



**TO:** Financial Managers and Budget Authorities  
**FROM:** Shonda Shipman, Director of Accounting Services  
**DATE:** May 4, 2009  
**SUBJECT:** Fiscal Year Closing Procedures

The end of the fiscal year is rapidly approaching. Included in this memo are procedures and critical dates that will assist departments in completing year end responsibilities and ensure that the University's financial records are accurate and ready for audit.

Questions on fiscal procedures or concerns regarding this information should be directed to Diane Fuller at x4002 or Mike Ulrich at x3675.

Please review your month end reports carefully. We want your financial information to be correct for year end. If you see something that needs correcting, please call the Diane Fuller at x4002.

To determine your remaining fund balance, take the beginning fund balance plus total revenue less the actual expenditures, plus or minus transfers as shown on your Finance reports to arrive at the remaining fund balance. If you have questions about determining your remaining fund balance, please call Mike at x3675.

April, May and June processing of activity will be the same as that performed in previous months. The accrual period will open immediately following the close of June on **July 6th** for adjustments and closing entries for fiscal 2009 to be recorded in the Finance system.

Please note that you don't need to wait for Accounting Services to distribute June reports. Instead, you can run your own reports as soon as June closes. This will allow more time to generate any correcting journal vouchers before the closing period deadline.

Any documents for payment or reimbursement such as invoices, approval letters, and travel expenses for activities in FY 09 must be sent in no later than **July 7<sup>th</sup>**. Each year, payment documents are received well into the next fiscal year, creating a considerable amount of work to ensure our financial statements are accurate.

## BUDGET

### State Funded Budgets

Fund 10200 - Salary Budgeted Positions  
Fund 14% - Operating and Equipment Budgets

The State Budget Carry Forward Balance Policy will be in effect for the closing of fiscal year 2009-2010. This Policy states that all state funded **operating** and **equipment** fund balances (funds 14xxx), whether positive or negative, will be brought forward into the new fiscal year. Balances brought forward into fiscal year 2009-2010 will be displayed as the beginning fund balance for each budget.

Positive or negative balances in Fund 10200 will not be carried forward into the next fiscal year. Any balances remaining will be transferred during the accrual-closing period as part of the salary recapture sweep process. The balances will be placed into designated operating budget reserves. The budget office will be contacting key divisional financial and budget staff to ensure that reserve budgets are appropriately identified in advance of the salary recapture sweep process.

### Self-Sustaining Budgets (All Other Funds)

For each self-sustaining budget, the ending fund balance (beginning fund balance plus actual revenue minus actual expenditures) will be carried forward into fiscal year 2009-2010 and be displayed as the beginning fund balance.

Please direct your questions regarding these budget policies to any of the following individuals:

Diana Cline	x4762	<a href="mailto:Diana.Cline@wwu.edu">Diana.Cline@wwu.edu</a>
Carrie Thurman	x2112	<a href="mailto:Carrie.Thurman@wwu.edu">Carrie.Thurman@wwu.edu</a>

## PURCHASING

Requisitions which must be completed for Fiscal Year 2009 should be forwarded to Purchasing as soon as possible. Requisitions will be processed on a first come, first served basis with consideration for lead times.

Any purchases for goods and services which are to be applied to the current budget year must be received on campus no later than June 30th. **Purchases which must be paid against FY 2009 funds should indicate “Old Year” or “FY 2009” in the Comments section of the Purchase Form.**

If the order should be charged to FY 2010 funds, indicate “New Year” on the Purchase Form and schedule delivery of the goods after June 30<sup>th</sup>. If goods are received prior to June 30<sup>th</sup>, the expenditure will be charged to fiscal 2009 in accordance with generally accepted accounting principles.

## PURCHASING, cont.

Please note the following deadlines to get approved Purchase Forms to Purchasing provided goods can be received by June 30<sup>th</sup>:

Purchases with Total Value of \$3,300 - \$46,200	May 1st
Computer Purchases for Equipment on Contract (Dell, Apple, Hewlett-Packard)	June 2
Purchases with Total Value \$1000 - \$3,300	June 10
Purchase Orders under \$1000	June 18
Departmental Orders/Check Requests under \$1000	June 26

All items requested by these dates must be received by June 30<sup>th</sup> in order to be paid with fiscal 2009 funds. Any goods received on July 1<sup>st</sup> or later will be paid from fiscal 2010 funds in accordance with State accounting policy.

Please contact Sally McKechnie at x3127 with questions.

## P-CARD PURCHASES

The last day to make online P-card purchases is June 19<sup>th</sup>. This will allow time for the transaction to post in Payment Net and for the department to review and approve transactions. The goods must be received by June 30<sup>th</sup> in order to be paid with fiscal 2009 funds.

The last day for in person P-card purchases is June 26<sup>th</sup>. Any transactions not approved in Payment Net by July 10<sup>th</sup> will be charged to fiscal 2009 funds against the default funding string.

