

**OFFICE OF BUDGET AND FINANCE
SCHEDULE OF YEAR END ACTIVITIES
FOR YEAR ENDED JUNE 30, 2019**

| <u>DATE</u> | <u>ACTIVITY</u> |
|-------------|---|
| May 1 | -Deadline for requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year-end |
| May 15 | -FY 2020 will be opened for purchasing transactions (FM Period) |
| June 14 | -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 -Deadline for moving allowances to be paid & posted in this fiscal year |
| June 18 | -25 th bi-weekly payroll paid |
| June 19 | -Deadline for final FY 2019 bi-weekly payroll forms |
| June 24 | -FY 2020 will be opened for purchasing and financial transactions for invoices dated 7/1 & later only |
| June 25 | -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 1 | -Deadline for departments to enter ECR's and STV's |
| July 3 | -Deadline for all disbursement vouchers, T27s and transfer vouchers to be included in FY 2019 to be received in Treasurer's Office -Deadline for cash receipts to be parked by departments and received in Bursar's Office |
| July 11 | -Final processing of invoices and transfer vouchers for FY 2019 -Deadline for distribution of charges on procurement card system -Deadline for petty cash reconciliation reports |
| July 12 | -Parked FY 2019 ZD documents deleted -Close June accounting period (period 12) |
| July 18 | -Final payroll accrual for bi-weekly -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 19 | -Period 12 Ledgers may be printed |
| August 15 | -Final close for FY 2019 |