



Kathy Gomes  
Auditor-Controller  
(209) 754-6343

891 Mountain Ranch Rd.  
San Andreas, CA 95249

MEMORANDUM

TO: Special Districts

FROM: Kathy Gomes – Auditor-Controller

DATE: Tuesday, June 14, 2022

SUBJ: May 2022 is closed

Some important reminders:

- The deadline for accounts payable for the 2021-22 fiscal year is Thursday, June 23, 2022. Anything submitted after that date will be paid in the next fiscal year and will need to have an invoice date of July 1, 2022 or later.
- The 22/23 Recommended Budgets are **due Friday, 6/17/2022.**
- Annual Signature Authorization Forms are **due Friday, 6/17/2022** to have in place for 7/1/2022 to ensure bills are paid for 22/23 expenditures.
- **Use 7/1/2022 as your invoice date for claims that are budgeted for 2022/23.**
- Please recall that July 1<sup>st</sup> will have ZERO cash. Until this office closes 2021/22, we will not be able to roll assets, liabilities, or fund balances from 6/30/2022. To determine where your cash position is, please continue to run the balance sheet from 6/30/2022 and factor in the 2022/23 revenue and expenses that will be posting starting July 1. Additionally, our staff can always assist with that analysis, if needed.
- Submit district audited financial statements, per GC26909, as soon as possible. Our office will not be able to prepare and submit any reports to the State Controller's Office on your behalf unless we have your most current statement.

Should you have any questions, feel free to contact us directly.