**BOA WORKSHOP**

**2017 Fiscal Year End Closing**

**June 14 and June 27, 2017**

* Welcome & Introductions
* Year End Procedures
* Paying Invoices
* JPMorgan Purchasing Card Use
* Payroll Accruals
* Miscellaneous

- Service Department Charges

- Petty Cash

- Personal Reimbursements

- Travel Advances

* Helpful Tips
* Additional Questions