

June 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 COP Payment Due	2	3 Start review of Data (one sided transfers, reconcile clearing accounts, re-class to appropriate areas)	4
5	6	7	8	9	10	11
12	13	14 AFRS Close for May	15 List to Jason for Possible Capital Assets Suspend P-card use through year end. Blanket orders for FY22 submitted	16 Confirm MO budget period calendar is built out for the new FY	17	18
19	20 Holiday - Juneteenth	21	22	23	24	25 Goods to be received for grants ending 6/30/21
26	27	28 Facilities AP Due for Capital Funds Purchasing items must be delivered to be booked in FY22	29 All Petty Cash reimbursement requests to A/P by 11am, Cash Draw Down by Noon Travel Expense reports submitted by 5PM, Petty Cash Audits Due, Final AP Pay Cycle run at Noon, Update Journal Generator Run Controls, budget changes due Mail service stop @ 1PM	30 OST Cash Cutoff Goods to be received for grants ending 6/30/22 Cashier closes at noon	1	2 Erin to Begin Review of Interfund Transfer to Balance 1. TA Close and TA Roll to FY 2023, 2. All Aux Inventories Due
3	4 Independence Day Observe	NOTES		In June, Build Detailed Master Orders budget calendar for new FY (instructions in FMS Document library).		

July 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
26	27	28 Facilities AP Due for Capital Funds Purchasing items must be delivered to be booked in FY22	29 All Petty Cash reimbursement requests to A/P by 11am, Cash Draw Down by Noon Travel Expense reports submitted by 5PM, Petty Cash Audits Due, Final AP Pay Cycle run at Noon, Update Journal Generator Run Controls, budget changes due Mail service stop @ 1PM	30 OST Cash Cutoff Goods to be received for grants ending 6/30/22 Cashier closes at noon	1 Erin to Begin Review of Interfund Transfer to Balance 1. TA Close and TA Roll to FY 2023, 2. All Aux Inventories Due	2	
3	4 Independence Day	5 Final Payroll Corrections to Cindy Due From For Other Agencies to Heather No entries to Foundation w/o Approval Pcard Done for June Inventories to Andy Expense Transfers Due	6 ST/LT Bonds (Premium/Payable) adjusted in AFRS for current year's activity	7 Construction in Progress, etc Due(Aux/Fac/SURC) External Bank Accounts and Bank Balances & Bank Statements to Kelly State and Federal Grants Due Suspense Accounts Cleared	8 Inter fund Transfers Balanced Kelly Disburses interest Funds to 522/573/149 Last day to post Foundaiton Activity Last day to post to State and Federal Grants First June Close (preliminary) All other Inventories Due to Trent	9	
10	11 Review Closing Rules AFRS Disclosure forms open	12 Final FY 22 AP Accrual (Track til October when Auditors arrive) Close AP Calendar for FY22 June Roll PO's *Noon	13	14 Final Asset Capitalized by Fund/Project Final 001/149 JV posted Last capital Draw before Noon	15 5xx asset/expense elimination entries posted Summer Session Deferred revenue posted Interagency Billings to be mailed AFRS June Close	16	
17	18 SFS (Aging and allowance) last week of July for Period 12. State Draw Down Payroll	19 CS Item Type Stats to Chris H. - for tuition discount calculations	20 Period 12 Closed 5pm for Non notified posting Suspense & Clearing accounts reconciled or reclassified Fund level accruals Completed	21 Last day for Period 12 entries to your own fund – other funds with notification	22 Period 998 FY22 Entries only	23	
24	25	26	27 All Reconciliations Completed	28 Last day to post PCA to funds other than your own for FY 20 State Draw Down Capital	29 All Reconciliations with backup due in binder and on shared drive. FY22 Entries Complete by 5 PM! Class Reconciled	30	
31	1 FY 22 Closing Process Run and Fund Balances Confirmed	NOTES					

August 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 FY 22 Closing Process Run and Fund Balances Confirmed Final fund 149 rollup/closeout	2	3	4	5 FY 22 Year End Recon	6
7	8 July Close	9	10	11 Fund Folders and fund files due for Peer Review	12 AFRS July Closing	13
14	15	16	17	18	19 AFRS Phase 1B Cutoff: First round disclosure forms due, Due to/From, pollution remediation report, and asset retirement obligation report due to state.	20
21	22	23	24 All Notes due from individuals providing notes	25	26	27
28	29 Disclosure Forms Due to Erin for AFRS Phase II	30	31	1 Peer Fund Folder Reviews Complete	2 Federal Disclosures State Disclose Forms Due AFRS Phase II Cutoff (12 Forms Due)	3
4	5 Labor Day	NOTES				

September 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 Disclosure Forms Due to Erin for AFRS Phase II	30	31	1 Peer Fund Folder Reviews Complete	2 Federal Disclosures State Disclose Forms Due AFRS Phase II Cutoff (12 Forms Due)	3
4	5 Labor Day	6 Chris/Pat/Joel to Meet to Review Disclosure Forms	7 Signatures Due from Joel/President for Disclosure Forms	8	9 Est - System Statements Completed	10
11	12 TBD Weekly Group Meeting to Review Statements,etc.	13	14 AFRS State disclosure forms due	15 Est - CWU Foundation Financial Statement Audit Completed AFRS August Close	16 Review of System statements, MD&A, and footnotes	17
18	19 TBD Weekly Group Meeting to Review Statements,etc.	20	21	22	23 Est - CWU Financial Statements Completed	24
25	26 TBD Weekly Group Meeting to Review Statements,etc.	27	28	29 State draw down	30 Est - CWU Footnotes Completed	1
2	3	NOTES				

October 2022

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

November 2022

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

December 2022

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

1	2	NOTES
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January 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	
5	6	NOTES					

Federal Assistance
 Certification Form
 Due 2/28/22