

**OFFICE OF BUDGET AND FINANCE
SCHEDULE OF YEAR END ACTIVITIES
FOR YEAR ENDED JUNE 30, 2017**

<u>DATE</u>	<u>ACTIVITY</u>
May 15	-Deadline for requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year-end -FY 2018 will be opened for purchasing transactions (FM Period)
June 15	-Deadline for June monthly payroll forms -Deadline for salary transfer vouchers -Deadline for payroll checks to be cancelled to be returned to Payroll -Deadline for all undelivered checks (over 21 days old) to be returned to the Treasurer's Office
June 21	-Deadline for final FY 2017 bi-weekly payroll forms
June 25	-FY 2018 will be opened for purchasing and financial transactions for invoices dated 7/1 & later only -Deadline for departmental procurement card purchases
June 30	-Deadline for Accounts Receivable Write-off requests (T-35's) to be received by Budget and Finance
July 3	-Deadline for departments to enter ECR's and STV's
July 6	-Deadline for all disbursement vouchers, T27s and transfer vouchers to be included in FY 2017 to be received in Treasurer's Office -Deadline for cash receipts to be parked by departments and received in Bursar's Office
July 12	-Final processing of invoices and transfer vouchers for FY 2017 -Deadline for distribution of charges on procurement card system -Deadline for petty cash reconciliation reports
July 13	-Parked FY 2017 ZD documents deleted
July 14	-Close June accounting period (period 12)
July 17	-Final payroll accrual for bi-weekly
July 19	-Period 12 Accounts Receivable Reconciliations and A/R Aging must be received by Budget & Finance by noon -Period 12 Reconciliations for other Asset and Liability funds (including deposit funds and Revolving Accounts) must be received by Budget & Finance by noon -Accruals or adjusting entries must be received by Budget & Finance by noon
July 21	-Period 12 Ledgers may be printed
August 16	-Final close for FY 2017