

Fiscal Year 2010 Year-End Accounting and Deposit Deadlines

The following timeline will ensure that documents are processed by the fiscal year-end close date. These deadlines must be followed strictly to ensure the accuracy of our annual financial reporting as required by the State Comptroller's office. Documents received after the published deadline will not be processed without explicit approval by the Chief Financial Officer.

August 31, 2010 (Tuesday)

- 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 2010. All cash and check deposits received after that time will be deposited into fiscal year 2011. 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 Debra Crowder at debra.crowder@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 Debra Crowder at debra.crowder@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 Debra Crowder at debra.crowder@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 FY10 funds must be entered into the Direct Pay system by 5:00 PM. (Documentation paperwork for FY10 transactions must be received by SPAR no later than 5:00 PM Thursday, September 2, 2010.

September 1st, 2010 (Wednesday)

- September Accounting Period for fiscal year 2011 will open.
- Intra-Institutional Vouchers (IV) and revenue Journal Voucher's (JV) need to be submitted with the date of 8/31/2010 for transactions that are associated with fiscal year 2010.

September 2nd, 2010 (Thursday)

- All appropriate transfer documentation including appropriate approvals to clear negative fund balances should be submitted to Financial Accounting & Reporting.
- All FY 2010 wires must be claimed by contacting Marcos Richarte in the Accounts Receivable department at marcos.j.richarte@ttu.edu.
- Direct Pay documentation paperwork for FY10 transactions on SPAR funds must be received by SPAR no later than 5:00 PM.

September 3rd, 2010 (Friday)

- 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, 2010, must be received by Debra Crowder, or email her at debra.crowder@ttu.edu.
- Year-end Inventory of Consumable Supplies and Items for Resale in excess of \$10,000.00 as of August 31, 2010, must be received by Debra Crowder, emailed to debra.crowder@ttu.edu.
- Labor redistributions must be received by Budget by 5:00 PM.

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 742-0560

Budget & Resource Planning & Management is located in Drane Hall Room 119, MS 1096, Phone 742-3228

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