
From: Admin Memos [<mailto:ADMIN-MEMOS@LISTSERV.UGA.EDU>] **On Behalf Of** Sharron S Hannon
Sent: Friday, June 01, 2012 9:46 AM
To: ADMIN-MEMOS@LISTSERV.UGA.EDU
Subject: Financial Services Year-End Closing Schedule FY2012

TO: UGA Deans, Vice Presidents, Department Heads, Directors, Business Managers

FROM: Cindy Coyle

SUBJECT: Financial Services Year-End Closing Schedule FY2012

Please take a moment to review our fiscal-year end processing deadlines and share with appropriate staff. These deadlines apply to all accounts maintained by the External Affairs Division Office of Financial Services, including the University of Georgia Foundation.

Following is the schedule for fiscal year-end close:

Friday, June 22

All requests for check requests, journal vouchers, and/or budget amendments must be received by this office no later than 8:00 a.m.

Wednesday, June 27

Deposits for **other income** (non-contribution revenue) for FY12 must be received by this office no later than 5 p.m.

Friday, June 29

Transactions for **credit card contributions** (gift revenue) for FY12 must be received by this office no later than 12 noon. These must be charged before close of business by Financial Services staff. **NOTE:** Donors have until Midnight, June 30 via the giving website.

Monday, July 9

Transactions for **cash/check contributions** (gift revenue) and **signed pledge commitments** for FY12 must be received by this office no later than 12 (noon). Contribution checks and pledge commitments must be postmarked on or before June 30, 2012 to be included in FY12.

Check requests to set up year-end payables must be received by this office no later than 5 p.m. **NOTE:** For all outstanding FY12 charges where an invoice has not been received, it is necessary that a payable be prepared. Please forward these payable requests by using the check request form with the invoice to follow.

We will begin processing FY2013 **check requests** including scholarships and Contracts & Grants check requests. .

We will begin processing FY2013 **journal entry requests**.

Wednesday, July 11 – Friday July 13

Ascend will be offline and inaccessible to all users for fiscal year roll-forward.

Monday, July 16

We will begin processing FY2013 **contributions and other income**.

Friday, August 3

July 31, 2012 reports will be available through the IFAS system.

FY2012 reports will be available through the IFAS system. Please note that information in those reports will be subject to audit adjustments.

If there are any questions, please contact Elizabeth Prince eprince@uga.edu 706-542-5795 or Brandon Scott brscott@uga.edu 706-542-5787.

CC:ep