




MEMORANDUM

TO: Academic and Administrative Officers, Chairpersons, and Directors

FROM: D. Jeff Young, Associate Vice President for Business and Fiscal Affairs 

DATE: May 4, 2011

SUBJECT: Fiscal Year Closing Procedures

The University's fiscal year will close June 30, 2011. Special attention must be given to all areas of accounting in order to comply with requirements established by the Tennessee Board of Regents and the State Comptroller's office. The following directions and dates should be posted and distributed to all individuals in your area of responsibility with finance, accounting, or budgeting duties. Each area should use Banner forms to view up-to-date postings of entries to your index codes.

PURCHASING:

1. Requisitions for purchase orders that require a bid must be received in the Purchasing Office by 4:30 pm, May 24, 2011.
2. Any agreement or contract with an effective date of July 1, 2011 that will require TBR approval must be received in the Purchasing Office no later than May 13, 2011. According to the TBR, contracts requiring their approval that are not received in their office by June 1, 2011 will not be processed this fiscal year.
3. Requisitions for purchase orders that are to be placed from State or University Contracts must be received in the Purchasing Office by 4:30 pm, June 21, 2011.
4. Information Technology Services has requested that site licensed software requests (such as Microsoft and Adobe) and requests for computers must be submitted via the online form at <http://www.tntech.edu/itspurchases/technologypurchases/> by 4:30 pm, June 10, 2011. Contact Will Hoffert, whoffert@tntech.edu for hardware purchase consultations or Elaine Wells, ewells@tntech.edu for software purchase questions.

BANNER RECEIVING:

1. Banner receiving transactions must be completed by 4:30 pm, June 28, 2011.

INTERDEPARTMENTAL TRANSFERS:

1. Purchases by interdepartmental transfers from all areas (except for the University Center Bookstore and Chartwells Dining Services) must be made by 4:30 pm, June 22, 2011. The original and second copy of the completed IDT must be received in the Business Office by 3:00 pm, June 23, 2011.
2. Purchases by interdepartmental transfer from the University Center Bookstore and Chartwells Dining Services may be made until **10:00 am, June 30, 2011.**
3. All credit card fuel charges that are received and paid by Facilities through June 30 will be charged to the user via IDT this fiscal year. Diesel fuel pumped from the Facilities tank through June 22 will be charged by IDT this fiscal year. Any diesel fuel pumped after June 22 will be charged during the 2011-12 fiscal year.

INVOICES:

1. All departmental purchases not requiring a purchase order must be completed by 4:30 pm, Tuesday, June 28, 2011. **Invoice purchases made after June 28, 2011 will not be processed in the 2010-11 fiscal year.**
2. Invoices received on or prior to June 24, 2011 should be requisitioned, approved, and received in the Business Office by 3:00 pm, June 24, 2011.
3. Invoices received June 25 through June 29, 2011 will be made available to the appropriate department for pick up in the Accounts Payable office in Derryberry Hall. The invoices should be requisitioned, approved, and returned to the Business Office for processing by 3:00 pm on the day of receipt. Please note the final day to forward approved invoices/requisitions for processing in the 2010-11 fiscal year to the Business Office is **Wednesday, June 29, 2011 by 3:00 pm.**
4. Invoices received by Accounts Payable from vendors via the US mail on June 30, 2011 will be processed as an expense to the appropriate index code by journal voucher. Please allow for outstanding invoices in preparing for the June 30 closing. Departments will be contacted via email for FOAPAL information related to each applicable invoice.

TRAVEL CLAIMS:

1. Requisitions and claims for travel occurring prior to June 24, 2011 should be approved and received in the Business Office by 3:00 pm, June 24, 2011.
2. Requisitions and claims for travel occurring June 25 through June 29, 2011 should be approved and received in the Business Office by 3:00 pm each business day.

3. Requisitions and claims for travel completed by midnight on June 30, 2011 must be approved and received in the Business Office by noon on July 1, 2011. The approved claim amounts will be recorded as an expense by journal voucher in the 2010-11 fiscal year.

FOUNDATIONS:

1. The last foundation check cycle for the 2010-11 fiscal year will be printed on Thursday, June 23, 2011. This will require that all completed and approved requisitions be received in the Business Office by **Noon, June 22, 2011.**

EQUIPMENT PURCHASES:

1. Equipment that has been received on or before June 30, 2011 and for which an invoice has not been issued must be recorded as an expense in 2010-11 fiscal year. A memo indicating the purchase order number and the exact equipment items received must be forwarded to the Accounts Payable office by 4:30 pm, July 1, 2011. Please pay close attention to receipt of equipment by departmental personnel as this memorandum is necessary for the proper recording of Fixed Assets.

BUDGET REVISIONS:

1. All Request for Revision in Budget forms must be received in the Business Office by **4:30 pm, June 28, 2011.** Any revision forms received after that time may be returned without action taken.

