FY 2022/2023	FY 2023/2024
21a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target) <i>Resident FTES only.</i>	<input type="text" value="32912"/>	<input type="text" value="32583"/>	<input type="text" value="33513"/>
21b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320, or from more recent CCFS 320 Recal if applicable <i>Report resident FTES only. Please use actual FTES, not hold harmless FTES</i>	<input type="text" value="29278"/>	<input type="text" value="30410"/>	<input type="text" value="33717"/>

### 22a. During the report year, did the institution settle any contracts with employee bargaining units? \*

☒ Yes ☐ No

### 22b. Did any negotiations remain open? \*

☒ Yes ☐ No

### 22c. How many unit contracts remained open (ongoing negotiations) for over two years? (enter 0 if none) \*

### 22d. Please use the box below to provide additional context related to ongoing negotiations. \*

For the fiscal year 2023-24, the Faculty, Management, Confidential, CSEA 262, and CSEA 651 employee groups received a 4.11 percent increase. These increases have been funded from Unrestricted and Restricted funds.

23. USDE official cohort Student Loan Default Rate (FSLD) \*

	Cohort Year 2019 (Published fall 2022)	Cohort Year 2020 (Published fall 2023)	Cohort Year 2021 (Published fall 2024)
Cohort 3-year rate	4.2%	0%	0%

24a. For report year, how many executive or senior administrative leadership positions have a new permanent administrator hired into the position as of June 30, 2024, or remain vacant at June 30, 2024?

*Senior administrative leadership generally includes the Chief Executive Officer (CEO) of the college/district and up to five senior administrators of the college/district who report to that position based on the institutional org chart. 'Senior executive leadership' always includes the chief business official, chief financial officer of the college/district.*

\*

1

24b. How many executive or senior administration leadership positions have been replaced with an interim as of June 30, 2024? \*

0

24c. Please describe the leadership change(s) (Please enter 'n/a' if there were no leadership changes.) \*

The Board of Trustees approved hiring the President/CEO, effective July 1, 2023.

25. Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit).

N/A

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## IMPORTANT DEADLINES

**To:** All Staff

**From:** Delana Miller, Chief Fiscal Services Officer

**Date:** May 1, 2025

**Subject:** **2024-25 Fiscal Services Year-End Deadlines**

The fiscal year-end is quickly approaching. As a result, the Fiscal Services Department is responsible for closing the college's 2024-25 financial records as of June 30, 2025. We really appreciate your cooperation in complying with the deadlines listed below, as we may not have the flexibility to accommodate late paperwork due to the 4/10 work schedule during the summer.

We recognize that these are very tight deadlines for processing the paperwork and for obtaining the required approval signature(s); however, these due dates are necessary for Fiscal Services to prepare the Adopted Budget for the fiscal year 2025-26. Carefully review the items listed below, and please plan accordingly for your respective areas.

PRELIMINARY DEADLINES	DUE DATE
<b><u>Online Appropriation Transfers &amp; Budget Revisions:</u></b> Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or <a href="mailto:budgetrevisions@mtsac.edu">budgetrevisions@mtsac.edu</a> ) by <b>May 16, 2025</b> , for <b>Board Approval on June 25, 2025</b> .	<b>May 16, 2025</b>
<b><u>Online Appropriation Transfers &amp; Budget Revisions:</u></b> Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or <a href="mailto:budgetrevisions@mtsac.edu">budgetrevisions@mtsac.edu</a> ) by <b>June 13, 2025</b> , for <b>Board Approval on July 9, 2025</b> .	<b>June 13, 2025</b>
<b><u>Purchase Orders:</u></b> Cutoff for ordering all items from a Standing Purchasing Order.	<b>June 13, 2025</b>
<b><u>Procurement Cards Purchases:</u></b> In order for all purchases to be received by <b>June 30, 2025</b> , all P-card purchases must be made by the close of business on <b>June 13, 2025</b> . Please do not make any purchases using the P-Card from <b>June 14, 2025, through June 30, 2025</b> .	<b>June 13, 2025</b>
<b><u>Procurement Cards Expense Reports:</u></b> Chrome River Expense Reports for P-cards must be <b>submitted by June 18, 2025</b> . All approvals must be completed no later than June 25, 2025.	<b>June 18, 2025</b>
<b><u>Mileage, Conference, and Travel: Reimbursement claims for expenses must be submitted by June 13, 2025</u></b> , and fully approved by <b>June 18, 2025</b> .	<b>June 13, 2025</b>
<b><u>Independent Contractors:</u></b> Reimbursement claims and invoices need to be received by Accounts Payable in order to <b>receive payment by June 20, 2025</b> .	<b>June 13, 2025</b>
<b><u>Full-time Faculty Hourly Timesheets</u></b> (i.e., non-teaching, substitutes, etc.): Work performed from May 22, 2025, through June 21, 2025, will be paid on <b>June 30, 2025</b> .	<b>June 18, 2025</b>
<b><u>Chrome River Pre-Approvals:</u></b> Must be submitted and approved by the appropriate level(s) of the department Management by <b>June 13, 2025</b> . If there is a need to request conference & travel approval from June 14, 2025, through June 30, 2025, please submit a PDF form to Fiscal Services by June 28, 2025.	<b>June 13, 2025</b>
FINAL DEADLINES	DUE DATE
<b><u>Online Appropriation Transfers &amp; Budget Revisions:</u></b> Appropriation transfers and budget revisions for 2024-25 must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or <a href="mailto:budgetrevisions@mtsac.edu">budgetrevisions@mtsac.edu</a> ) <b>by June 13, 2025</b> . Online entries received after the deadline will not be processed and will be deleted from Banner.	<b>July 3, 2025</b>
If there is a need to process appropriation transfers and budget revisions from <b>June 13, 2025, through June 30, 2025</b> , submit a <b>signed, paper (hardcopy) form</b> to Fiscal Services <b>by July 3, 2025</b> .	

