



# MEMORANDUM

From the Office of the Controller

Tel. (804) 289-8150

**TO:** Department Heads, Directors, and Department Administrators  
**FROM:** Laurie F. Melville, Associate Vice-President & Controller  
**RE:** Fiscal 2015 Year-End Closing  
**DATE:** May 6, 2015

The process of closing the books for fiscal year 2015 will soon be underway. Key closing dates and important deadlines are outlined below. Take note of the information contained in this document and share it with the appropriate individuals in your areas.

Please be aware that the dates listed below represent the University's deadlines for activities. Individual schools may establish earlier internal deadlines. Please consult with your school or division's budget director for specific deadlines for your school or area.

Departments are strongly encouraged to begin reviewing your budget reports and ledger statements now. Promptly research any unusual or incorrect items and submit journal vouchers to correct or transfer the charges as necessary. This will ensure that deans and department heads have a clearer picture of their areas' financial performance and ensure the overall accuracy of the University's financial information as fiscal 2015 draws to a close.

## **PRELIMINARY JUNE CLOSING**

### *Journal Entries*

All monthly budget reports should be reviewed regularly to determine if adjusting entries are required. **Correcting journal entries with supporting documentation, where appropriate, must be submitted by the dates below.**

<b>Activity:</b>	<b>Correcting Entries Due:</b>
July 1 - April 30	May 28
May 1 - May 31	June 25

### *Purchasing Cards*

Final purchasing card charges for fiscal 2015 should be made by June 17 to ensure that the charges post to PaymentNet by June 24. Charges should be allocated no later than June 30 at 4:00 p.m. Final fiscal 2015 charges will be downloaded to Banner on June 30 at 5:00 p.m. Purchasing card statements should be sent to Accounts Payable by July 8.

### Invoices, Check Requests and Travel & Expense Reimbursements

Invoices, check requests, and travel & expense reimbursements for fiscal 2015 activities must be submitted to Accounts Payable by June 15 at 5:00 p.m. for inclusion in the preliminary June budget reports. The Accounts Payable Office is located in G-13 Maryland Hall.

The last check run for inclusion in the June preliminary budget reports will be on June 30.

### Purchase Orders

Please carefully review all open purchase orders listed in your May 2015 budget reports as well as those listed in Banner for June. If you find that items have been received but the purchase order has not been liquidated, contact Jean Hines, Director of Strategic Sourcing & Payments, at extension 8181 or [jhines@richmond.edu](mailto:jhines@richmond.edu) by June 23. This will allow sufficient time to liquidate the purchase order before the preliminary June budget reports are sent. Final purchase requisitions for fiscal 2015 must be received in the Procurement Office, by June 19 at 12:00 noon.

### Petty Cash

For departments with petty cash accounts, reimbursement requests for your account should be submitted to Accounts Payable by June 15 at 5:00 p.m. to replenish the balance by year-end. This will ensure that expenses are charged to the correct fiscal year and make confirming your petty cash balance easier. A petty cash confirmation audit sheet will be sent to you via campus mail. Please complete the form and return it to Nancy Crowgey, Cash Manager, G-18 Maryland Hall, by June 23. Questions regarding your petty cash account should be directed to Nancy at extension 6363 or [ncrowgey@richmond.edu](mailto:ncrowgey@richmond.edu).

### Asset Disposal

Departments are responsible for keeping an inventory of capital assets (typically assets with an original cost over \$5,000) for which they have oversight responsibility.

If a department disposed of a capital asset during FY15, please complete an Asset Disposal Form. For assets purchased with private or federal grant funds disposals must be approved in advance by Grants Accounting and, if applicable, the appropriate agency. Assets that are disposed by theft are required to have a copy of University Of Richmond Police Report attached to the Asset Disposal Form. Typically, capital assets should not be donated to other organizations without the prior approval of the Accounting Office. If a department returns an asset to the manufacturer, the department must provide a copy of the packing slip and copies of the credit memorandum.

Submit the completed "Asset Disposal Form" to General Accounting by June 15, 2015. The form can be sent electronically to [mbooker@richmond.edu](mailto:mbooker@richmond.edu) or by inter-office mail to Monica Booker, Accounting Supervisor, Maryland Hall G-12. Please contact Monica Booker at extension 8169 if you have any questions.

