



APRIL 2014

MEMORANDUM

To: Academic and Administrative Departments

From: Finance

Re: Year End Schedule June 30, 2014

The purpose of this Year End Schedule is to coordinate the closing of the University's financial records for the 2013/14 fiscal year. Departments should evaluate and plan for remaining expenditures as early as possible.

Continuing the same processes as last year, it is important that all expenditures relating to goods received and work performed by June 30, 2014 be charged to the 2013/14 fiscal year and that all activities occurring after June 30, 2014 (i.e. airfare, conference fees) be charged to the 2014/15 fiscal year. This is one of many tests that our external auditors, KPMG, perform when they come to campus for the annual audit; the purpose of which is to attest to the accuracy of the year end financial statements.

The following procedures are also designed to increase year end efficiency, provide a more accurate representation of balances and ensure charges are within the available budget. There have been no significant changes in procedures from last year.

Please follow the monthly newsletter and carefully review other correspondence from Finance for updates throughout year end.

1. Budget Control
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1. Budget Control

As we quickly approach June 30 it is important for all departments to review expenses to ensure approved budget totals are not exceeded. It is expected that WFS Inquiry Smartkey/ Account Summary or the Budget vs. Actual reports are utilized, to view the most current balances as they are changing on a daily basis.

As a reminder, the first level of budget checking will check whether there is adequate budget at the smartkey level. If there is not enough budget at this level, the lines that fail budget checking will be displayed in **red** with a budget line status of "ERROR." Users will not be able to submit a transaction that has lines in error status.

After the transaction has passed budget checking at the smartkey level, a second level of budget checking will check whether there is adequate budget at the account subgroup or account detail based on the budget level of the smartkey. If there is not enough budget at this level, the lines that fail budget checking will be displayed in **yellow** with a budget line status of "Warning." Users *will* be able to submit transactions with budget warnings to workflow.

Departments are responsible for clearing existing or anticipated deficits in their operating smartkeys.

2. Workflow

It is very important that all WFS smartdocs in workflow be processed by June 30. Therefore, users should monitor the workflow status of documents that they have created and follow up on outstanding issues. All approvers should act on all documents in their inbox in a timely manner, especially towards the end of the year.

If a document has been denied, it must still be acted upon by either fixing the reason for the denial or requesting from wfshelp@wesleyan.edu that the document be deleted.

Please see Year End Seminar Powerpoint Presentation at www.wesleyan.edu/finance for Screen Prints on how to search for outstanding Smartdocs.

3. Journal Entries

Journal entries for the 2013/14 fiscal year must be approved via workflow no later than June 30. Please allow sufficient time for approval because an entry will not be completed until it is approved.

4. Accounts Payable Vouchers

An expenditure must be charged in the year in which the service was performed or the goods were received. The following are guidelines to help you determine which year the expense belongs and, therefore, the subsequent procedures to pay:

**Accounts Payable Vouchers
Determining the Fiscal Year**

<u>What it IS</u>	<u>What it is NOT</u>
<ul style="list-style-type: none">• The work is performed • The goods are received • The travel occurs	<ul style="list-style-type: none">• Order date • Payment date • Invoice date • Budget funds available

Expenditures incurred through May 31, 2014

All vouchers for goods received, work performed, or travel through May 31 should be received by Accounts Payable no later than Wednesday, June 11 at 3:00 pm. Please contact vendors with whom you have outstanding invoices to request billing.

Expenditures incurred during June 2014

Vouchers for goods received, work performed, or travel during the month of June must be approved by Monday, June 30 at 3:00 pm. Again, it is expected that June expenses are minimal and necessary for that time period. Please contact vendors and request accelerated billing during this time period. Expenditures that remain unbilled as of June 30 must be accrued. Accrual requests must be submitted to Susan Pavis by Wednesday, July 16 at 10:00 am. Final

documentation for accruals is due to Susan by July 31. See #14 for additional information on accruals.

5. Purchase Orders

Except for grants, open purchase orders will not be carried forward to the next fiscal year. Please review any outstanding purchase orders, including those that have not yet been dispatched or that have been denied, to be sure the encumbrances are accurate for the remainder of the fiscal year. If the PO is no longer applicable, request that it be closed via email to wfshelp@wesleyan.edu . Remaining encumbrances at June 30 will fall to the University bottom line.

If you need a purchase order closed or cancelled to release the encumbrance please email the PO number to wfshelp@wesleyan.edu .

6. Travel

All travel ending prior to May 31, 2014 must be accounted for on a travel expense report attached to a voucher by June 11. If travel ends before June 30, 2014, receipts must be turned in by July 16 (including PCard charges). If receipts cannot be turned in by that date, request an accrual outlined in #14. If the travel begins in the 2013/14 fiscal year and ends in the 2014/15 fiscal year it will be charged to the year in which the majority of the trip occurs or other reasonable allocation methods as determined by Finance. Appropriate accruals should be requested.

