

TO: URI Fiscal Personnel
FROM: Sharon Bell, Controller
DATE: May 12, 2009
RE: Year End Close Deadlines

The purpose of this memorandum is to list the final dates by which the Controller's Office must receive various types of accounting documents in order to ensure that they are posted during the fiscal year ending June 30, 2009. The cutoff time on each due date is 4:00 PM. Documents received by this office after that time will be deemed to have missed the deadline and will **NOT** be processed. There will be **no exceptions**.

Please keep in mind that any documents we receive without all the necessary authorized signatures will be returned to you with a return document form. Since this could result in a deadline being missed, you are urged to route all documents to all necessary intermediaries (i.e. Grants & Contracts, Budget Office, Purchasing, etc.) on a timely basis and to follow up with these intermediaries as the due dates get closer.

You may call 874-2378 should you have any questions regarding this timetable.

Wednesday ~ May 27th at 9:00 AM in Atrium 2 of the Memorial Union

The meeting will be to discuss the Year End cutoff procedures.

The goal of these procedures is to make sure that all expenses and revenues relating to FY2009 are recorded in the proper period.

All interested parties are encouraged to attend.

Please see the Controller's website for forms and other information:

www.uri.edu/controller

Accounts Payable – Invoice Vouchers, Imprest Cash Voucher, Limited Value Purchase Orders, Travel and Expense Vouchers, and Purchase Order Invoice Vouchers: *Any goods or services delivered or performed by June 30, 2009 should be recorded in our FY2009 Financial Statements.*

- 7/8/09 due in Accounting Office – 103 Carlotti Bldg. / Fish Bldg. GSO
 - Invoice Vouchers for goods or services received by June 30
 - Imprest Cash Vouchers for goods or services received by June 30
 - LVPO, the Accounting (yellow) and Receiving (green) of the LVPO, properly filled out and signed
 - Invoices relating to PO's
 - Internal Payments (credit statements) for FY2009
 - PO Receiving Report for those goods or services received on or before June 30
 - TEV's for travel completed on or before June 30 (if not received, the TAR will roll to next FY)
- 7/13/09 Any voucher in budget error must be cleared

P-Card – Transactions on JPMorgan PaymentNet

- 7/3/09 June PCard approvals and forms must be completed
- 7/8/09 transactions from June 26th – 30th need to be approved with correct chartfield on PaymentNet

Alternative Receiving Report – for Blanket and Contract Purchase Orders Only

- 7/13/09 due in Accounting Office – 103 Carlotti Bldg. / Fish Bldg. GSO
 - This report should only list those expenditures where the goods or services incurred by June 30th and invoice has not been or will not be received by the year end cut off date and an accrual needs to be recorded. This form is available on the Controller's website: http://www.uri.edu/controller/accounts_payable.html

Invoices related to FY2009 received after 7/13/09

- 7/14/09 – 8/31/09 Accrual Expenses – If you identify FY09 expense over \$25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation to Controllers Office – 110 Carlotti

Cash Receipts – *Clearly mark deposit slip with "FY2009" for cash received by 6/30/09*

- 6/30/09 due in Enrollment Services – Green Hall
 - FY09 Cash Receipts (Cash receipts need to be done daily, especially in June)
- 7/8/09 due in Accounting Office – 103 Carlotti Bldg. / Fish Bldg. GSO
 - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)
- 7/17/09 due in Reconciliation Office – 103 Carlotti Bldg.
 - Imprest Cash Reconciliation for June 30
 - Petty Cash Confirmation Forms

Miscellaneous Revenues & Receivables – Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as revenue in the Financials Statements.

- 7/8/09 due in Student Loan/Receivables Office – Roosevelt Hall
 - Information to invoice any miscellaneous receivable, indicate “FY2009” on document
 - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections
- 7/8/09 due in Financial Reporting – 114 Carlotti Bldg.
 - Documentation on any revenue earned by June 30th over \$5,000 which has not been collected or invoiced as miscellaneous receivable

Revenues related to FY2009 received after 7/8/09

- 7/9/09 – 8/31/09 Revenues/Accounts Receivable – If you identify FY09 revenue that has not been recorded and the amount is over \$25,000, please provide details and documentation to Financial Reporting Department – 114 Carlotti

Adjustments - Payroll & Other - Authorized Signers must approve adjustments

- 6/3/09 due in Payroll Office – 11 Carlotti Bldg.
 - Payroll adjustments through pay period 24
- 6/19/09 due in Payroll Office – 11 Carlotti Bldg.
 - Payroll adjustments for pay period 25 only
- 7/10/09 due in Accounting Office – 103 Carlotti Bldg.
 - Adjustments in accounting except payroll (Journal vouchers for A/P adjustments; Journal entries for all other adjustments) Required forms for non-payroll journal vouchers and journal entries are available on the Controller’s website:
http://www.uri.edu/controller/general_accounting.html

Miscellaneous Schedules

- 6/30/09 Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)
- 7/10/09 due in Accounting Office – 103 Carlotti Bldg.
 - Departments that need to provide a detailed schedule such as A/R, Prepaid, Deferred Revenue and A/P for Dining Services, HRL, Bookstore, Health Services, WAJ, MU and Ryan/Boss

Physical Inventory

- 6/30/09 Physical Inventories must be complete (Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving)
- 7/8/09 due to Mary Stiller – 116 Carlotti Bldg.
 - Detail valuations of June 30th inventory