

# June 2018

| SUNDAY | MONDAY   | TUESDAY      | WEDNESDAY   | THURSDAY  | FRIDAY  | SATURDAY |
|--------|--|--------------|---|---|---|----------|
| 27     | 28   | 29           | 30  | 31  | 1<br>Start review of Data (one sided transfers, reconcile clearing accounts, re-class to appropriate areas) | 2        |
| 3      | 4  | 5            | 6   | 7   | 8   | 9        |
| 10     | 11<br>List to Dave/Jason for Possible Capital Assets | 12           | 13  | 14<br>AFRS Close for May  | 15  | 16       |
| 17     | 18   | 19           | 20  | 21  | 22  | 23       |
| 24     | 25<br>Facilities AP Due for Capital Funds            | 26           | 27<br>All Petty Cash reimbursement requests to A/P by 3pm, Travel Expense reports submitted by 5PM, Petty Cash Audits Due | 28<br>Final AP Pay Cycle run at Noon, Update Journal Generator Run Controls, Cash Draw Down by Noon | 29<br>1. TA Close and TA Roll to FY 2019, 2. All Aux Inventories Due  | 30       |
| 1      | 2  | <b>NOTES</b> | In May, Build Detailed budget calendar for new FY.  |   |   |          |

# July 2018

| SUNDAY | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY |  |
|--------|---|--|--|--|---|----------|--|
| 1      | 2<br>GO Bond Payment Due  | 3  | 4<br>Independence Day  | 5<br>Erin to Begin Review of Interfund Transfer to Balance<br>Lisa P. Due From For Other Agencies to Heather | 6<br>Final Payroll Corrections to Cindy<br>No entries to Foundation w/o Approval<br>Pcard Done for June<br>Lisa S to Send Inventories to Andy                         | 7        |  |
| 8      | 9<br>ST/LT Bonds (Premium/Payable)  | 10   | 11<br>Construction in Progress, etc Due(Aux/Fac/SURC)<br>External Bank Accounts and Bank Balances & Bank Statements to Kelly | 12   | 13<br>Inter fund Transfers Balanced<br>AFRS June Closing<br>State Grants Due<br>AFRS Disclosure Form Opens<br>Kelly Disburses Funds to 522/573/149<br>Roll PO's *Noon | 14       |  |
| 15     | 16<br>AFRS June Close<br>Review Closing Rules   | 17<br>Final FY 17 AP Accrual (Track til October when Auditors arrive)<br>Close AP Calendar for FY17 June | 18   | 19<br>Final Asset Capitalized by Fund/Project<br><br>Final 001/149 JV posted                                 | 20<br>5xx asset/expense elimination entries posted<br>Summer Session Deferred revenue posted  | 21       |  |
| 22     | 23<br>Lisa Plesha (Aging and allowance) last week of July for Period 12.<br>State Draw Down Payroll | 24<br>CS Item Type Stats to Chris H.   | 25<br>Period 12 Closed 5pm for Non notified posting<br>Suspense & Clearing accounts reconciled or reclassified               | 26<br>Last day for Period 12 entries to your own fund – other funds with notification                        | 27<br>Period 998 FY17 Entries only<br>State Draw Down Capital<br>AFRS Phase 1 Cutoff  | 28       |  |
| 29     | 30  | 31<br>AFRS Phase 1 (9 disclosure forms due)  | 1  | 2  | 3   | 4        |  |
| 5      | 6   | <b>NOTES</b>   |  |  |   |          |  |

# August 2018

| SUNDAY | MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY |
|--------|--|---|--|--|---|----------|
| 29     | 30   | 31  | 1<br>All Confirms Completed                          | 2<br>Last day to post PCA to funds other than your own for FY 17               | 3<br>All confirms with backup due in binder and on shared drive.<br>FY17 Entries Complete!<br>Close Period 998                        | 4        |
| 5      | 6<br>FY 17 Closing Process Run and Fund Balances Confirmed | 7   | 8  | 9  | 10<br>FY 18 Year End Recon  | 11       |
| 12     | 13   | 14<br>AFRS July Closing                                 | 15   | 16<br>Fund Folders and fund files due for Peer Review<br>Due To/From completed | 17<br>AFRS Phase 1B Cutoff<br>Pollution Remediation<br>State Disclose Forms Due<br>Interagency<br>receivable/payable complete on AFRS | 18       |
| 19     | 20   | 21  | 22<br>All Notes due from individuals providing notes | 23   | 24  | 25       |
| 26     | 27<br>Disclosure Forms Due to Erin for AFRS Phase II       | 28<br>Chris/Pat/Joel to Meet to Review Disclosure Forms | 29   | 30<br>Peer Fund Folder Reviews Complete  | 31<br>Federal Disclosures<br>State/Federal Due<br>AFRS Phase II Cutoff (12 Forms Due)   | 1        |
| 2      | 3  | <b>NOTES</b>  |  |  |   |          |

