

FINANCE OFFICE

Date: May 18, 2021

To: Budget Managers

From: Alane Poff

Subject: 2020-21 Year End Financial Closing Schedule

July 7, 2021: **Closing date for first June preliminary reports.** All data to be posted to the first Banner reports must be received in the Finance Office by 5:00 PM on this date in order to be included in the preliminary reports.

July 14, 2021: **Preliminary reports available.** Please review these reports carefully and notify Alane Poff or Danielle Reams of any changes.

July 19, 2021: **Last day for any changes to be received by the Finance Office in order to be included in the second preliminary reports. Also, this is the last day to process any documents through Accounts Payable and be charged to the 2020-21 fiscal year - see note below.**

July 22, 2021: **Second preliminary reports available.** These Banner reports will reflect previous changes and any other activity that may have occurred since the first reports. Please review these reports carefully and immediately notify Alane Poff or Danielle Reams of any changes.

NOTE: No adjustments will be made to these reports unless significant changes are necessary.

July 26, 2021: **Last day for any changes to be received by the Finance Office for the 2020-21 fiscal year.**

July 28, 2021: **Final 2020-21 Banner reports available.**

Check Requests, Expense Reports, and Payment of Purchase Orders:

Check requests, expense reports, and payment of purchase orders for expenses incurred, or goods or services received on or before June 30, 2021 must be submitted to the Finance Office no later than July 19, 2021 in order to be charged to the 2020-21 fiscal year. **These forms must be clearly marked "TRANSACTION DATE 6/30/21" in order to be charged to the 2020-21 fiscal year.** If no invoice has been received by July 19, 2021, but the expenses were incurred on or before June 30, 2021, please contact Sara Clements or Tammy Morgeson so the expense can be charged to the 2020-21 fiscal year.