



CONTROLLER'S OFFICE
COLORADO SCHOOL OF MINES

INTERDEPARTMENTAL MEMORANDUM

TO: CAMPUS DEPARTMENTS, OFFICES, CENTERS, AND INSTITUTIONS
FROM: NOELLE SANCHEZ, CONTROLLER
VICKI NICHOL, ASSOCIATE VICE PRESIDENT FOR ADMINISTRATION
SUBJECT: FY 2019 YEAR END CLOSING SCHEDULE
DATE: 5/14/2019

It is once again time to plan for our year-end closing. Attached is a list of final cut-off dates for processing documents for Fiscal Year 2019 close. Please take special note of the closing dates on the schedule and plan ahead. Your cooperation with the Controller's Office, Budget Office, Procurement Services, and Office of Research Administration is greatly appreciated.

Preliminary June reports will be available on e-Print Monday, July 15th. Please examine this information closely and submit corrections or adjustments to the Controller's Office by Monday, July 22nd. For Budget and Purchasing corrections refer to the attached schedule.

For further clarification or questions related to this year-end schedule you can contact:

Noelle Sanchez - **Controller** ext.3528

Michelle Barta - **Bursar** ext. 3410

Mark Jones - **Director of Financial & HR Systems** ext. 3468

Sharon Schwab - **Financial Reporting Manager – General Accounting** ext. 3272

Bill Parsley – **Tax Manager, General Accounting** ext. 2243

Jason Shuck – **Petty cash, Foundation, PD & RD** ext. 2304

Matt Roach – **Fixed Assets** ext. 3679

Janice Lander - **Director of MAPS - Payroll, Accounts Payable, and OneCards** ext. 3166

Matthew Brogdon - **Assistant Director of MAPS- Accounts Payable, OneCards, & Chrome River** ext. 3166

Danielle Lowry – **Director, Budget** ext. 3829

Natalie Vega – **Executive Director, Business Operations & Risk Management** ext. 3569

Johanna Eagan – **Director, Research Administration** ext. 2589

Colorado School of Mines
Year-End Schedule for Fiscal Year 2019
Please also note the memo attached to this schedule

System Close related to Departments:

Cash Close	Friday, June 28, 2019
Period 12 Close	Friday, July 12, 2019
Period 14 Final Close	Friday, July 26, 2019

FY 19 deadlines related to Departments:

Friday, May 31, 2019	All requests for Purchase Orders are due for items to be <u>received</u> and expensed this Fiscal Year. Please note that any Purchase Order requests received after Friday, May 31, 2019 will be automatically entered for the next Fiscal Year (FY20), unless you have provided support to the Purchasing Agent processing the request that the goods or services are guaranteed to be received by June 30, 2019. <i>Note: General Fund budgets (fund 1001) do not roll forward. Any purchases charged against FY19 General Fund budgets need to meet this deadline.</i>
March 15, 2019 to June 14, 2019	Petty Cash Audits will be conducted by the Controller's Office. Please ensure that your Petty Cash Fund is reconciled.
Friday, June 14, 2019	Adjustments to student accounts are due. Any adjustments to student accounts for the current fiscal year must be submitted by June 14, 2019 to be included in FY19. The student side does not have the ability to back-date entries; therefore any adjustments to student accounts (such as GRA/TA award funding changes) made after June 28, 2019 will be recorded in the next fiscal year. To ensure timely posting, please ensure any adjustments needed to student accounts are submitted no later than June 14, 2019.
Friday, June 21, 2019	Outstanding Travel Advances must be reconciled by 5:00 pm.
Friday, June 28, 2019	Last Accounts Payable (AP) check run for current Fiscal Year. No AP disbursement dated FY19 after this date for Accounts Payable.
Friday, June 28, 2019	Any cash deposits need to be submitted to the Cashier's Office by 12:00 (noon). Any cash received after this date will be recorded in the next fiscal year.
Sunday, June 30, 2019	Last Day to receive goods and services for FY19.
July 1, 2019 to July 26, 2019	FY19 e-Prints updated daily.
Friday, July 5, 2019	Last day to submit FY19 budget transfers.

Colorado School of Mines
Year-End Schedule for Fiscal Year 2019

Please also note the memo attached to this schedule

Monday, July 8, 2019	Last day to submit invoices, vouchers, or direct pays for goods and services received by June 30, 2019, to be charged to your account for the current fiscal year. <i>If you have expenses that were incurred prior to June 30, 2019 but have not yet received an invoice, please advise the Controller's Office (CO-Accounting@mines.edu) so that we can include it in the year-end close process and reflect the expense in the correct year.</i>
Monday, July 8, 2019	Last day to reallocate One Card Expenses incurred on or before June 30, 2019. All expenses must be allocated and approved by this date.
Monday, July 8, 2019	Last day to process any Financial Aid payroll adjustments. All State & Federal work-study should be reconciled.
Monday, July 8, 2019	Last day to submit ISSVs for FY19.
Monday, July 8, 2019 (noon)	Last day to finalize (submitted and approved) all travel and expense reports, paper or electronic, for FY19 transactions.
Thursday, July 11, 2019 (noon)	Accounts Payable closes for FY19.
Friday, July 12, 2019 (morning)	ORA will run June (period 12) invoicing after all expenses (dated on or before 6/30) are posted. After completion, Period 12 Close and Period 14 Accrual Period is Open. Period 12 Close financial reports generated.
Monday July 15, 2019	Begin review of Period 12 reports. Any corrections or adjustments should be communicated to the Controller's Office by Monday, July 22nd.
Monday, July 15, 2019 (5:00)	Last day to submit all research related adjusting entries.
Monday, July 15, 2019 (5:00)	Last day to submit payroll reallocations for ALL indexes.
Monday, July 22, 2019	Last day to submit non-research related adjusting journal entries (see July 15 th deadline above for research related).
Friday July 26, 2019	Period 14 (Final) Closes at Noon.
Monday July 29, 2019	Final e-Prints reports for FY19 available for final review. Please communicate any remaining issues to the Controller's Office for consideration. Please note only material matters may be addressed after the Period 14 close.