

To: Faculty and Staff
From: Meghan Kass, Controller
Date: June 10, 2011
Subject: Year End Accounting Procedure - June 30, 2011

As the college prepares for its fiscal year end close on June 30, 2011, the Finance Office has prepared a detailed year-end timetable for all departments to follow to ensure an efficient and timely closing of the books in preparation for the audit. Department Managers, please review your expense detail by org to ensure it accurately reflects expenditure activity. Please keep in mind, the college must recognize an expense in fiscal year '11 for all goods received and consumed or for services provided by June 30, 2011 and prior. All cash transactions must be processed by 3:00 p.m. on June 30th and all expense transactions must be processed by 4:30 p.m. on July 15th. If you have any questions regarding the year end procedures, please do not hesitate to contact me directly at ext. 3440 or kass_meghan@wheatonma.edu or any of the Finance staff members listed below. Thank you in advance for your assistance in making this a smooth closing process.

Transaction	Deadline	Deliver To	Documentation Needed
FY'11 Expenses (With Invoices) & Cash Reimbursements	Friday, July 15	Accounts Payable/Payroll Laura Whiting Extension 3443 whiting_laura@wheatonma.edu	Submit all invoices for goods received and consumed or for services provided June 30, 2011 or prior. Please indicate on the documentation what fiscal year it relates to. Documentation should clearly identify that delivery of goods and services was on or before June 30, 2011. Submit all requests for reimbursement of expenses incurred through June 30, 2011.
FY'11 Expenses (Without Invoices)	Friday, July 15	Controller Meghan Kass Extension 3440 kass_meghan@wheatonma.edu	If you received any goods and services before June 30, 2011 and you have not yet received an invoice, please complete the <i>Fiscal Year End Purchases</i> Form located on the Finance Forms website under Year End.
FY'12 Expenses (With Invoices)	N/A	Accounts Payable/Payroll Laura Whiting Extension 3443 whiting_laura@wheatonma.edu	A few departments will pay for expenses before June 30th for programs that begin in the new year. Please be sure to clearly mark any transactions of this nature, to ensure charges are processed to appropriate budget year. Unless a specific request is made, only items \$1,000 or greater will be recorded to fiscal year '12.
Purchase Orders	Friday, July 15	Business Services Pam Parker Extension 3438 pparker@wheatonma.edu	All open purchase orders from fiscal year '11 must be received by June 30, 2011 with a completed Banner Receiving Document Number. Final invoices must be submitted by July 15, 2011. Please allow for appropriate delivery time on certain items. The goods must be received by June 30th in order to be booked to fiscal year '11.
Cash Advances	Friday, July 15	Accounts Payable/Payroll Karen Karevicius Extension 3444 kkarevic@wheatonma.edu	Submit accounting and supporting documentation for advances used through June 30, 2011. If the purpose for the advance is not completed by June 30, 2011, submit the accounting and supporting documentation for the portion that has been spent, and the balance of the expenses will post to fiscal year '12.
Credit Card Online Reconciliation	Friday, July 15	Accounts Payable/Payroll Sue Lunetta Extension 3439 slunetta@wheatonma.edu	Submit approved reconciliation and supporting documentation for the billing period ending June 30, 2011. Any reconciliations not submitted by the deadline will be charged to your main org number and the procard general expense account. This charge can not be reversed. Please keep in mind that there is sometimes a lag of a few days from when the card is used to when the transaction appears on the statement. To ensure any charges that relate to fiscal year '11 post to your June statement, please complete the purchase by June 27th. Transactions after this date may still post to June.
Cash Deposits	Thursday, June 30 <i>by 3:00 p.m. (window) by 8:30 a.m. (drop box)</i>	Accounting Services Marie Oliver Extension 3436 moliver@wheatonma.edu	Submit deposit forms with checks and cash received by your department through June 30, 2011. Deposits should be brought to the Accounting Services window in Park Hall by 3:00 p.m. on June 30th. The drop box will be emptied the morning of June 30th. Any drop box deposits made after that time will be recorded to July (FY '12).
Expense Corrections/ Interdepartmental Charges (IC's)	Friday, July 15	Accounting Services Marie Oliver Extension 3436 moliver@wheatonma.edu	Submit all paperwork with fiscal year clearly marked at top.
Budget Adjustments	Friday, July 15	Budget Office Gale Habeeb Extension 3621 ghabeeb@wheatonma.edu	Submit all paperwork with fiscal year clearly marked at top.