

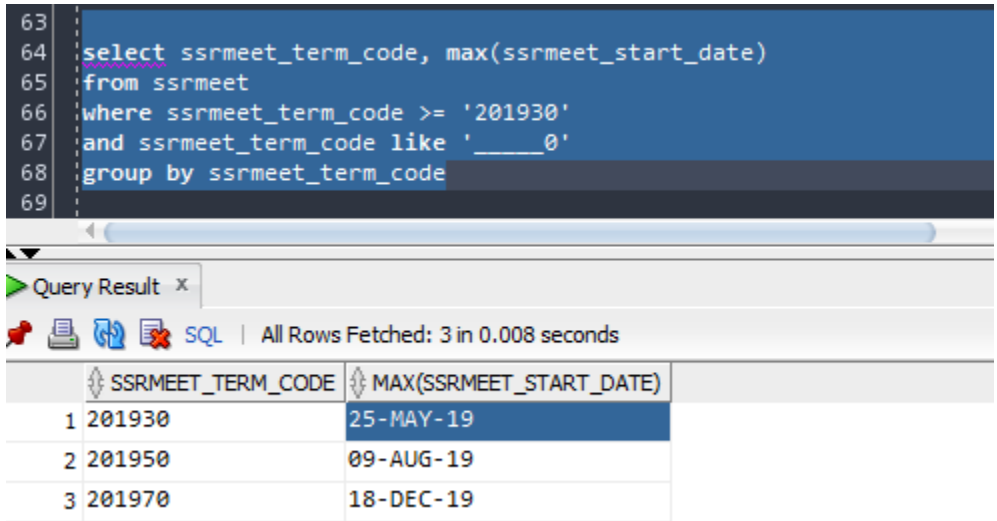
**From:** Vahe Hovakimian <[vhovakimian@ccsf.edu](mailto:vhovakimian@ccsf.edu)>  
**Sent:** Wednesday, May 22, 2019 4:18 PM  
**To:** Chyi, Leo (CHF) <[leo.chyi@dcyf.org](mailto:leo.chyi@dcyf.org)>  
**Cc:** Luther Aaberge <[laaberge@ccsf.edu](mailto:laaberge@ccsf.edu)>  
**Subject:** Timing of Invoice Data Cutoff

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Hello Leo,

Hope all is well with you. Luther asked me to reach out to you regarding the timing of our invoice data cutoff.

The current final start dates for late start classes are as follows:



```
63
64 select ssmmeet_term_code, max(ssrmeet_start_date)
65 from ssmmeet
66 where ssmmeet_term_code >= '201930'
67 and ssmmeet_term_code like '____0'
68 group by ssmmeet_term_code
69
```

SSRMEET_TERM_CODE	MAX(SSRMEET_START_DATE)
1 201930	25-MAY-19
2 201950	09-AUG-19
3 201970	18-DEC-19

I know these dates may seem very late in the semester but we do have late start classes that start after many of our typical courses have ended.

Final stipend disbursements are run on the first Monday after late start classes begin. The automated reports that produce data relevant to the Free City invoice are scheduled to run every Tuesday. So cutoff date is determined as a result of the following steps:

- 1) Final late start classes begin.
- 2) Final stipend disbursements are made the Monday following the start of the final late start classes.
- 3) FCC Invoice Reports are run on Tuesday one week following the disbursements.

The new invoice due dates are:

Spring: June 15<sup>th</sup>

Summer: September 15<sup>th</sup>  
Fall: January 15<sup>th</sup>

Please let me know if you have any questions, the fundamentals of how we arrive at our invoice data cutoff should not change moving forward.

Best Regards,

**Vahé Hovakimian, CPA**  
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