



May 15, 2025

TO: Finance Staff

FROM: Sue Willis, System ctcLink Accounting Manager

SUBJECT: Updated 2025 Calendar Year Closing Dates

The calendar dates to close ctcLink Colleges sub-systems and general ledger are listed below and have been added to the [College System & SBCTC Calendar](#). If you would like to add the dates to your calendar through a subscription, please use the above hyperlink. A separate calendar can be added to Outlook and depending on the view selection it will remain separate or can be overlaid on an existing calendar.

The May and June GL closing times were adjusted to allow SBCTC staff to review allocation balances to comply with OFM's directive on the treasury draw process. Periods 11 through 133 will close at 5 pm instead of 1 pm.

ctc-Link Month End/Year End for FY 2025 for Finance				
Month End Close	Period	Year	Sub-Systems @ 5 pm	GL @ 1 pm
January	Prd 07	2025	2/7/2025	2/11/2025
February	Prd 08	2025	3/7/2025	3/11/2025
March	Prd 09	2025	4/8/2025	4/10/2025
April	Prd 10	2025	5/8/2025	5/12/2025
May	Prd 11	2025	6/9/2025	6/10/2025 @ 5 pm
June	Prd 12	2025	7/10/2025	7/10/2025 @ 5 pm
Period 13	Prd 13	2025		08/01/2025
Period 131	Prd 131	2025		OFM Corrections Until OFM Closes
Period 132	Prd 132	2025		08/05/2025
Period 133	Prd 133	2025		08/05/2025
Disclosures		2025		08/11/2025
July	Prd 01	2025	8/8/2025	8/12/2025
August	Prd 02	2025	9/8/2025	9/10/2025
September	Prd 03	2025	10/8/2025	10/10/2025
October	Prd 04	2025	11/7/2025	11/12/2025
November	Prd 05	2025	12/8/2025	12/10/2025
December	Prd 06	2026	1/8/2026	1/12/2026