

Fiscal Year 2009 Year-End Accounting and Deposit Deadlines

The following timeline will ensure that documents are processed by the August close date of **September 11, 2009**. These deadlines must be followed strictly to ensure the accuracy of our annual financial reporting as required by the State Comptroller's office.

August 31, 2009 (Monday)

- All University departmental deposits must be delivered to University Deposits, Drane Hall Room 163, by 2:00 PM. Items received by this time will be entered into fiscal year 2009. All cash and check deposits received after that time will be deposited into fiscal year 2010. If you have questions concerning revenue accrual entries, contact Melissa Surita at MelissaV.Surita@ttu.edu.
- Year-end valuation letters for the University Libraries whose book and reference material purchases exceed \$5,000.00 annually are due by 5:00 PM. These can be emailed to Judy Toledo at Judy.Toledo@ttu.edu. If you are unsure if your department is required to submit this information, please contact John Rodriguez at John.Rodriguez@ttu.edu.
- Year-end valuation letters for collections consisting of works of art and historical treasures are due by 5:00 PM. These can be emailed to Judy Toledo at Judy.Toledo@ttu.edu. If you are unsure if your department is required to submit this information, please contact John Rodriguez at John.Rodriguez@ttu.edu.
- Year-end livestock inventories are due by 5:00 PM. These can be emailed to Judy Toledo at Judy.Toledo@ttu.edu. If you are unsure if your department is required to submit this information, please contact John Rodriguez at John.Rodriguez@ttu.edu.
- Direct Pay transactions on SPAR funds to be processed against FY09 funds must be entered into the Direct Pay system by 5:00 PM. (Documentation paperwork for FY09 transactions must be received by SPAR no later than 5:00 PM. Friday, September 4, 2009.)

September 1, 2009 (Tuesday)

- September Accounting Period for fiscal year 2010 will open.
- Intra-Institutional Vouchers (IV) and revenue Journal Voucher's (JV) need to be submitted with the date of 8/31/2009 for transactions that are associated with fiscal year 2009.

September 4, 2009 (Friday)

- All appropriate transfer documentation including appropriate approvals to clear negative fund balances should be submitted to Financial Accounting & Reporting.
- All FY 2009 wires must be claimed by contacting Cindy Harendt in the Accounts Receivable department at Cynthia.Harendt@ttu.edu.
- Documentation paperwork Direct Pay for FY09 transactions on SPAR funds must be received by SPAR no later than 5:00 PM.

September 9, 2009 (Wednesday)

- To ensure entry into the August accounting period, all Cost Transfers and Revenue JV's must be received by Sponsored Programs Accounting & Reporting or Financial Accounting & Reporting by 5:00 PM.
- IV's for August must be entered or received by Financial Accounting & Reporting by 5:00 PM. If you need assistance in processing the IV's, please, contact Amy Baker at 2-2970, ext. 378, or email her at Amy.D.Baker@ttu.edu. Any IVs for consumable supplies and services must be processed in the fiscal year which the goods/services were received.
- Accounts Receivable Listings for any department that has earned and not yet received revenue from external sources as of August 31, 2009, must be received by Melissa Surita, Drane Hall Room 208, or email to MelissaV.Surita@ttu.edu
- Year-end Inventory of Consumable Supplies and Items for Resale in excess of \$10,000 as of August 31, 2009, must be received by Melissa Surita, Drane Hall Room 208 or emailed to MelissaV.Surita@ttu.edu

Financial Accounting & Reporting is located in Drane Hall Room 203, MS 1091, Phone 742-2970.

Sponsored Programs Accounting & Reporting is located in Drane Hall Room 301, MS 1105, Phone 742-2985.

Accounts Receivable Reconciliations is located in Drane Hall Room 213, MS 1102, Phone 742-3271.

Accounts Receivable University Deposits is located in Drane Hall Room 163, Phone 742-3271.

Please refer to the Directory by Fund Class <http://www.depts.ttu.edu/far/resources/contactsbfc.asp> for a contact list by fund class.