

## FISCAL CLOSING INSTRUCTIONS

June 30, 2017

This letter provides information and instructions for fiscal year closing June 30. Items of note include:

- May Ledger - Departments should review the May ledgers and input all additions, corrections and adjustments so they appear on the June preliminary ledgers.
- Preliminary Ledger - The preliminary June ledger will be the department final ledger. No department transactions will be processed after the preliminary ledger.
- Accruals - There will be no departmental accruals. June invoices paid in early July will be reflected on the June preliminary ledger.
- Liens/Encumbrances - The Request for Carry Forward will encumber balances for open Subcontracts (KK) and Facilities Management (FM) Work Orders.
- Transfer of Funds - Departments are not required to submit Transfer of Funds to adjust account balances. Academic Salaries - Sub 0 - will be adjusted centrally. All other subs 1-9 will be adjusted to sub 3 by Accounting and the Budget Office.
- Transfer of Expense - Transfers of non-payroll expense through the TOE system must be submitted to Accounting no later than June 30. Manual transfers of expense (UFIN 120) are also due to Accounting by June 30.
- Inventory – Departments should contact Accounting to record supply inventories greater than \$50,000.
- Adjustments – All adjustments received after June 30 will be processed in the new year.
- Carry Forward – information and deadlines will be provided by the Budget Office.

The dates appearing in the left-hand margin represent deadlines which must be observed if final closing dates are to be met.

<b>May 19</b>	<u>Interlocation Transfer of Funds.</u> Transfer of funds (budget transfers) between campuses must be in the Budget Office by May 19 by <b>4:00 pm.</b>
<b>June 2</b>	<u>Payroll Transfer of Expense.</u> Last day to submit transfers to Accounting.
<b>June 2</b>	<u>Contracts.</u> Contracts must be submitted before June 2nd to ensure acceptance against appropriations with a June 30 <sup>th</sup> expiration.
<b>June 9</b>	<u>Purchase Order Requisition for Supplies and Equipment.</u> Orders placed through Gateway should be submitted before June 9 <sup>th</sup> to ensure acceptance against appropriations with a June 30 <sup>th</sup> expiration.
<b>June 16</b>	<u>Form 5.</u> Due to Accounting to be recorded as 2016-17 business. This includes online reimbursements and all manual forms.
<b>June 16</b>	<u>Travel Expense Vouchers.</u> Travel expenses applicable to 2016-17 should be submitted to the Accounting Office on or before June 16, 2017.
<b>June 30</b>	<u>Intercampus Recharge Forms.</u> Financial recharges to another campus must arrive in the Accounting Office by June 30. Recharges received after the deadline will be recorded in 2017-18.
<b>June 30 4:00 pm</b>	<u>BARC Charges.</u> Departments preparing BARC charge forms for services or materials should cover all activity through June 30.
<b>June 30 4:00 pm</b>	<u>Cash Deposits.</u> All cash must be deposited with the Cashiers Office by June 30.
<b>June 30 4:00 pm</b>	<u>Petty Cash Reimbursements.</u> All petty cash reimbursements through the Cashiers Office must be in the Cashiers Office by June 30 at 4PM to be reflected on the June preliminary ledger.
<b>June 30</b>	<u>Flex Card.</u> Deadline for approved transactions to be recorded as 2016-17 expenses.
<b>June 30</b>	<u>Non-Payroll Transfer of Expense.</u> Cutoff date for transfer of non-payroll expense through the TOE system and manual transfers (UFIN 120).
<b>June 30</b>	<u>Transfer of Soft Funds.</u> Cutoff date for transfer of budget allocations of soft funds.

<b>June 30</b>	<u>Recharge Journals-Manual.</u> Recharge journals (for departments with sub 9 recharge accounts) must be in the Accounting Office by June 30 <b>[4:00 pm]</b> .
<b>June 30</b>	<u>PPS Snapshot.</u> All EDB transactions that will be used to balance Staffing need to be in PPS by June 30 <b>[5:00 pm]</b> . The PPS snapshot will be taken by the Budget Office on July 1.
<b>July 5</b>	<u>Recharge Journals-Electronic.</u> All recharge activity submitted electronically must be received in the Accounting Office – Computer Support- by July 5 <b>[4:00 pm]</b> .
<b>July 13</b>	<u>Self-Support Operations.</u> All adjustments to income, expense, assets and liabilities should be in the Accounting Office by July 13.
<b>July 14</b>	<u>Open Provisions.</u> Cutoff date for open provisions [vacant positions] to balance Staffing must be submitted to the Budget Office by July 14 <b>[2:00 pm]</b> .
<b>July 14</b>	<u>Transfer of Funds.</u> Cutoff date for TOF system: All <b>Temp</b> and <b>Perm</b> transfers must be submitted to the Budget Office by July 14 <b>[2:00 pm]</b> .

