

**TREASURER'S OFFICE
SCHEDULE OF YEAR END ACTIVITIES
FOR YEAR ENDING JUNE 30, 2009**

<u>DATE</u>	<u>ACTIVITY</u>
June 15	<ul style="list-style-type: none">- Deadline for June monthly payroll forms- Deadline for salary transfer vouchers- Deadline for payroll checks to be canceled to be returned to Payroll- Deadline for all undelivered checks (over 21 days old) to be returned to the Treasurer's Office
June 17	<ul style="list-style-type: none">- Deadline for final FY2009 bi-weekly payroll forms
June 21	<ul style="list-style-type: none">- 26th bi-weekly payroll period FY 2008 - 2009 ends
June 25	<ul style="list-style-type: none">- As soon as monthly payroll posts, run interim F&A and settlement- FY2010 will be opened for purchasing and financial transactions
June 27	<ul style="list-style-type: none">- Deadline for departmental procurement card purchases
June 30	<ul style="list-style-type: none">- June monthly payroll paid- 26th bi-weekly payroll paid
July 1	<ul style="list-style-type: none">- Interim Treasurer's Report and ledgers may be printed
July 2	<ul style="list-style-type: none">- Deadline for cash receipts to be parked by departments and received in Bursar's Office- Run extra payroll to include June ECR's and STV's – Final FY2009 payroll posting
July 7	<ul style="list-style-type: none">- Deadline for all disbursement vouchers, T27s and transfer vouchers to be included in FY 2009 to be received in Treasurer's Office
July 8	<ul style="list-style-type: none">- Deadline for cash receipts to be credited by Campus Cashiers (Bursar's Office) to FY 2009- Deadline for accounts receivable Write-off requests (T-35's)
July 10	<ul style="list-style-type: none">- Final processing of invoices and transfer vouchers for FY2009- Deadline for distribution of charges on procurement card system
July 13	<ul style="list-style-type: none">- Deadline for processing journal entries that will appear on the period 12 ledgers
July 14	<ul style="list-style-type: none">- Parked FY 2009 documents deleted
July 15	<ul style="list-style-type: none">- Final payroll accrual for June 23 – 30, including longevity
July 17	<ul style="list-style-type: none">- Close June accounting period (period 12)
July 20	<ul style="list-style-type: none">- June 29 (period 12) Treasurer's Report and ledgers may be printed
July 27	<ul style="list-style-type: none">- All loan fund activities should be closed- Deadline for receiving journal entries that affect restricted accounts
July 28	<ul style="list-style-type: none">- Deadline for receiving F&A (indirect cost) adjustments- Deadline for receiving salary and staff benefit closing entries, including accruals
August 5	<ul style="list-style-type: none">- Deadline for receiving remaining final unrestricted expense and income journal entries
August 12	<ul style="list-style-type: none">- Final closing entries must be received
August 15	<ul style="list-style-type: none">- Final close for FY 2009