Please contact Brenda Ancheta at x3561 with P-card questions.

## CENTRAL STORES

**Orders received by June 30<sup>th</sup>** will be delivered on June 30<sup>th</sup> and charged to Fiscal Year 2009. **Will calls** (orders presented in person) **will be accepted through June 30<sup>th</sup>**. **Orders received after June 30<sup>th</sup>** will be held for delivery beginning July 6<sup>th</sup>. Office Depot orders and deliveries will continue without interruption.

**Central Stores will be closed July 1<sup>st</sup> and 2<sup>nd</sup>** to conduct inventory. Emergency orders can be processed during this time.

Please contact John Zuzarte at x2678 with questions.

## PAYABLES

Invoices and direct payments will continue to be recorded as expenditures in Fiscal Year 2009 only **if** the goods and services are received prior to July 1. When sending the approval letter to Accounts Payable, **please be sure to specify the date received so we can record the invoice in the correct year.**

Billings for goods received or services rendered/received in June 2009 can be recorded during the Closing Period and charged to Fiscal Year 2009. ***The invoices must be received in Accounts Payable by July 7th.***

Please ***return approval letters*** as soon as possible, but ***no later than July 7th.*** Departments are not to hold invoices or misdate approval letters thereby charging them to the incorrect fiscal year.

**If vendors are sending invoices directly to your department, please advise them of the Accounts Payable mailing address of PO Box 29420, Bellingham, WA 98228-1420.**

**If your department closes for the summer, please arrange for a Financial Manager or Budget Authority to be available during that time period to approve invoices or reimbursement requests. This will assist in recording the payment in the correct fiscal year.**

Please contact Donna Foley at x6815 with questions.

## ENCUMBRANCES/COMMITMENTS

All goods and services commitments outstanding (field/purchase orders issued, but goods not yet received) at June 30 will be transferred from the department's Fiscal Year 2009 budget to the department's Fiscal Year 2010 budget in accordance with State Policy.

Departments should begin reviewing commitments now via report FBEN02 and using the **Encumbrance Liquidation/Closure Request** form link below for commitments which need to be closed on June 30. Contact Gretchen at x3492 for assistance.

[Encumbrance Liquidation/Closure Request](#)

## TRAVEL

Travel that has been completed prior to July 1<sup>st</sup> must be charged to Fiscal Year 2009. ***Travel expense reports are due*** to the Travel Desk ***no later than 5:00 p.m., July 7th.***

Expenses for travel which commences on or before June 30 and ends after June 30th will be allocated between the two fiscal years based on the number of days traveled in each year.

Travel that commences on July 1 or later will be charged to Fiscal Year 2010. All expenses paid prior to July 1 in connection with this travel will be recorded in Fiscal Year 2009.

Please contact Donna Foley at x6815 or Debbi Baughn at the Travel Desk, x3341 with questions.

## ADJUSTMENT VOUCHERS

To be included in June processing, ***adjustment vouchers must be received in Accounting Services or the Budget Office no later than 5:00 p.m. on Friday, June 19th.***

This will allow time for editing and corrections to be completed prior to June 30. Any exceptions must be submitted directly to Diane Fuller for Accounting JVs, or Diana Cline for Budget JVs. Please begin reviewing your accounting reports now and initiate any necessary corrections as soon as possible.

***Redistributions to Payroll for pay periods prior to May 1 must be submitted to Payroll by Monday, June 8th. Adjustments for May and June must be submitted no later than July 9th. No redistributions to payroll will be done if received after July 9<sup>th</sup>. Redistributions of Payroll are not allowed on a journal voucher.***

Distribution of June reports should begin on July 8th. ***The last possible date that Closing Period (accrual) entries may be submitted to Accounting Services or the Budget Office will be noon of July 20th.*** During the closing period it is important that Departments mark Journal Vouchers as "2009 Closing Period or "2010 Activity" in **red** in the upper right hand corner of the JV. This will reduce the possibility of an entry being made against the wrong year.

Please contact Diane Fuller at x4002 with questions.

## CASH

All cash (currency, checks, bankcards) received by departments through June 30, 2009 **must be deposited with the University Cashier by 4:00 pm on Tuesday, June 30.**

Please notify the University Cashier if the funds deposited on or before June 30, 2009 are payments for activities occurring after June 30, and the Cashier will record the revenue in Fiscal Year 2010.

Please contact Suzy Merrick or Becky Kellow at x2930 with questions.

## CASH, cont.

### **Petty Cash and Change Funds**

The University Cashier will be verifying all petty cash and change funds during the month of June as part of the year-end closing process. The University Cashier will be mailing additional information about this process in early June.

The last day to receive cash reimbursement for the Services/Reimbursement form (formerly known as petty cash) is June 30<sup>th</sup>.

## RECEIVABLES

All accounts receivable must be processed through the University's general accounts receivable system located in Student Fiscal Services. All monies due the University which represent either revenue earned or reductions of expenditures incurred on or prior to June 30, must be recorded in Fiscal Year 2009.

