

CONTROLLER'S OFFICE

**TO:** Chief Business Officers  
**FROM:** Aldena Phillips *Aldena Phillips*  
**DATE:** April 18, 2017  
**SUBJECT:** Year-end Closing Procedures and Schedules

Enclosed is the schedule for processing year-end Treasurer's Office documents for June 30, 2017. This schedule is provided for your information and guidance as you schedule the year-end activities in your areas of responsibility. A pull-off reminder schedule is included as the last page of this document for your convenience. Please remember that our objective is to record all revenues, disbursements and encumbrances in the proper fiscal year.

**Payroll Office**

All salary or additional/overtime pay to be charged to FY 2017 must be paid through the normal payroll cycles prior to July 1, 2017. Personnel Information Forms (PIF's) and pay adjustment forms to be reflected on the June monthly payroll must be received in the Campus HR/Payroll Office by Thursday, June 15. PIF's for the biweekly pay period ending June 25 are due Wednesday, June 21.

To be included in the current fiscal year, send payroll checks to be cancelled and salary transfer vouchers to the University Payroll Office by noon Thursday, June 15. Longevity paid in June includes both May and June longevity. The Controller's Office will record wages and benefits in period 12 for the June earnings of the biweeklies paid on July 3<sup>rd</sup> and 18<sup>th</sup> and amounts owed to 9-month employees paid over 12 months.

**Effort Certification**

A final FY2017 payroll will be run on Wednesday, July 5, 2017 to process June ECR's and salary transfers.

**Cash Receipts**

Funds must be recorded in the fiscal year they are received. Funds received in University offices prior to the close of business on June 30 must be deposited on separate bank deposit slips and forwarded with a separate Report of Collections (ZK document) dated June 30, 2017, to be received in the Campus Cashier's Office (Bursar) no later than Thursday, July 6, 2017 by 9:00 a.m., preferably earlier. Funds received in University offices beginning July 1 and later will be deposited to fiscal year 2018. It is critical that separate bank deposit slips and Report of Collections (ZK document) be processed for funds received after July 1, 2017.

