

FISCAL CLOSING INSTRUCTIONS

June 30, 2012

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

- Lapse Funds - The Request for Carry Forward can be used to carry forward all lapsing funds.
- 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 in the accounts payable system will be accrued by the Accounting Office. On June 30 all campus financial business officers will be surveyed via email for any outstanding commitments of \$100K and over. This survey will be repeated once more prior to the issuance of the final ledger.
- Liens/Encumbrances - Departments will no longer submit lien adjustments. The Request for Carry Forward will encumber all balances.
- 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.
- Supplementary Payroll - The July supplementary payroll will be recorded in the new year. Large dollar amounts will be accrued by Accounting.
- Inventory – Departments should contact Accounting to record supply inventories greater than \$50,000.
- Adjustments – All adjustments will be processed in the new year.
- New Year Journals – Departments are requested to submit July journals to Accounting after July 15.
- 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.

May 23	<u>Interlocation Transfer of Funds.</u> Transfer of funds (budget transfers) between campuses must be in the Budget Office by May 23 by 4:00 pm.
June 1	<u>Purchase Order Requisition for Supplies.</u> The Purchasing Department has set June 1 as the last day on which requisitions for supplies and services can be accepted against appropriations which expire on June 30.
June 1	<u>Purchase Order Requisitions for Equipment</u> must be received in the Purchasing Department by June 1 to be issued as a valid encumbrance against 2011-12 appropriations. This does not apply to Extramural Funds that expire after June 30, 2012.
June 7	<u>Payroll Transfer of Expense.</u> Last day to submit transfers to Accounting.
June 22	<u>Postage.</u> June 22 is the last day to purchase postage stamps from the Mail Services.
June 22	<u>Approved Invoices.</u> All approved invoices for 2011-12 payment must be in the Accounting Office by June 22.
June 22	<u>Form 5.</u> Due to Accounting this date to be recorded as 2011-12 business.
June 22	<u>Travel Expense Vouchers.</u> Travel expenses applicable to 2011-12 should be submitted to the Accounting Office on or before June 22.
June 25	<u>Intercampus Recharge Forms.</u> Financial recharges to another campus must arrive in the Accounting Office by June 25. Recharges received after the deadline will be recorded in 2012-13.
June 26	<u>Central Stores.</u> Storehouse/Buy out orders must be received by 5:00 pm.
June 29 4:00 pm	<u>BARC Charges.</u> Departments preparing BARC charge forms for services or materials should cover all activity through June 29. Please submit bills throughout the month and don't wait until the last minute.
June 29 4:00 pm	<u>Cash Deposits.</u> All cash must be deposited with the Cashiers Office by June 29.
June 29 4:00 pm	<u>Petty Cash Reimbursements.</u> All petty cash reimbursements through the Cashiers Office must be in the Cashiers Office by June 29 at 4PM to be reflected on the June preliminary ledger.
June 29	<u>Flex Card.</u> Deadline for approved transactions to be recorded as 2011-12 expenses.

June 29	<u>Facilities Management Work Orders.</u> After June 29, Facilities Management Department can accept specific work orders as proper liens against 2011-12 funds only to meet emergency needs.
June 29	<u>Non-Payroll Transfer of Expense.</u> Cutoff date for transfer of non-payroll expense through the TOE system and manual transfers (UFIN 120).
June 29	<u>Transfer of Funds.</u> Cutoff date for transfer of budget allocations through the TOF system.
June 29	<u>Transfer of Soft Funds.</u> Cutoff date for transfer of budget allocations of soft funds.
June 29	<u>Recharge Journals-Manual.</u> Recharge journals (for departments with sub 9 recharge accounts) must be in the Accounting Office by June 29 4:00 pm.
July 2	<u>Recharge Journals-Electronic.</u> All recharge activity submitted electronically must be received in the Accounting Office – Computer Support- by July 2 4:00 pm.
July 11	<u>Self-Support Operations.</u> All adjustments to income, expense, assets and liabilities should be in the Accounting Office by July 11.