PROCARD PURCHASES:

1. All purchases that need to be made for 2010-11 fiscal year should be made by June 17, 2011, (this is the suggested date) to ensure that items post to the Visa website by June 30, 2011.
2. Departments will then have through July 6, 2011 to reallocate any posted expenditures. On the morning of July 7, 2011 all expenditures with **posting dates of June 21 – 30, 2011** will be recorded as an expense in the 2010-11 fiscal year.
3. Please use Banner forms daily to verify the account balances and reserve funds in the reallocated accounts for the Procard expenditures. In a short review, please remember the following dates:

June 17, 2011 – Suggested final transaction (**purchase**) date

June 30, 2011 – **Posting date** cut-off

July 6, 2011 – Departmental final **reallocation** of June purchases

July 7, 2011 – Transactions with **posting dates** of June 21 – 30, 2011 recorded as an expense in 2010-11 fiscal year.

4. **Purchases with posting dates after June 30 will not come out of the 2010-11 fiscal year budgets.** These transactions will become expenditures for the new fiscal year 2011-12.
5. Travel expenses, such as airline tickets or registration fees, charged to the Procard during fiscal year 2010-11 for travel which concludes after June 30, 2011 must be recorded as an expense in the 2011-12 fiscal year. Please forward a memo to Accounts Payable detailing these expenses by July 1, 2011.

GRANTS:

1. Special effort should be made to ensure that all transactions are processed against grant accounts closing on June 30, 2011.
2. All Time and Effort reports through Spring Semester 2011 need to be signed and returned by June 24, 2011.
3. Activations that need to be activated for fiscal year 2010-11 need to be submitted by June 8, 2011.
4. Any special invoices (bookstore, service centers, etc.) that need to be issued prior to June 30, 2011 need to be requested by June 17, 2011.
5. Restricted accounts (gift, scholarship, etc) with a negative balance need to be resolved by June 17, 2011. Contact Grant Accounting with any questions.

PAYROLL:

1. Summer or extra pay in June payrolls must be in Human Resource Services by **June 3, 2011**, otherwise payment will be made in July from 2011-12 fiscal year budget.
2. All time sheets for the July 8, 2011 student/hourly payroll must be in Human Resource Services by 10:00 am, July 1, 2011.
3. June 2011 Leave and Extra-time reports for the month of June are due in Human Resource Services by 10:00 am, July 6, 2011.
4. Reallocations for time periods prior to June 2011 must be completed, approved, and received in the Human Resource Services by May 13, 2011; otherwise reallocations will be processed in July 2011.
5. Reallocations for May/June 2011 time period should be completed, approved, and received in Human Resource Services no later than June 10, 2011; otherwise reallocations will be processed in July 2011.

ACCOUNTS RECEIVABLE:

1. Information for all accounts receivable billings should be prepared and forwarded to the Business Office as early as possible to facilitate collection by June 30. A notation will be made on these billings regarding the necessity of payment being received by June 30, 2011. A listing of all accounts receivable remaining unpaid as of June 30, 2011 should be submitted to the Business Office by 4:30 pm, June 30, 2011.

DEFERRED REVENUE:

1. Revenue collected prior to July 1, 2011 for events taking place within fiscal year 2011-12 will be recorded as deferred income to be carried forward to the new year. Please clearly indicate deferred income as such on your subsidiary receipts and deposit summary report.
2. In the case of the events beginning in the current fiscal year and extending into 2011-12, revenue will be credited to the year in which it is earned. It may be necessary to prorate revenue to both years.

RECEIPTING:

1. All monies received must be deposited with the Business Office no later than **Noon on Thursday, June 30, 2011**. If you have checks to deposit, please bring them to the Business Office no later than 11:00 am to allow sufficient processing time. Monies deposited after 12:00 noon will be receipted as of Friday, July 1, 2011 crediting fiscal year 2011-12. As you begin receipting for the new fiscal year, please remember to also initiate a new report number series beginning with 1.

PETTY CASH:

1. Petty cash accounts are subject to audit at any time by Internal Audit and/or the State Comptroller's office.
2. The Business Office should be notified immediately if the individual designated as the petty cash custodian changes due to personnel turnover or for any other reasons.
3. All petty cash funds must be reconciled by the fund custodian as of June 30, 2011. A written reconciliation, signed by the petty cash custodian and the area administrator, is to be forwarded to the Director of Financial Services, Marjorie Crabtree, in the Business Office on June 30, 2011. Any shortage should be reimbursed or any overage deposited by noon, June 30, 2011.

Exceptions to any of the above deadlines or procedures may only be made by the Director of Accounting, Valerie Petty, or the Associate Vice President for Business and Fiscal Affairs, Jeff Young. Please direct any questions to the appropriate Business Office departmental supervisor. Detailed daily information is available at <http://www.tntech.edu/business/financialservices/> on the calendar tab.