***Invoices for services delivered on or prior to June 30 but not paid by June 30 must be submitted to General Accounts Receivable/Student Fiscal Services no later than July 7th.*** This will allow sufficient time for these invoices to be entered into the Accounting System.

It is particularly important that the billings due from other state agencies are included. We are required to reconcile all outstanding receivables and payables with other agencies. Please be sure to have these to General Accounts Receivable/Student Fiscal Services by July 6th.

Please contact Phyllis Klapwyk at x3773 with questions.

## DEFERRAL OF REVENUE – (funds received in fiscal 09 for activities in fiscal 10)

Many departments receive revenue during the current fiscal year for activities or events that occur in fiscal 2010. Housing, Athletics, Summer Session and Parking are some examples. The University is required to record all revenue in the year the activity earning the revenue occurs.

If your department receives funds for activities occurring entirely in fiscal 2010, please inform the Cashier's Office when depositing the funds. They will ensure the deposit is recorded in the new fiscal year.

If your department receives funds for activities occurring in June 2009 and after, please contact Mike at x3675 for assistance in how to prepare the deposit slip. In this case, the revenue must be allocated between the two fiscal years based on the number of days the activity occurs over and how many of those days are in fiscal 2009.

If this is a new issue for your department, please do not hesitate to call Shonda at x3564.

## INVENTORIES

Any department having **merchandise or consumable inventories** with a value greater than \$25,000 must take an annual physical count. Inventories at Central Stores, Print Plant, Health Services, Copy Services, Lock Shop, Mail Services, Physical Plant, Associated Students, Bookstore, Student Recreation Center, Telecommunications and Housing & Dining **must be counted as of June 30**. All inventory accounts and costing must be documented and retained. **A summary of inventory values is due to Mike Ulrich in Financial Reporting by July 10<sup>th</sup>**.

If you have questions about whether or not you need to do an inventory count or if you need help with inventory count procedures, contact Mike x3675.

## FISCAL YEAR 2010 BEGINNING BALANCE

**During the Closing Period, it is very important that all transactions clearly indicate in which fiscal year they belong.** Accounting Services is processing activity in both fiscal years at the same time. *This means it is possible to key a transaction into the wrong fiscal year.* Please mark your Journal Vouchers in **red** in the upper right hand corner "2009 Closing Period" or "2010 Activity."

Adjustments made to the old year are automatically posted to the new year as well so that beginning balances are always correct.

**FISCAL YEARS 2009-2010  
CALENDAR OF IMPORTANT DATES**

- May 1       ◇ Last day to submit requisitions less than \$46,200 but greater than \$3,300 to Purchasing provided goods can be received by June 30th
- June 2       ◇ Last day to submit computer purchases for equipment on contract provided goods can be received by June 30th
- June 8       ◇ Last day to submit payroll redistribution requests for pay periods prior to May 1, 2009
- June 10      ◇ Last day to submit requisitions between \$1,000 - \$3,300 to Purchasing provided goods can be received prior to June 30th
- June 19      ◇ Last day to submit June adjustment vouchers to Accounting Services and Budget Office
- June 19      ◇ Last day to submit purchase orders under \$1,000 (provided goods can be received by June 30th)
- June 19      ◇ Last day to use P-card for online purchases. Goods must be received by June 30<sup>th</sup> in order to be paid with fiscal 2009 funds.
- June 26      ◇ Last day to use P-card for in person purchases.
- June 27      ◇ Last day to submit departmental orders/check requests under \$1,000 (provided goods can be received by June 30th)
- June 30      ◇ Last date to submit orders to Central Stores for delivery by June 30th
- June 30      ◇ Last day for reimbursements of fiscal 2009 Services/Reimbursement forms at the Cashier's Office.
- June 30      ◇ All goods and services must be received to be included in FY 2009
- ◇ All cash received for fiscal 2009 must be deposited at the Cashier's Office by 4 p.m.
- ◇ Inventory counts must be completed
- ◇ Petty cash and charge funds must be reconciled and reimbursed
- July 1 and 2   ◇ Central Stores closed for inventory
- July 7        ◇ Last day to submit bills/invoices to General Accounts Receivable for 2009 fiscal year amounts owed WWU by others
- July 7        ◇ Last day to submit 2009 invoices/receiving reports/approval letters to Accounts Payable
- July 7        ◇ All travel expense reports due for travel completed prior to July 1
- July 8        ◇ Distribution of June accounting reports
- July 9        ◇ Last day to submit May & June Payroll Redistribution requests for fiscal 2009 to Accounting Services for processing
- July 10       ◇ Year-end inventory counts due to Accounting Services
- July 20       ◇ Last day to submit Closing Period adjustment vouchers to Accounting Services. If you become aware you cannot meet this deadline, call Diane Fuller at x4002 to discuss possible options.