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 liens at June 30 without action being required of departments.

The following will be recognized as proper commitments against unexpended balances:

- a. A valid purchase order issued before June 30 by the campus Purchasing Department to a vendor to furnish goods and/or services to a University department or activity. Check the May ledger to be sure all purchase orders are liened. If not liened, send a memo to Asger Pedersen in Accounting.
 - b. A contract (other than a purchase order) entered into by the University and a second party to furnish goods and/or services in which both the offer and acceptance have occurred on or before June 30.
 - c. An internal requisition for services and/or materials issued to and accepted by a University department on or before June 30, such as Storehouse or Facilities Management Department.
2. Lapse 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.

05397	Educational Funds
07427	Opportunity Funds
09489-09596	University Funds
18000-18199	Special State Appropriations
19900-19999	State General Funds
20000-20293	Student Fees
36319	Jack Lee Fund
37045	Milco Cancer Research
38070	Searles Fund
38220	State Tide Land-Coal Point
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.

The following Special State funds expire June 30. Final expenditures must be recorded on the **May ledger**. Do not submit Carry Forward request on these third year Special State Appropriations.

18022-Student Financial Aid
18025-Student Financial Aid
18043-Lease-Purchase Payments
18047-Subject Matter Project
18050-California Institutes for Science and Innovations
18076-Tobacco-Related Research
18110-Tobacco-Related Research
18111-Tobacco-Related Research
18102-Breast Cancer Research

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
2011-12**

<u>UNIT/INDIVIDUAL</u>	<u>EXT</u>	<u>RESPONSIBILITY</u>
<u>Administration</u>		
Jim Corkill	5882	Director of Accounting Services & Controls
<u>General Accounting</u>		
(Open)	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, bank reconciliations
Lynn Tran	3258	Plant funds
Angie Carrillo	8913	General Ledger inquiries, financial control, intercampus financial recharges, records maintenance
<u>Extramural Funds</u>		
Connie Feeley	3068	Manager
Monica Dunne	4095	Endowments
Tyler Clark	2855	Sea grants, Intercampus awards
<u>Payroll</u>		
Sona Baboolal	3259	Manager
Lan Nguyen	4145	Assistant Payroll Manager
Jo Ann Stark	2219	Financial journals
Margarita Cantu	3792	All Staff: last name A-L
Teri Pineda	8513	All Staff: last name M-Z
Daniel Meza	3654	All Student employees, Surepay
Cameron Squire	3085	Insurance, leave reporting, expense transfer
All		W-2s

**AREAS OF RESPONSIBILITY
FOR FISCAL CLOSING
2011-12**

<u>UNIT/INDIVIDUAL</u>	<u>EXT</u>	<u>RESPONSIBILITY</u>
<u>Accounts Payable</u>		
Asger Pedersen	3919	Manager, accruals
Bernice Yost	4288	Assistant manager, transfer of expense, honoraria, contracts and agreements, off-cycle checks and use tax corrections, cash advances, journal preparation, stop payments/cancel checks, refunds checks from vendors
Robin Portune	4741	SB invoices, lien releases, shipping invoices
Lakshmie Ediriwickrama	2272	VB-vendor blanket invoices, subagreements (KK's), FM & RH contracts, capital leases
Kim Abacherli	3070	Memberships, approval pending tracking, low value invoices
Stephanie Sacco	2651	Miscellaneous reimbursements, outgoing wires and drafts, Arrowhead, FedEx Kinkos
Lydia Quiroga	2272	Low value purchase authorization invoices
FAX (AP)	4132	
		NOTE: For invoice corrections, please call the person on the green/yellow labels
<u>Travel/Entertainment</u>		
Asger Pedersen	3919	Manager
Annette Gonzales	7037	Travel Supervisor Travel advance, expense and removal processing, entertainment. Corporate Card administration
Lori Staggs	3929	Travel expense processing and entertainment reimbursements
FAX (Travel)	4132	