



Date: March 25, 2009

To: F&A Forum Group, Budget Managers, and Financial Managers

From: Emily Deakin, Controller

Subject: 2008/2009 Fiscal Year-End Financial Deadlines

Below is a list of deadlines for FY 2008/2009. These deadlines are established to ensure that Channel Islands will meet its reporting deadlines to the Chancellor's Office and the State Controller's Office.

This year's deadline for submission to these agencies is **Wednesday, July 15, 2009**.

By distributing the deadlines and requiring documents to be submitted earlier than in a normal month, Finance is in a better position to meet both the needs of the campus as well as **submit on time**.

Please distribute this memo as necessary.

Finance appreciates your help and understanding during this busy time for all.

Accruals:	Jennifer Schweisinger Maribeth Bradberry	437-3281 or jennifer.schweisinger@csuci.edu 437-8454 or maribeth.bradberry@csuci.edu
Accounts Payable:	Myrna Sta.Ana	437-8489 or myrna.staana@csuci.edu
Accounts Receivable (misc. receivables):	Maribeth Bradberry	437-8454 or maribeth.bradberry@csuci.edu
Budget Transfers:	Tracy Cole	437-3280 or tracy.cole@csuci.edu
Construction Accounting:	Jennifer Schweisinger	437-3281 or jennifer.schweisinger@csuci.edu
Grants/Contracts (including grant/contract receivables):	Lori Cordova	437-3175 or lori.cordova@csuci.edu
Journal Entries:	Maribeth Bradberry	437-8593 or maribeth.bradberry@csuci.edu
Labor Cost Distribution:	Tracy Cole	437-3280 or tracy.cole@csuci.edu
Lottery Funds:	Maribeth Bradberry	437-8454 or maribeth.bradberry@csuci.edu
Payroll Expenditure Adj.:	Tracy Cole	437-3280 or tracy.cole@csuci.edu
ProCard:	Marysia Wancewicz	437-3169 or Marysia.wancewicz@csuci.edu
Procurement:	Brian Berry Cathy Strauch Valerie Patscheck Ilene Soto	437-8449 or brian.berry@csuci.edu 437-8478 or cathy.strauch@csuci.edu 437-8878 or Valerie.patscheck@csuci.edu 437-8481 or Ilene.soto@csuci.edu
Reports:	Jennifer Schweisinger	437-3281 or jennifer.schweisinger@csuci.edu
Student Receivables:	Theresa Olivo	437-8479 or theresa.olivo@csuci.edu
Non-Operating Trust Funds:	Maribeth Bradberry	437-8454 or maribeth.bradberry@csuci.edu
Chargeback's: OPC, Postage, Telephone	Maribeth Bradberry	437-8454 or maribeth.bradberry@csuci.edu
Chargeback's: Copier, Clark's	Marysia Wancewicz	437-3169 or Marysia.wancewicz@csuci.edu

Purchasing Transactions

Because of the implementation of RMP, encumbrances no longer have the same impact to department financial reports. Encumbrances in the system will not generate an accrual at the end of the fiscal year. For an item to be recorded on the 2008/2009 budget, the item or service must be received or completed by **Tuesday, June 30, 2009**. If the item(s) are not received by June 30, they will be charged against 2009/2010 budgets. If the service is partially complete, the portion of service that is completed may be accrued for with appropriate back up.

RGS', with the exception of those on CXXXX funds (construction funds), should continue to be processed as usual. All items requiring a bid can take up to two months to issue an actual purchase order, so please plan accordingly.

In order for items on CXXXX funds to be encumbered by 6/30/2009, RGS' are due to Procurement no later than **Thursday, April 30, 2009**. Change orders are due by **Monday, June 1, 2009**. Please remember that only CXXXX funds have encumbrance requirements.

**Accounting & Budget Transactions
In Preparation for Preliminary Reports**

Payroll Expenditure Transfers: All payroll expenditure transfers are due to Tracy Cole by close of business. These transfers must finalize all adjustments through May 2009. When preliminary reports are issued, <u>ONLY JUNE ADJUSTMENTS WILL BE ACCEPTED.</u>	Friday, June 19, 2009
Payroll Accruals: Per the CO and RMP implementation no payroll accruals will be allowed for legal purposes	N/A
TEC: Travel Expense Claim forms, completed, signed, and including appropriate back up for 08/09 travel are due to Accounts Payable by close of business.	Friday, June 19, 2009
Direct Pays and/or Invoices for Non-PO Related Payments: Valid requests for direct pays and/or non-PO related payments are due to Accounts Payable by close of business.	Friday, June 19, 2009
Non-Payroll Expenditure Transfers: All non-payroll expenditure transfers are due to Jennifer Schweisinger or Maribeth Bradberry by close of business. These transfers must finalize all adjustments through May 2009. When preliminary reports are issued, <u>ONLY JUNE ADJUSTMENTS WILL BE ACCEPTED.</u>	Friday, June 19, 2009
Budget Transfers: Budget transfers are due in HYPERION.	Thursday, June 25, 2009
Petty Cash Reimbursements: Requests for petty cash reimbursements are due to Accounts Payable by close of business.	Friday, June 19, 2009
Accounts Payable: All requests for payment must be submitted to Accounts Payable by Friday, June 19 to be included in the last check run of the fiscal year which will be Wednesday, June 24.	Friday, June 19, 2009 Wednesday, June 24, 2009
Chargeback's: OPC, postage, and telephone chargeback entries are due to Maribeth Bradberry by noon. Any activity received after July 1st will be charged against the 09/10 fiscal year.	Wednesday, July 1, 2009
Non-Payroll Accruals: All Non-PO related transactions that require a manual accrual journal are due to Jennifer Schweisinger or Maribeth Bradberry by close of business.	Wednesday, July 1, 2009
ProCard Reconciliations: ProCard transactions for purchases in GE SAM must be reconciled in GE SAM.	Tuesday, June 30, 2009
Other Chargeback's: Copier and Clark's chargeback entries must be received by Marysia Wancewicz by noon. Any activity received after Wednesday, July 1 will be charged against the 09/10 fiscal year.	Wednesday, July 1, 2009
Receivers: To ensure proper accounting for obligations all items on PO's that are received on or before June 30 need to have the receivers input into PeopleSoft by close of business.	Wednesday, July 1, 2009
Preliminary Reports (Department and Payroll) Available For Review:	Tuesday, July 7, 2009
Deposits: All deposits must be dropped off at the cashier's office by noon on Friday, June 26 to ensure they are deposited by Tuesday, June 30.	Friday, June 26, 2009
Miscellaneous/3rd Party Receivables: All invoice requests are due to Maribeth Bradberry by Thursday, June 25.	Thursday, June 25, 2009
Final 08/09 Adjustments (June Adjustments Only)	Close of Business Wednesday, July 8, 2009
Final 08/09 Reports Available	Wednesday, July 15, 2009

Please help us by completing as many of these items as early as possible. **Late transactions will not be accepted and will be recorded in the 09/10 Fiscal Year.** All transactions will need to be complete, accurate, and signed by the appropriate individuals to be considered for input. Any items that are not will be returned to the requesting individual and will be recorded in the 09/10 fiscal year.