



CONTROLLER'S OFFICE  
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## MEMORANDUM

June 24, 2009

To: Deans, Directors, Department Heads, and Account Administrators

From: Dan Christensen, Manager, Accounting and Financial Reporting

Subject: Preparation for the Close of the 2008-2009 Fiscal Year

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As the fiscal year end approaches, it becomes increasingly important to appropriately complete all transactions relating to the fiscal year ending 30 June 2009. Following is a checklist of items that need to be addressed for year-end close out.

1. All invoices for goods or services received in fiscal year 2009 and submitted to you for payment authorization, should be promptly reviewed and forwarded to the Purchasing Office.
2. All checks and monies received through 30 June should be deposited with the Controller's Office cashiers by 4:00 p.m. on 30 June, even if the proper revenue classification is not known at that time.
3. Travelers should settle any outstanding travel by submitting the associated travel authorization to the Accounts Payable in the Controller's Office.
4. May financial reports should be reviewed for completeness and accuracy.
5. Open commitments/encumbrances should be reviewed for validity. Those that are no longer valid must be canceled by 30 June. Please notify the Purchasing Office by 29 June to have these canceled by the deadline.
6. If committed items have been received but not paid for, please contact the vendor and request invoices so that payment can be made.
7. After 1 July requisitions are not allowed to be backdated to FY2009. Invoices with a date in FY2009 will be posted to the old year by the Purchasing Office.
8. All remaining E&G budgets will carry forward automatically.
9. Reallocation forms to adjust salary payments in FY2009 must be submitted by 28 July 2009. This is especially important for Contracts & Grants since the time and effort needs to be certified as of this date.
10. Purchasing Card Administrators will only have four days to reallocate the 24 June P-Card transactions to an account other than the default account. It should also be noted that the FY2009 transactions posted in July will be reallocated to the old year, i.e., moved from July to June, (same amounts).
11. Contact your accountant in the Controller's Office if you are aware of any significant prepaid expenses.

Accomplishing these tasks is key to providing an accurate annual financial report for Utah State University. Your cooperation is appreciated.