

**FISCAL YEAR END SCHEDULE – 2009
FMS CLOSING CALENDAR**

June 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
1 A/P Vouchers entered from Receiver Only (3-Way Match) Last Day for Old Year Requisitions	2	3 Kelly sends letter to all Petty Cash Custodians	4	5 May Closed
8	9	10 Fiscal Year Closing Team Meeting 10-11:30 am SURC 135 Deadline Review	11	12 May AFRS Close
15	16	17	18	19 Last day for FY09 purchases on Purchasing Card will be 6/20
22	23	24 Summer Fin Aid Disbursement	25	26 **REMINDER - DEPOSIT- petty cash 11 A.M. for all seasonal & temporary 3PM for all reimbursement from Accounts Payable Travel Vouchers in by 5PM
29 All Budget Changes Due MERCHANDISE & EQUIPMENT RECEIVING DEADLINE 3 PM AFRS--\$ to Olympia by noon Vendor Capital by noon OY INVOICES Due to AP!!	30 Final Pay Cycle Mgr Run Noon On Call Receiving cut off at Noon PO Rollover performed 2pm Last Day OY CHECKS All cash due to Cashiers - 1 pm		State of Washington Office of the Treasurer link for OST Fiscal Year 2009 Closing Schedule: http://www.tre.wa.gov/OST/ClosingFY09.pdf	

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July 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>Rapid Time Entry- Payroll</i> AP track OY invoices and accrue by jv	2 All June Cash Receipts posted! Must be received in Accounting by 3 p.m.	3 HOLIDAY
6 Payroll Adjustments Input	7 Payroll Confirmation Inventories completed FRAN W/O SYSTEM CLOSE	8	9	10 Budget enter Speed Type Changes
13	14	15	16	17 *FY 09 Investment Interest distribution jv done...! June AFRS Close
20 Receivable Billings Complete SALES & USE TAX REPORT DUE	21 *List of all assets capitalized by fund/project to Kelly & Eric* LAST DAY FOR FY09 CHARGE/CREDITS	22 Fiscal Year Closing Team Meeting 10-11:30 am SURC 135 Deadline Review	23 *Interfund Tranfers Balanced* Post Final A/P Accrual JV	24 LAST DAY TO POST TO FUNDS OTHER THAN YOUR OWN IN PERIOD 12
27	28 Summer School & Fin Aide data/ Tuition Calc data due	29 Fiscal Year Closing Team Meeting 10-11:30 am Barge 412 Deadline Review BUDGET 001-149 TRANSFER FINAL G/L CLOSE OF PER 12 FY08	30 PERIOD 998 ONLY !!	31

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August 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
3 PERIOD 998 Entries Only !!	4 Due to/Due From Deadline CONFIRMS COMPLETED! 400-500 Funds Assets Entry Unrolled FY09 Encumbrances liquidated	5 Fiscal Year Closing Team Meeting 10-11:30 am SURC 202 Deadline Review Jana's Receivable Confirm completed	6 Last day for any PCA that affects other funds	7 July FY 10 Close
10	11 CONFIRMS DUE IN FOLDERS All FY09 Entries Completed	12 Eric Run & Confirm FY09 Closing Process	13	14
17	18	19	20	21
24	25 Fund Folders due to D of A for review	26	27	28
31				

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September 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 LABOR DAY HOLIDAY	8 AUGUST FY10 CLOSE	9	10	11 CAFR PHASE II DUE !!CAFR PHASE II DROP DEAD DATE!!
14	15	16	17	18 Last day to track OY AP invoices for accrual JV Foundation Statements Systems Stmtns complete DISCLOSURE FORMS DUE STATE DISCLOSURE FORMS DUE FEDERAL
21	22	23	24	25 Systems Footnotes complete
28	29	30		

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October 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 FINANCIAL STATEMENTS COMPLETED Management Review of Systems Statements/Footnotes completed
5	6	7	8	9 FOOTNOTES COMPLETED
12	13	14	15	16 MD&A COMPLETED
19 Management Review of Financial statements October 19 through October 30	20	21	22	23 FINANCIAL STATEMENTS READY TO BE GIVEN TO AUDITORS
26 Management Review of Financial statements October 19 through October 30	27	28	29	30 Management Review completed

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Team Contact Information			
Anna	Fischer	2621	G/Ledger/AP
Brenda	Mofford	2337	Budget
Caroline	Busch	2355	G/Ledger/Payroll
Chris	Huss	1997	F/A REPORTS
Darcee	Hansen	2232	G/Ledger/Payroll
Ed	Day	3061	Fund 522 SUBREC
Eric	Ledgard	2890	G/Ledger
Fran	Sienia	2836	G/Ledger/Enterprise
Heather	Harrell	1988	Grants/Contracts
Jana	Kruckenber	3562	G/Ledger/Student Financial
John	Ebenal	1996	Grants/Contracts
Joshua	Ramsey	1991	G/Ledger/Cash
Kelly	Minor	1987	Banking/PettyCash/Fixed Assets/Endowments
Kevin	Conwell	1998	G/Ledger
Sheila	Gallagher	2899	G/Ledger & State Reporting
Lisa	Saucier	3258	G/Ledger/Capital & Internal Service Funds
Patrick	Stanton	2319	G/Ledger/Enterprise/FUND 573
Stuart	Thompson	1004	Purchasing
Shirley	Burgess	2837	G/Ledger/Enterprise
Tim	McGuire	2329	FMS Manager
Vicki	Dicken	2760	Foundation