## APPROPRIATION BALANCES

The handling of appropriation balances at fiscal year-end is governed by the nature and status of appropriations involved as set forth below:

1. Appropriation balances will be carried forward for reappropriation into the new fiscal year for all approved outstanding FM and KK liens at June 30 without action being required of departments.
2. Specific funds require an approved carry forward request to reappropriate balances to the new fiscal year. The Budget Office will notify the campus when the Carry Forward System (in Espresso) is ready for input. This should occur approximately the second week of June. In the absence of a Request of Carry Forward, funding will lapse at June 30. These funds include:

05397	Educational Funds
07427	Opportunity Funds
09489-09596	University Funds
18000-18199	Special State Appropriations
19900-19999	State General Funds
20000-20293	Student Fees
38070	Searles Fund
69750	Federal Contract & Grant Overhead

Appropriations financed from Endowment Funds (04100-09799 and 34100-39799) excluding Funds 05397, 07427, 09489-09596, 36319, 37045, 38070 and 38220 will be carried forward, whether encumbered or unencumbered, provided the period of availability extends into the next fiscal year.

3. Contracts, Grants and Various Donation Funds

Appropriation balances, whether encumbered or unencumbered, will be carried forward into the new year provided the terms of those specific funds permit such action. If there are any questions concerning the terms of such funds, please contact Accounting Office Extramural Funds personnel for assistance.

4. Self-Supporting Activities (60000-69999) unexpended balances will be carried forward if the conditions under which the fund was established allow such action.

5. Auxiliary Enterprises (70000-74999)  
UC Housing System (70200-71400) balances will be transferred to the campus Net Revenue fund. All other balances will be carried forward.
6. Reserve (75000-76999) balances will be carried forward.

**AREAS OF RESPONSIBILITY  
FOR FISCAL CLOSING  
2016-17**

<b><u>UNIT/INDIVIDUAL</u></b>	<b><u>EXT</u></b>	<b><u>RESPONSIBILITY</u></b>
<b><u>Administration</u></b>		
Jim Corkill	5882	Director of Business & Financial Services
Leslie Griffin	4738	Associate Director, Business & Financial Services
<b><u>General Accounting</u></b>		
Butch Phillips	2998	Manager
Russell Remington	2372	Account maintenance, financial journals, department recharges, intercampus budget transfers, service and auxiliary enterprises, credit card operations, incoming bank wires, unidentified cash
Lynn Tran	3258	Plant funds, bank reconciliations
Janet Kennedy	8913	General Ledger inquiries, financial control, intercampus financial recharges, records maintenance
<b><u>Extramural Funds</u></b>		
Tyler Clark	3068	Manager
<b><u>Payroll</u></b>		
Sona Baboolal	3259	Manager
Lan Nguyen	4145	Assistant Payroll Manager
Jo Ann Stark	2219	Financial journals
Lissett Gonzales	3792	All Staff: last name A-L
Maya Wang	8513	All Staff: last name M-Z
Kim Patterson	3654	All Student employees, Surepay
Geraldine Savary	3085	Insurance, leave reporting, expense transfer
All		W-2s

**AREAS OF RESPONSIBILITY  
FOR FISCAL CLOSING  
2016-17**

<u>UNIT/INDIVIDUAL</u>	<u>EXT</u>	<u>RESPONSIBILITY</u>
<b><u>Accounts Payable-General Disbursements</u></b>		
Annette Gonzales	7037	AP supervisor, transfer of expense, honoraria, memberships, off-cycle checks and use tax corrections, cash advances, journal preparation, stop payments/cancel checks, refunds checks from vendors, outgoing wires and drafts
Stephanie Sacco	2651	Miscellaneous reimbursements
Ron Hirst	3070	Sales Tax, Use Tax, Non-Resident Alien/Tax Compliance
FAX (A/P)	4132	
<b><u>Accounts Payable-Travel/Entertainment Section</u></b>		
Annette Gonzales	7037	Supervisor Travel advance, expense and removal processing, entertainment. Corporate Card administration
Frederika Smith	3929	Travel expense processing and entertainment reimbursements
Jamie Sawyer	2271	Travel expense processing and entertainment reimbursements
FAX (Travel)	4132	

**AREAS OF RESPONSIBILITY  
FOR FISCAL CLOSING  
2016-17**

**Procurement/Business Services**

Jacob Godfrey	3001	Associate Director
Procurement & Contracts Calli Price	3723	Manager
Equipment Management Vaughn Boyle	7377	Manager
Settlement Services & Flex Card Vaughn Boyle	7377	Manager
Gateway Systems Kathleen Yabsley	3542	Manager
Lakshmie Ediriwickrama	2272	Sub-agreements (KK's), FM & RH contracts, capital leases
Robin Portune	4741	Gateway invoice processing Help Desk
Lydia Quiroga	2272	Gateway invoice processing
Service Desk	8025	help@gateway.procurment.ucsb.edu
invoicesONLY@bfs.ucsb.edu		Only used for emailing invoices for automatic processing