

**TREASURER'S OFFICE  
SCHEDULE OF YEAR END ACTIVITIES  
FOR YEAR ENDING JUNE 30, 2008**

<u>DATE</u>	<u>ACTIVITY</u>
June 16	<ul style="list-style-type: none"> <li>- Deadline for June monthly payroll forms</li> <li>- Deadline for salary transfer vouchers</li> <li>- Deadline for payroll checks to be canceled to be returned to Payroll</li> <li>- Deadline for all undelivered checks (over 21 days old) to be returned to the Treasurer's Office</li> </ul>
June 18	<ul style="list-style-type: none"> <li>- Deadline for final FY2008 bi-weekly payroll forms</li> </ul>
June 22	<ul style="list-style-type: none"> <li>- 26th bi-weekly payroll period FY 2007 - 2008 ends</li> </ul>
June 25	<ul style="list-style-type: none"> <li>- As soon as monthly payroll posts, run interim F&amp;A and settlement</li> <li>- FY2009 will be opened for purchasing and financial transactions</li> </ul>
June 27	<ul style="list-style-type: none"> <li>- Deadline for departmental procurement card purchases</li> </ul>
June 30	<ul style="list-style-type: none"> <li>- June monthly payroll paid</li> </ul>
July 1	<ul style="list-style-type: none"> <li>- Interim Treasurer's Report and ledgers may be printed</li> <li>- 26th bi-weekly payroll paid</li> </ul>
July 3	<ul style="list-style-type: none"> <li>- Deadline for cash receipts to be parked by departments and received in Bursar's Office</li> <li>- Run extra payroll to include June ECR's and STV's – Final FY2008 payroll posting</li> </ul>
July 7	<ul style="list-style-type: none"> <li>- Deadline for all disbursement vouchers, T27s and transfer vouchers to be included in FY 2008 to be received in Treasurer's Office</li> </ul>
July 8	<ul style="list-style-type: none"> <li>- Deadline for cash receipts to be credited by Campus Cashiers (Bursar's Office) to FY 2008</li> </ul>
July 10	<ul style="list-style-type: none"> <li>- Final processing of invoices and transfer vouchers for FY 2008</li> <li>- Deadline for distribution of charges on procurement card system</li> </ul>
July 11	<ul style="list-style-type: none"> <li>- Deadline for processing journal entries that will appear on the period 12 ledgers</li> </ul>
July 14	<ul style="list-style-type: none"> <li>- Parked FY 2008 documents deleted</li> </ul>
July 15	<ul style="list-style-type: none"> <li>- Final payroll accrual for June 23 – 30, including longevity</li> </ul>
July 17	<ul style="list-style-type: none"> <li>- Close June accounting period (period 12)</li> </ul>
July 18	<ul style="list-style-type: none"> <li>- June 29 (period 12) Treasurer's Report and ledgers may be printed</li> </ul>
July 25	<ul style="list-style-type: none"> <li>- All loan fund activities should be closed</li> </ul>
July 28	<ul style="list-style-type: none"> <li>- Deadline for receiving journal entries that affect restricted accounts</li> <li>- Deadline for receiving F&amp;A (indirect cost) adjustments</li> <li>- Deadline for receiving salary and staff benefit closing entries, including accruals</li> </ul>
August 5	<ul style="list-style-type: none"> <li>- Deadline for receiving remaining final expense and income journal entries</li> </ul>
August 12	<ul style="list-style-type: none"> <li>- Final closing entries must be received</li> </ul>
August 15	<ul style="list-style-type: none"> <li>- Final close for FY 2008</li> </ul>