

## OFFICE OF FINANCIAL AFFAIRS

Date: May 11, 2009

To: Budget Managers

From: Alane Poff

Subject: 2009-09 Year End Financial Closing Schedule

July 7, 2009: **Closing date for first June preliminary reports.** All data to be posted to the first Banner reports must be received in the Office of Financial Affairs by 5:00 PM on this date in order to be included in the first preliminary run.

July 9, 2009: **Departments print first preliminary reports.** Please review these reports carefully and notify Alane Poff or Charlie Spangler of any changes.

July 20, 2009: **Last day for any changes to be received by the Office of Financial Affairs in order to be included in the second preliminary reports. Also, this is the last day to process any documents through Accounts Payable and be charged to the 2008-09 fiscal year - see note below.**

July 22, 2009: **Departments print second preliminary reports.** These Banner reports will reflect previous changes and any other activity that may have occurred since the first reports. Please review these reports carefully and immediately notify Alane Poff or Charlie Spangler of any changes.

**NOTE: No adjustments will be made to these reports unless significant changes are necessary.**

July 27, 2009: **Last day for any changes to be received by the Office of Financial Affairs for the 2008-09 fiscal year.**

July 29, 2009: **Departments print final 2008-09 Banner reports.**

### **Check Requests, Expense Reports, and Payment of Purchase Orders:**

Check requests, expense reports, and payment of purchase orders for expenses incurred or goods or services received on or before June 30, 2009 must be submitted to the Office of Financial Affairs no later than July 20, 2009 in order to be charged to the 2008-09 fiscal year. **These forms must be clearly marked "TRANSACTION DATE 6/30/09" in order to be charged to the 2008-09 fiscal year.** If no invoice has been received by July 20, 2009, but the expenses were incurred on or before June 30, 2009, please contact Alane Poff or David Wilkerson so a manual expense accrual can be booked to charge the 2008-09 fiscal year.