## FINAL JUNE CLOSING

Items recorded on the final close should consist only of June corrections and year-end transfers or adjustments typically initiated by the budget managers of the schools or administrative units. Corrections or transfers of transactions recorded prior to June must be reviewed and approved by the Controller's Office and/or the Office of Planning and Budget prior to posting.

### Journal Entries

Department users who key journal entries into Banner must enter final fiscal 2015 entries no later than July 10 at 4:00 p.m. Remember that entries must be backdated to June 30, 2015 in order to post to fiscal 2015.

For departments that send journal entries to the Accounting Office for processing, all entries must be received in the Accounting Office by July 10 at 4:00 p.m. Please be sure to write "FY15" at the top of your entry to ensure that it is entered into the proper fiscal year. Please email all journal entries and supporting documentation, if required, to [jmorgan4@richmond.edu](mailto:jmorgan4@richmond.edu).

### Invoices, Check Requests, and Travel & Expense Reimbursements

Invoices, check requests, and travel & expense reimbursements (including online forms) are due in the Accounts Payable Office no later than July 2 at 5:00 p.m. To expedite processing, be sure that your paperwork is submitted with the appropriate signatures, receipts, and supporting documentation.

Accounts Payable will be processing payments for both fiscal 2015 and fiscal 2016 between July 1 and July 9. During this dual processing period, the check run dates are as follows:

- Thursday, July 2
- Tuesday, July 7
- Thursday, July 9

Thursday, July 9 will be the last check run for fiscal 2015.

### Prepays

Please see the attached matrix which describes how items will be expensed during fiscal year end processing. Generally, if items are less than \$50,000, they will be expensed in the current fiscal year. Invoices received after the July 9 check run date will be charged to fiscal 2016. The Controller's Office reserves the right to accrue or not accrue a specific item for compliance or similar reasons.

### Purchases Orders

Open purchase orders will be listed as encumbrances on the June monthly budget report. Please be sure to review Banner for fiscal 2015 between July 1 and July 8 to ensure that only open purchase orders are showing in the "Commitment" column in FGIBDST for your index. If you find an open purchase order that should be closed, please notify Jean Hines no later than 5:00 pm on July 8 at extension 8181 or [jhines@richmond.edu](mailto:jhines@richmond.edu). Open FY 15 PO's will be rolled to the new fiscal year on July 14.

For new purchase orders, please see the prepaid matrix for how these requests will be processed. Generally, if a purchase order is needed for goods or services that will be received and invoiced before July 1, that PO must be issued as a current (fiscal 2015) PO; it cannot be charged to the fiscal 2016 budget. If the PO is charged against the fiscal 2016 budget and the goods or services are received prior

to July 1, the PO will be closed, the funds will revert back to and the expense will be charged against the fiscal 2015 budget. Procurement is located in the Physical Plant Building.

### Deposits

All deposits for fiscal 2015 must be taken to the Cashier's Office, located in Sarah Brunet Hall, by July 6 at 12:00 noon. Please be sure to fill out a deposit form, verify that the checks and cash equal the amount on the deposit form, the appropriate index and account numbers have been provided, and your contact information is listed. Since two fiscal years will be open for the period July 1 through July 6, please be sure to write "FY15" on the deposit form to ensure the deposit is processed in the correct fiscal year.

### Gifts

Gifts postmarked by June 30, 2015 or earlier must be reflected in fiscal 2015 activity. Please hand deliver the check with gift coversheet, related correspondence and the postmarked envelope to Advancement Operations, located in G-18 Richmond Hall, by 5:00 pm on July 2. The AO staff will work with you to determine the appropriate fund in which to record the gift. Questions should be directed to Sarah Mansell at extension 6583 or [sabubake@richmond.edu](mailto:sabubake@richmond.edu), or Robb Moore at extension 8659 or [rmoore3@richmond.edu](mailto:rmoore3@richmond.edu).

### Inventory

Departments required to perform a year-end inventory will receive a memo from Du'Neika Easley, Associate Vice President for Internal Audit, in June.

Please send your final inventory report, invoice and purchase order schedules, and backup count sheets to Du'Neika Easley by July 6 at 5:00 p.m. Du'Neika may be reached at extension 8099 or [deasley@richmond.edu](mailto:deasley@richmond.edu).