The above deadlines also apply to travel expense reports which include a travel advance that is being cleared. Expense reports should be sent to Tami Sabo in Finance. For faculty research accounts, notify Joy Vodak in Academic Affairs about travel where an individual will not return prior to June 30.

7. Petty Cash

All petty cash funds are to be reconciled by July 1. Reconciliation is done by totaling the cash and receipts on hand. Cash on hand plus the total of receipts for business related purchases should equal the allowed petty cash fund. A voucher with receipts can be submitted to replenish the fund. Contact Susan Pavis at x2839 with any questions related to petty cash.

8. Payroll

The following 2013/14 fiscal year weekly payroll charges will not hit the financial system until after June 30, so budget accordingly:

<u>Pay Period Ending</u>	<u>Check Date</u>	<u>Payroll Distribution</u>	<u>Personnel Earnings Detail Updated in WFS</u>
June 29, 2014	July 3, 2014	July 1, 2014	July 2, 2014
July 6, 2014	July 11, 2014	July 9, 2014 (payroll for June 30 is in 2013/14)	July 10, 2014 (payroll for June 30 is in 2013/14)

It is important that Student and Temp charges also be reflected in the year in which the work was performed. Therefore, please submit all timesheets in a timely manner and pay close attention to Payroll deadlines at June 30. Refer to the payroll calendar for additional processing deadlines related to the Fourth of July holiday.

Payroll redistributions of transactions prior to May 31 must be requested by June 13 to be reflected in the 2013/14 fiscal year. Redistributions for June activity must be requested by 12:00 pm on July 11 to be reflected in second close reports.

9. **Deposit Transmittals**

To ensure that there is time for processing, please submit **cash** deposit transmittals by Friday, June 27 at 10:00 am. The final date for submitting **check** deposit transmittals for the 2013/14 fiscal year is Monday, June 30, 10:00 am. This is the date and time that checks and final paperwork must be *received* in the Cashier's Office in North College. This may require you to hand deliver the items as sending through campus mail will not guarantee delivery by the deadlines.

Additional cashiering policies and procedures can be found at <http://www.wesleyan.edu/finance/paymentprocess/policies/cashreceipt.html>

****The Deposit Transmittal Smartdoc will not be available at all after 10:00 am June 30. It will be back up at 9:00 am Tuesday, July 1 for 2014/15 transactions.*****

10. **WB Mason Furniture and Supplies**

The last day to order furniture from WB Mason, and have it charged to the 2013/14 fiscal year, is April 30. Office supplies ordered from WB Mason should be ordered by Wednesday, June 25. Please note that this date assumes delivery of the product by June 30 as billing is based on date of delivery. If a product is back ordered or if it is a furniture order, it cannot be charged to the 2013/14 fiscal year unless it is received prior to June 30.

WB Mason June charges will not be charged to the 2013/14 budget until the first week of July and, therefore, reflected in second close reports.

All 2013/14 fiscal year office supplies should be ordered by June 25. Any supplies that are to be charged to the 2014/15 fiscal year should not be ordered until after July 1.

11. PCard

PCard vouchers will be created three times during the month of June to aid in the year-end budget balancing process. Please keep in mind the following voucher create dates.

Schedule of PCard Download Dates:

<u>Activity Post Date</u>	<u>Downloaded to Financial System</u>	<u>Voucher Due Date</u>
March 21, 2014 - April 20, 2014	April 22, 2014	May 20, 2014
April 21, 2014 - May 20, 2014	May 22, 2014	June 20, 2014
May 21, 2014 - June 6, 2014	June 10, 2014	June 30, 2014
June 7, 2014 - June 20, 2014	June 24, 2014	June 30, 2014
June 21, 2014 - June 30, 2014	July 2, 2014	July 11, 2014

It is important to review the final 2013/14 voucher carefully to be sure all the expected charges appear. Merchants do not always process the charge on the same day as the order. If it is determined that the goods were received prior to June 30 but the credit card has not yet been charged you should follow the Accrual process outlined in #14.

All 2013/14 PCard vouchers should be submitted and approved by departments by July 11. Please ensure all 2013/14 fiscal year vouchers have been submitted and outstanding issues cleared. Contact Tami Sabo at x2958 with any questions.

PCard voucher activity may include transactions that are related to the next fiscal year. Examples might include:

- Goods paid for during the 2013/14 fiscal year, but not received until the 2014/15 fiscal year.
- Travel paid for during the 2013/14 fiscal year, but will not occur until the 2014/15 fiscal year (airfare, conference fees).

If prepaid activity is identified, ad hoc Susan Pavis as an approver at the end of the voucher workflow and indicate the line # of the prepaid in the "Instruction for AP". Additional information on Prepaid expenses can be found in Section #13.

12. Financial Reports

WFS Inquiry reflects the smartkey status daily. The first year end close is scheduled for Monday, June 30, at which time it is important that smartkeys and accounts be as close to final as possible. Second close will occur on Wednesday, July 16. The second close reports will reflect final 2013/14 fiscal year departmental activity for most accounts. Subsequent account activity requires Cabinet member approval.

