2013 UAF Key Dates Pertaining to the Year-End Closing Process  
From UAF Office of Finance & Accounting

Please note: If any of these duties are your responsibility and you plan to be out of the office, please be sure that someone will accomplish these tasks by their due date. These are **firm dates** in order for us to meet our deadlines. We want to thank each of you for all your hard work at year-end!

April 15  
- FY14 Recharge Center rate proposals due to Finance & Accounting.

May 29  
- Dates of physical inventory and inventory instructions due to Finance & Accounting.

June 7  
- FY14 Working Budget due to Finance & Accounting.
- Last date to submit FY13 Budget Revisions for all funds (except Fund 14s) to Finance & Accounting.
- Submit all FY13 petty cash receipts for reimbursement.

June 20  
- **Final** labor redistributions for CY12 – R15 - R26 due to Finance & Accounting.
- Last day for FY13 committed (commit type “C”) encumbrance transactions, including deletes, to Accounts Payable (including travel encumbrances) by 3 PM.

June 24  
- Last FY13 labor redistributions for CY13 – R01-R10 due to Finance & Accounting.

June 28  
- Deposit all cash receipts **including credit card deposits** by 4 PM with Business Office.
- Last date for issuing and delivering FY13 checks (non-payroll).
- Date goods or services must be received or invoiced to be FY13 accounts payable.
- List undelivered checks.
- Physical inventory cutoff date.
- Record last check number used (AP, handpay & PR).

June 30  
- FY13 fiscal year ends.

July 1  
- Balance Sheet reports for cycle 12 **must** be run.

July 3  
- Units with inventories: must submit inventory lists (with copies of count sheets), associated inventory reconciliation and JV’s to Finance & Accounting.
- Cycle 12 reports can be run (Note: Balance Sheet reports **must** be run July 1).

July 4 and 5  
- Holiday.

July 8  
- Electronic file feeds from Utilities, Telephone, Federal Work Study, Mail Services and Copy Pool subsystems due to Finance & Accounting by 5 PM.

July 9  
- FY13 Journal Vouchers submitted to Finance & Accounting by this date will be posted to FY13; after this date, until July 19, Journal Vouchers will be posted to FY13 only if time permits.
- All FY13 travel expense reports must be submitted to Accounts Payable at Finance & Accounting by 5 PM.
• Final labor redistributions for CY13 – R11-R14 @ FY13 staff benefits rates due to Finance & Accounting.

• Last day for electronic file feeds from Geophysical Institute and Facilities Services subsystems by NOON.

July 12
• Last day for FY13 encumbrance transactions, including deletes, by 3 PM.
• Last day A/P canceled checks to be reissued.

July 19
• Send post-extended cycle Journal Vouchers to Finance & Accounting for review before transmittal to SW. Only Journal Vouchers which will have a material effect on the FY13 financial statements will be entered (generally $10,000 or more).

July 20
• General Ledger Roll.
• Encumbrance Roll.
• Budget Roll.

July 22
• All Cycle 12 Balance Sheet Reconciliations due to Finance & Accounting.
• Recons for loan fund accounts due to Finance & Accounting.
• Analysis of doubtful loans due to Finance & Accounting.
• Listing of loan receivables due to Finance & Accounting.
• Year-end Encumbrance Report due to Finance & Accounting
• Extended cycle balance sheet reconciliations due to Finance & Accounting.
• Plant fund capitalization schedule due to Finance & Accounting.
• Capital improvement expenditure schedules (fund 1 & 5) due to Finance & Accounting.
• Recon of allowance for doubtful accounts due to Finance & Accounting.
• Detail of debit fund balances in restricted fund and JV to record.