

# Fiscal Year-End Procedures

## Bill Paying:

- Voucher entry for fiscal year being closed extended two weeks into July
- Voucher date very important for GL posting, June invoices entered in July back date to 06/30, July invoices entered in June forward date to 07/01
- Invoice date very important especially after two week extension, invoice date in VOUM needs to match the date on the invoice

## Service Department Charges:

- All interdepartmental charges need to be submitted to Kathy Yeager no later than the second week in July

**Petty Cash:**

- All petty cash funds (object code 6299) need to be credited back into the 6299 account no later than the last working day in June
- Petty cash for the next fiscal year needs to be taken out in July

**Travel Advances:**

- All advances given for travel in the fiscal year being closed need to be reconciled and turned in to Cindy Dickson no later than the second week in July

**Personal Reimbursements:**

- For June expenses prior to June 30, cash requests can be taken to the Student Accounts Business Office (Room 223) for cash. After June 30, submit these requests to Accounts Payable for a check

**Payroll:**

- Hourly staff projected hours time sheets from 06/21 through 06/30
- Student projected hours time sheets from 06/09 through 06/30
- Send to Kellie Emigh by 06/30