<b><u>Classified Monthly Employees' Timesheets-Overtime:</u></b> Overtime worked from <b>June 1, 2025, through June 30, 2025</b> , should be included on employees' June Workforce time sheet. June overtime will be paid on the July 31, 2025, payroll but will be accrued to the <b>2024-25</b> fiscal year.	<b>July 1, 2025</b> <b>(Must be approved by manager by 7/3)</b>
<b><u>Short-term and Professional Expert Hourly Employees' Timesheets:</u></b> Work performed through <b>June 30, 2025</b> , will be paid <b>July 15, 2025</b> . Timesheets are due <b>as soon as possible</b> , but no later than <b>July 7, 2025</b> , at 10:00 a.m.	<b>July 7, 2025</b> <b>(Must be in the Payroll Office by 10:00 a.m.)</b>
<b><u>Full-time Faculty Hourly Timesheets</u></b> (i.e., non-teaching, substitutes, etc.): Work performed from June 22, 2025, through June 30, 2025, will be paid on <b>July 31, 2025</b> , but will be accrued to the <b>2024-25</b> fiscal year.	<b>July 3, 2025</b> <b>(Must be in the Payroll Office by 10:00 a.m.)</b>
<b><u>Part-time Faculty Hourly Timesheets</u></b> (i.e., counselors, substitutes, etc.): Work performed through <b>June 30, 2025</b> , will be paid on <b>July 10, 2025</b> . Timesheets are due <b>as soon as possible</b> , but no later than <b>July 2, 2025</b> , * at 10:00 a.m.	<b>July 2, 2025*</b> <b>(Must be in the Payroll Office by 10:00 a.m.)</b>
<b><u>Classified Web Timesheets:</u></b> June Workforce time sheets must be submitted by staff by <b>July 1, 2025</b> , and approved by the immediate manager by <b>July 3, 2025</b> .	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Mileage, and Conference and Travel:</u></b> Reimbursement claims for expenses, which are incurred between <b>June 14, 2025, and June 30, 2025</b> , are <b>due as soon as possible</b> but no later than <b>July 3, 2025</b> .	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Purchase Orders:</u></b> Outstanding paperwork pertaining to any purchase orders that have not been closed or paid, such as invoices, receipts, etc., must be received by the <i>Accounts Payable Department</i> .	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Procurement Cards Purchases:</u></b> In order, for all purchases to be received by <b>June 30, 2025</b> , all P-Card purchases must be made by the close of business on <b>June 13, 2025</b> . Please <b>do not make</b> any further purchases using the P-Card from <b>June 14 through June 30, 2025</b> .	<b>June 13, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Procurement Cards Expense Reports:</u></b> Chrome River Expense Reports for P-cards must be submitted by June 18, 2025. <b>All approvals must be completed no later than June 25, 2025.</b>	<b>June 25, 2025</b>
<b><u>Independent Contractors:</u></b> Reimbursement claims and invoices, which are incurred between <b>June 13, 2025, and June 30, 2025</b> , need to be received by Accounts Payable Department <b>as soon as possible</b> but no later than <b>July 3, 2025</b> .	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Billing for Services:</u></b> Information needed to prepare Invoices for services completed by <b>June 30, 2025</b> , such as facilities usage, printing charges, etc., need to be received by Delana Miller.	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>
<b><u>Emergency</u></b> last-minute purchases from <b>June 14, 2025, through June 30, 2025</b> – Receipts, packing slips, or invoices need to be received by the <i>Accounts Payable Department</i> <b>as soon as possible</b> , but no later than <b>July 3, 2025</b> .	<b>July 3, 2025</b> <b>Final Year-end Deadline</b>