# September 2018

| SUNDAY | MONDAY  | TUESDAY | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY |
|--------|---|---------|--|--|---|----------|
| 26     | 27  | 28      | 29   | 30   | 31  | 1        |
| 2      | 3<br>Labor Day Holiday                                      | 4       | 5<br>Signatures Due from<br>Joel/President for Disclosure<br>Forms | 6  | 7<br>Est - System Statements<br>Completed   | 8        |
| 9      | 10<br>TBD Weekly Group Meeting<br>to Review Statements,etc. | 11      | 12<br>AFRS State disclosure forms<br>due                           | 13<br>Est - CWU Foundation<br>Financial Statement Audit<br>Completed | 14<br>AFRS August Close<br>Review of System<br>statements, MD&A, and<br>footnotes | 15       |
| 16     | 17<br>TBD Weekly Group Meeting<br>to Review Statements,etc. | 18      | 19   | 20   | 21<br>Est - CWU Financial<br>Statements Completed                                 | 22       |
| 23     | 24<br>TBD Weekly Group Meeting<br>to Review Statements,etc. | 25      | 26   | 27<br>State Draw Downs   | 28<br>Est - CWU Footnotes<br>Completed  | 29       |
| 30     | 1   | NOTES   |  |  |   |          |

# October 2018

| SUNDAY | MONDAY                            | TUESDAY  | WEDNESDAY   | THURSDAY | FRIDAY  | SATURDAY |  |
|--------|-----------------------------------|--|---|----------|---|----------|--|
| 30     | 1<br>Federal Aid FISAP Report Due | 2<br>TBD Weekly Group Meeting to Review Statements, etc. | 3   | 4        | 5<br>Est - CWU MD&A Completed   | 6        |  |
| 7      | 8                                 | 9  | 10<br>Review of Statements, MD&A, and Footnotes Meeting | 11       | 12<br>Statements completed, ready to give to Auditors<br>AFRS September Due | 13       |  |
| 14     | 15                                | 16   | 17  | 18       | 19  | 20       |  |
| 21     | 22                                | 23   | 24  | 25       | 26  | 27       |  |
| 28     | 29                                | 30   | 31  | 1        | 2   | 3        |  |
| 4      | 5                                 | NOTES  |   |          |   |          |  |

# November 2018

| SUNDAY | MONDAY                     | TUESDAY | WEDNESDAY | THURSDAY               | FRIDAY             | SATURDAY |
|--------|----------------------------|---------|-----------|------------------------|--------------------|----------|
| 28     | 29                         | 30      | 31        | 1                      | 2                  | 3        |
| 4      | 5                          | 6       | 7         | 8                      | 9                  | 10       |
| 11     | 12<br>Veterans Day Holiday | 13      | 14        | 15<br>AFRS October Due | 16                 | 17       |
| 18     | 19                         | 20      | 21        | 22<br>Thanksgiving     | 23<br>Thanksgiving | 24       |
| 25     | 26                         | 27      | 28        | 29                     | 30                 | 1        |

|   |   |       |  |  |  |  |
|---|---|-------|--|--|--|--|
| 2 | 3 | NOTES |  |  |  |  |
|---|---|-------|--|--|--|--|

# December 2018

| SUNDAY | MONDAY | TUESDAY                 | WEDNESDAY | THURSDAY | FRIDAY                  | SATURDAY |
|--------|--------|-------------------------|-----------|----------|-------------------------|----------|
| 25     | 26     | 27                      | 28        | 29       | 30                      | 1        |
| 2      | 3      | 4                       | 5         | 6        | 7                       | 8        |
| 9      | 10     | 11                      | 12        | 13       | 14<br>AFRS November Due | 15       |
| 16     | 17     | 18                      | 19        | 20       | 21                      | 22       |
| 23     | 24     | 25<br>Christmas Holiday | 26        | 27       | 28                      | 29       |
| 30     | 31     | NOTES                   |           |          |                         |          |

# January 2019

| SUNDAY | MONDAY | TUESDAY                 | WEDNESDAY | THURSDAY   | FRIDAY | SATURDAY |  |
|--------|--------|-------------------------|-----------|--|--------|----------|--|
| 30     | 31     | 1<br>New Year's Holiday | 2         | 3  | 4      | 5        |  |
| 6      | 7      | 8                       | 9         | 10   | 11     | 12       |  |
| 13     | 14     | 15<br>AFRS December Due | 16        | 17   | 18     | 19       |  |
| 20     | 21     | 22                      | 23        | 24   | 25     | 26       |  |
| 27     | 28     | 29                      | 30        | 31<br>Federal Assistance<br>Certification Form Due | 1      | 2        |  |
| 3      | 4      | <b>NOTES</b>            |           |  |        |          |  |