13. Prepaid Expenses

A prepaid expense occurs if a payment is to be made to a vendor prior to the goods received, work performed or travel incurred. It is important to recognize prepaid expenses at year end when the payment is due prior to June 30 but events occur after June 30.

All vouchers with requests for payment relating to the 2014/15 fiscal year are to be charged to the department smartkey and sent to Susan Pavis for approval by using the ad-hoc feature in workflow. Ad hoc Susan as the last approver after AP.

The vendor will be paid out of the department smartkey in 2013/14. Susan will process a journal entry to credit the department in 2013/14 and charge the department smartkey in 2014/15. *If you receive a Budget Error on the voucher due to the Prepaid, please email the Voucher ID to Susan Pavis.*

Exceptions to prepaid expense procedures may be made if the expense is recurring in nature for a dollar amount that is generally consistent from year to year. As a general rule, if you have twelve months of charges in a year then no prepaid is necessary.

14. Accruals

Expenses incurred or products received prior to June 30 must be charged in the 2013/14 fiscal year.

At times, an invoice to process a charge may not be available by the deadline or the merchant may not have processed the charge to the Pcard prior to June 30. Email Susan Pavis at spavis@wesleyan.edu by 10:00 am on July 16. With appropriate approval and documentation, Susan will process a 2013/14 fiscal

year charge to the smartkey. For invoices, when the actual invoice is received, complete an accounts payable voucher by July 31, charging the department smartkey, and ad hoc Susan Pavis into workflow as an approver. For PCards, simply ad hoc Susan into workflow as an approver of the Pcard voucher where the charge eventually appears with a note in "Instructions to AP" that references the line number of the accrual.

Please note that an accrual is not the same as a budget carryforward. An accrual means that the expense actually happened in 2013/14. If the expense was not incurred or the product not received then an accrual is not necessary.

15. Miscellaneous

Grant activity is subject to the deadlines detailed in this document regardless of the project term. Expenses charged to a grant are also reported in the annual financial report and must follow the accounting and auditing rules for year end financial reporting.

Wire payment requests for a 2013/14 fiscal year expense must be submitted to Christine Rodrigue by Tuesday, June 24.

Most centrally billed transactions, including physical plant labor, Wes Station, FEDEX, Computer Store, color copy charges and dining charges will be processed weekly during the month of June to facilitate budget analysis and reporting. One exception to the weekly processing is office supplies which will continue a monthly download.

16. Contact List

Questions regarding the Year End Schedule may be directed as follows:

A/P Vouchers	Tamara Harley	x2843
Budgets	Sun Chyung	x2249
Gifts/Grants	Kim Savinelli	x3683
Travel	Tami Sabo	x2958
PCard	Tami Sabo	x2958
Payroll	Payroll Department	x2670
Prepaid/Expense Accruals	Susan Pavis	x2839
Faculty Research Accounts	Joy Vodak	x2705
Miscellaneous	Valerie Nye	x3192

Fiscal Managers

Academic Affairs	Sun Chyung	x2249
Admission	Kathleen Norris	x2978
Dean of the College	Rick Culliton	x2627
Finance and Administration	Sun Chyung	x2249
ITS	Sun Chyung	x2249
Secretary	Patricia Blount	x4771
University Relations	Deb Treister	x2935

17. Important Dates

Apr 30	Last day to order 2013/14 furniture from WB Mason
May 22	JPMorgan PCard charges downloaded for charges incurred April 21, 2014 through May 20, 2014
June 10	JPMorgan PCard charges downloaded for charges incurred May 21, 2014 through June 6, 2014
June 11	Accounts Payable vouchers and travel expense reports due for expenses incurred prior to May 31
June 13	Last day to request payroll redistributions for activity prior to May 31
June 24	JPMorgan PCard charges downloaded for charges incurred June 7, 2014 through June 20, 2014
June 24	Wire transfer requests due for 2013/14 activity
June 25	Last day to order 2013/14 office supplies from WB Mason
June 27	Cash deposit transmittals and cash to Cashier by 10:00 am
June 30	Check deposit transmittals and checks to Cashier by 10:00 am
	Accounts Payable vouchers and travel expense reports due for expenses incurred in June
	Journal entries approved
	First Close
July 1	2014/15 fiscal year budget and endowment spending guidelines entered (excludes 2013/14 fiscal year budget carryovers, pending Sr. Staff approval)
	Reconcile Petty Cash funds
July 2	JPMorgan PCard charges downloaded for charges incurred June 21, 2014 through June 30, 2014
July 6	Weekly and Student payrolls for June 23-29 available in WFS Personnel Earnings Detail
July 11	PCard and travel receipts due; Last day to request payroll redistributions for June activity - 12:00 pm
July 16	Last day to request 2013/14 accruals - 10:00 am
	Travel expense reports due for expenses incurred in June
	Second Close
July 31	Accrual documentation due