

Year End Deadlines 2017

Journal Entries

The deadline to turn in **2016-2017** year-end journal entries to Terri Long is **August 31st, 2017**.

Petty Cash Checking Reimbursements

Petty Cash Checking Reimbursements need to be completed by **August 31st, 2017**. Petty Cash Check items need to be cleared in the CB80. Outstanding Petty Cash Checks older than three months need to be followed up with the vendor that it was issued too.

Petty Cash Reimbursement

Petty Cash Reimbursements need to be completed by **August 31st, 2017**.

Deposits and Checks

All Deposits and Checks need to be deposited by **August 21st** (North Region) & **August 22nd** (South Region). Do not hold checks- Deposit ASAP.

Grant Encumbrances

All Grant Encumbrances closed or paid by the due date of the grant.

Encumbrances – All other Funds

Checking your dashboard encumbrances report monthly, questioning those that are over 90 days to see if product is coming or does PO need to be closed. At the end of August, only current PO encumbrances need to be on your report.

Year End Expenditures for 2016-2017

All items that are received as of 08/31/17 will be expensed in the 2016-17 budget year. This includes all purchases that are paid through 09/30/17. As of 10/01/17, all purchases that are received by 08/31/17, in excess of \$100,000, will be expensed back to 08/31/2017.

Budget Procedures for 2016-2017

July 1st, 2017- All Budget Amendments are due in the Business Office.

All 2016-17, purchases received after 09/01/17, will be charged to the 2017-18 budget.

Items not received prior to 08/31/17, and paid in 2017-18, will be charged to the 2017-18 budget. If Fund 199 funds were available in 2016-17, budget will roll with that encumbrance on or before winter break.