

PROCEDURE

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.01 – Applying Accounting Standards

Cancels:

See Also: SAAM, Chapter 80

PRO-U5320.01A COMPLYING WITH CLOSING DATES FOR FINANCIAL REPOSITORY

Definition:

Chart of Accounts – refers to the list of all names, numbers, and codes used in the financial repository. The chart of accounts includes seven codes: chart, fund, organization, account, program, activity and location.

Action by:

Action:

Accounting Services
Fiscal Supervisor

1. **Gathers** information to update annual Accounting Services Closing Calendar from PACT, Student Accounts, and General Accounting.
2. **Updates** Accounting Services Closing Calendar with current year due dates of journal vouchers, purchases, bids, tax returns, etc. approximately five months before fiscal year end.

Accounting Director

3. **Reviews** and **approves** closing calendar.

Accounting Services
Fiscal Supervisor

4. **Distributes** Accounting Services closing calendar to PACT, Student Accounting, Student Accounts, General Accounting and campus Financial Managers.

Financial Managers

5. **Implements** closing calendar.

Accounting Director

6. **Reviews** calendar annually to ensure all reporting dates were met.