

To: UIW & High School Communities
From: Edith T. Cogdell, Associate Vice President for Business & Finance and Comptroller
Subject: Year End Procedures
Date: April 5, 2018



We are approaching the end of another budget year. In order to close out the 17/18 fiscal year, we need your cooperation in the following areas related to the **unrestricted operating budget**. In addition, please distribute this memo to anyone in your department involved in these areas.

- 5/11** Purchase orders for fiscal year 17/18 will be suspended on May 11, 2018 to process and ensure the appropriate charge to this fiscal year. Any invoices received for goods purchased without an advance purchase order may not be paid and may be the responsibility of the individual who ordered the goods. Furniture and equipment purchase orders must be approved by the Director of Facilities. Any vendor credits or refunds related to fiscal year 17/18 will be credited back to fiscal year 17/18. They may not be applied to fiscal year 18/19. Please review all open encumbrances on your budgets (Banner Form FGIOENC). Any remaining encumbrances at year end will roll forward to the next fiscal year if they are not completed or closed. These funds will continue to remain encumbered against next year's budget.
- 5/27** The University credit card billing for May will cut off on the 27th. Any charges for May not reflected on that statement will be charged to the subsequent fiscal year.
- 5/31** All outstanding receipts must be turned in to the Business Office by May 31, 2018 to settle outstanding petty cash to ensure a proper charge to fiscal year 17/18.
- 5/31** Only items or services that are received and exhausted before May 31, 2018 can be charged to the 17/18 fiscal year. If equipment or supplies are not received or actual travel does not occur before May 31, 2018, they **will not** be charged to this fiscal year.
- 6/1** To allow lead time in ordering, purchase orders for services and supplies that will not be received or paid for by May 31, 2018 may be made in advance of the new fiscal year by citing the account number to be used in the new fiscal year and noting "FY19 expense" on the purchase requisition (make sure that the purchase requisition is dated June 1, 2018 to indicate that the encumbrance will be applied against 18/19 budget year). These expenses will be charged directly to fiscal year 18/19.
- 6/1** All internal service request charges for fiscal year 17/18 (print shop, postage, mileage, copy charges, etc.) are due to Emilio Gonzales in the Comptroller's Office by no later than June 1, 2018.
- 6/8** Any vendor invoices sent directly to your department for goods received by May 31, 2018 must be submitted to the Accounts Payable Department by June 8, 2018 with proper approval for payment to ensure the proper charge to fiscal year 17/18. Please notify Accounts Payable by June 8, 2018 of any expected invoices not yet received.
- 6/8** Departments with open billings to third parties for services rendered for this fiscal year need to provide copies of invoices to the Comptroller's Office by June 8, 2018. These billings will be set up as accounts receivable for this fiscal year.
- 6/10** All travel settlements must be submitted no later than 10 days after returning from travel. Therefore, any settlements for travel through May 31, 2018 received after June 10, 2018 will be charged to the following fiscal year.
- 6/15** Organization Status Reports (budget reports) for May will be sent out on or before June 15, 2018. These reports should be reviewed carefully in order to verify that all charges to fiscal year 17/18 have been posted.
- 6/22** The books for the 17/18 fiscal year will be closed on June 22, 2018. After this date no further invoices, journal entries, or other transactions will be accepted for the 17/18 fiscal year. Any transactions received after this date will be posted to the subsequent fiscal year.

If you have any questions, please call the Comptroller's Office at (210) 829-6037. Thank you in advance for your cooperation.