

**MoMo Lim**

---

**From:** PCCD Announcement  
**Sent:** Thursday, April 16, 2020 9:10 AM  
**To:** Announcements  
**Subject:** Monthly Closing Update - Announcement



Hello All,

The Finance Department will be implementing the following new monthly procedures to enhance our regulatory accountability. **All items will be due by the 12<sup>th</sup> day of every month for the prior month's activity.** For example, May 12<sup>th</sup> will be the due date for activity from April 1, 2020 through April 31, 2020. The following are a list of reports/processes:

- Cash Flow Statement Reports: The report/process will be completed by Herzie Mendoza in the Finance Department. Herzie will take the previous annual cash flow, break it down by month and make any monthly adjustments based on what has actually taken place. The Cash Flow Statements Report will be submitted to Vice Chancellor of Finance & Administration, Carla Walter and the Executive Fiscal Director, Adil Ahmed.
- Monthly Financial Statement Reports: The report/process will be completed by Executive Fiscal Director, Adil Ahmed in the Finance Department. The report will be submitted to Vice Chancellor of Finance & Administration, Carla Walter.
- Monthly Accounting Closing: The report/process will be done by Senior Systems Analyst, Vu Nguyen in the Finance Department. Vu will officially close the accounting books in PeopleSoft on the 12<sup>th</sup> of each month for the prior month. Please refer to the same example above for dates.

We appreciate your assistance and cooperation.

Thank you,

Carla

Dr. Carla Walter  
Vice Chancellor of Finance and Administration  
[Peralta Community College District](#)  
333 E. 8th Street  
Oakland, CA 94606  
510 466 7829



This announcement submitted by Richard Ferreira. Contact Richard at [rferreira@peralta.edu](mailto:rferreira@peralta.edu) if you have questions about this announcement.

PLEASE DO NOT "REPLY" TO ANNOUNCEMENTS. IF YOU WISH TO COMMENT ON A POSTER'S MESSAGE, RSVP OR ASK QUESTIONS, PLEASE CLICK THE "FORWARD" BUTTON AND FORWARD YOUR RESPONSE TO THE POSTER'S ADDRESS. DO NOT USE "REPLY."

POSTERS: PLEASE INCLUDE YOUR CONTACT INFORMATION IN YOUR POST.

---

A decorative footer graphic with a blue gradient background and wavy lines. The text is white and positioned in the lower-left corner.

Peralta Community College District  
333 E. 8th St., Oakland, CA 94609  
[peralta.edu](http://peralta.edu)