

**Berea College
Financial Affairs
General Ledger Closing Schedule
FY 11-12**

Below is the 2011-12 General Ledger Schedule of Closing and Print Dates. **All data to be posted for the month MUST be in the Office of Financial Affairs by 5:00 p.m. on the CLOSING DATE in order to be included in the monthly run.** To ensure last minute items are received promptly, please HAND DELIVER such items to the Office of Financial Affairs from the last day of the month to the closing date.

If you are a department that relies on someone else to prepare a journal entry, please allow that person enough work time to meet the **CLOSING DATE**.

Please Note: **Departments are responsible for printing financial statements.** Generally, departments can print their reports on the Print Date listed below. However, please continue to check the Business and Finance Public Folder for official notification of Print Date.

<u>MONTH</u>	<u>PERIOD</u>	<u>CLOSE DATE</u>	<u>PRINT DATE</u>
July	01	Aug. 5	Aug. 15
August	02	Sept. 6	Sept. 12
September	03	Oct. 6	Oct. 12
October	04	Nov. 4	Nov. 10
November	05	Dec. 6	Dec. 12
December	06	Jan. 6	Jan. 11
January	07	Feb. 6	Feb. 10
February	08	Mar. 6	Mar. 12
March	09	Apr. 5	Apr. 10
April	10	May 4	May 10
May	11	Jun. 6	Jun. 12

The close date is typically the 4th work day of the month and the print date will normally fall on the 8th work day of the month.

A supplemental FY 11-12 Year-End Schedule will be distributed at a later date.