### Carry Forwards

Remaining fiscal 2015 budget may be carried forward to fiscal 2016 under certain conditions. The Office of Planning and Budget will be sending out a report to all division heads on July 24 which will list the remaining budget balance for fiscal 2015. To request a carry forward of these funds, the division heads must return the reports with their requests indicated to the OPB Mailbox at [opb@richmond.edu](mailto:opb@richmond.edu), by 5:00 pm on July 31, 2015. If you have any questions, please contact the Office of Planning and Budget at ext. 8880.

### Payroll

Key payroll dates and deadlines are summarized in the table below:

	Deadline for submitting PAFs or check requests for FY 15	Deadline for submitting Timesheets and Leave Reports for FY 15	Deadline for requesting manual checks or labor redistributions for FY 15
Monthly Payroll	June 12	July 7	July 7
Biweekly Staff Payroll	June 10	June 15	July 7
Biweekly Student Payroll	June 18	June 22	July 7

Questions regarding payroll cut-offs should be directed to the Payroll Office at extension 8170.

**SUMMARY OF KEY YEAR-END CLOSING DATES  
FISCAL YEAR 2015**

**June Preliminary Close**

Action	Deadline
Replenish petty cash accounts	June 15
Invoices, travel & expense reimbursements, and check requests to Accounts Payable for inclusion in June preliminary close	June 15
Asset Disposal Reports due to General Accounting	June 15
P-card charges – last day to make a FY15 charge	June 17
Final FY15 purchase requisitions submitted to Procurement	June 19
Notify Accounts Payable of open purchase orders that should be closed	June 23
Petty cash audit sheets due to Cash Management	June 23
Deadline for June preliminary journal entries	June 25
P-card charges allocated in PaymentNet for June close	June 30
Final check run for June preliminary budget reports	June 30

*Preliminary June Monthly Budget Reports Distributed on July 2*

**June Final Close**

Action	Deadline
Invoices, travel & expense reimbursements, and check requests to Accounts Payable for inclusion in June final close	July 2
FY15 gifts to Gift Recording	July 2
FY15 deposits to Cashier's Office	July 6
Inventory reports sent to Internal Audit	July 6
Last day for labor redistributions	July 7
Notify Accounts Payable of open purchase orders that should be closed	July 8
June P-card statements due to Accounts Payable	July 8
Final check run for FY15	July 9
Journal entries submitted for final June budget report	July 10
Budget carry-forward reports sent to campus	July 24
Budget carry-forward requests due to Budget Office	July 31

*June Monthly Budget Reports Distributed on July 31*

**Other important dates**

Action	Deadline
Open purchase orders rolled to FY16	July 14
9 ledger balances rolled to FY16	July 29
Budgets for restricted funds 20xxx and 26xxx rolled to FY16	August 3
Final FY15 budget reports distributed	August 7

**University of Richmond**

Year End Budget Expense Processing

6/30/2015

This matrix covers how items will be expensed during fiscal year end processing.

Generally, if items are less than \$50,000, they will be expensed in the current fiscal year.

The Controller's Office reserves the right to accrue/not accrue a specific item for compliance or similar reasons.

<b>Transaction Type</b>	<b>Detailed Description</b>	<b>Process</b>	<b>Required Approvals</b>
Computer Replacement Program (Attronica or Apple)	Computer Replacement PO's	Payment processed as a prepaid, regardless of dollar amount.	Approved by the Accounts Payable Office
Benefit Liability Accounts	Payments submitted by HR to pay employee benefits, such as legal resources, health insurance, retirement, etc.	Ensure 12 months are paid in each FY. No prorating will be done.	Approved by Accounting
Contractual Agreements	Contractual agreements include any agreements with specific terms between the University and a third party	Transactions should be posted against the budget and expense recognized when obligations of the contract are met	All contracts should be routed thru the VP for Business and Finance for approval - then routed to the OPB for determination on how to post expenses for budget purposes
Other Prepays not Specifically Addressed (e.g., subscriptions, memberships)	Prepays includes payments for goods and services to be expensed over time. *Note* for purposes of this process prepaids also include invoices received and paid prior to year end to take advantage of sales discounts or due to prepay requirements by the vendor.	Payments should be applied against the budget in the fiscal year it relates to; however, if the expense is for less than \$50,000, the expense will be charged to the current fiscal year.	Approved by the Accounts Payable Office
Proration of Expenses Crossing Fiscal Years	Expense crosses fiscal year, i.e. memberships, subscriptions, etc.	Expense will only be prorated if the prorated amount totals \$50,000 or more.	Approved by the Accounts Payable Office
Purchase Orders	PO issued as new year PO but goods or services and invoice are received in current fiscal year.	The payment will be issued in the year the invoice (goods/services) are received. The PO will be closed and the funds will be released to the new fiscal year budget. *Note*The payment will only be processed as a Prepay if amount is \$50,000 or more.	Approved by the Accounts Payable Office

