

**Berea College
Financial Affairs
General Ledger Closing Schedule
FY 09-10**

Below is the 2009-2010 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 Bulletin Board for official notification of Print Date.

<u>MONTH</u>	<u>PERIOD</u>	(4 th work day) <u>CLOSE DATE</u>	(6 th work day) <u>PRINT DATE</u>
July	01	Aug. 6	Aug. 10
August	02	Sept. 4	Sept. 8
September	03	Oct. 6	Oct. 8
October	04	Nov. 5	Nov. 9
November	05	Dec. 4	Dec. 8
December	06	Jan. 7	Jan. 11
January	07	Feb. 4	Feb. 8
February	08	Mar. 4	Mar. 8
March	09	Apr. 6	Apr. 8
April	10	May 6	May 10
May	11	Jun. 4	Jun. 8

A supplemental FY 09-10 Year-End Schedule will be distributed at a later date.