**University of Richmond**

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<b>Transaction Type</b>	<b>Detailed Description</b>	<b>Process</b>	<b>Required Approvals</b>
Reimbursements	Reimbursement to University employees or students for the purchase of goods or services.	These expenses will be posted against the budget in the fiscal year in which the transaction took place; however, if the expense is for less than \$50,000, the expense will be charged to the current fiscal year.	Approved by the Accounts Payable Office
Revenue Generating Activities	Athletic events, such as season ticket sales, where the expense is generated in the current fiscal year but the revenue is not recognized until the new fiscal year.	Payment will be recognized in the same year the revenue is recognized.	Approved by the Accounts Payable Office
Routine Purchases (e.g., supplies)	Routine transactions include the purchase of supplies and services and the good or service is received in the current fiscal year.	These expenses will be posted against the budget in the fiscal year in which the transaction took place. *Note* P-card transactions posted to the account after the cut-off date will be charged to the new fiscal year.	Approved by the Accounts Payable Office
Study Abroad Program (tuition)	Tuition payments issued to schools for Summer or Fall Study Abroad programs.	Payments will be processed as a prepay.	Approved by the Accounts Payable Office
Study Abroad Program (fees, passports, student reimbursements)	Miscellaneous expenses or reimbursements related to the Study Abroad programs.	Payments will be charged to the current fiscal year.	Approved by the Accounts Payable Office
Summer Fellowships	Payments issued to students through the Summer Fellowship program. Affiliated (UR related) payments are made through Payroll. Unaffiliated (non-UR related) payments are made through Accounts Payable.	Payments will be charged to the fiscal year in which the payment is made.	Approved by the Accounts Payable Office or Payroll.
Travel Related Expenses	Direct payment or employee/student reimbursement for travel related expenses.	Payments should be applied against the budget in the fiscal year it relates to; however, if the expense is for less than \$50,000, the expense will be charged to the current fiscal year.	Approved by the Accounts Payable Office

**University of Richmond**

Year End Budget Expense Processing

6/30/2015

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<b>Transaction Type</b>	<b>Detailed Description</b>	<b>Process</b>	<b>Required Approvals</b>
Utility Bills	Utility bills such as electric, gas, water, etc.	Ensure 12 months are paid in each FY. No prorating will be done.	Approved by the Accounts Payable Office
Summer Faculty Payments	Payments made to faculty for summer school classes, research, and other miscellaneous payments	Services rendered prior to June 30th, should be submitted for payroll processing by June 15th to HR and will be paid June 30th. Payments for services rendered after June 30th will be processed by payroll either Aug 1st or Sept 1st if submitted by appropriate deadline. Payments will be charged to the fiscal year in which the payment is made.	Approved by HR
Faculty Deferred Payments	Base salary amounts accrued throughout the academic year to pay out to faculty over the summer months, i.e. 10 over 12 pays	Deferred payouts are made June 30th and August 1st . Payments will be charged to the fiscal year in which the payment is made.	Approved by HR





**General Accounting Office  
Asset Disposal Form**

Purpose of Disposal:

- Sale
- Donated
- Transfer to Another Department
- Theft
- Lease Buyout
- Trade In for New Purchase
- Return to Manufacturer

Item Description:

From Equipment Manager		To Equipment Manager	
Email		Email	
Phone Number		Phone Number	
Building Location		Building Location	
Room Number		Room Number	
University Tag/Barcode		New University Tag/Barcode	

Manufacturer Name	
Serial Number/VIN	
Model Number	
Year Manufactured	
Make	

Condition of Equipment:

- Obsolescence
- Damaged
- Lost/Unable to Locate
- Poor Condition/Need of Repair

Original Funding Index Source:

- University Funded
- Grant Funded
- Bond Funded
- Restricted
- Donation

Pricing of Equipment:

Original Cost(Attach Invoice/Purchase Order)	Selling Cost of Each Item	Total Selling Price

Approvals From	Signature/Date	Approval To	Signature/Date
Department		Department	
Division Head		Division Head	
Procurement			
Grants Accounting			
AVP & Controller			
VP Business and Finance			