



MEMORANDUM

To: College Fiscal Officers

Date: May 2, 2016

From: Holly Elliott, Assistant Controller

Subject: FY 2016 Year-End Closing Guidelines

In order to comply with generally accepted accounting principles and provide for an efficient year-end closing at June 30, 2016, the University Administration has approved the following guidelines:

I. Budget Control

Budget control for FY 2016 expenditures will continue to be enforced for each department at the account level for salaries and at the century level for non-salaries. Final budget transfers for FY 2016 must be received in the Budget Office by 5:00 p.m. on June 17, 2016.

II. Processing Requisitions

All purchase requisitions that require competitive bidding (\$25,000 or more for goods, \$50,000 or more for services) must be received in Purchasing by 5:00 p.m. on May 20, 2016.

All other purchase requisitions for FY 2016 must be entered in MagnusMart or received in Purchasing by 5:00 p.m. on May 27, 2016.

Orders for supplies and equipment for use during FY 2017 will be processed at the end of June and charged against budget dollars for next fiscal year.

III. Outstanding Purchase Orders

Generally accepted accounting principles require that goods and services received by the University during FY 2016 be charged to that year, regardless of the source of funding. Exceptions to this rule are permissible for purchases less than \$2,500 that are not material in relation to the University's overall expenditures.

Purchase orders under \$2,500 will be expensed in the fiscal year in which the invoices are paid, irrespective of the fiscal year in which the goods or services are received. Also, outstanding purchase orders with balances under \$2,500 will not be encumbered at year-end.

Outstanding purchase orders with balances of \$2,500 or more will be encumbered provided the encumbrance will not cause the department to exceed its total operations budget excluding any net savings in salaries and fringe benefits. The amount encumbered on continuous orders will be the lesser of an estimate of the final invoices in process or the outstanding balance on the order. To help ensure that the proper amount is encumbered, please review your Open Purchase Order List and contact the Purchasing Department by May 27, 2016 if any corrections or adjustments are needed.

NOTE:

Beginning July 1, 2016, **all** PO's will be closed and zeroed out at the end of each fiscal year and a new PO will need to be issued for the following year. No PO's will be encumbered for the next fiscal year.

Example: Services are contracted from May 1st through September 30th with a monthly charge of \$200. The dollar amount of the current year PO will be \$400 to cover May - June. That PO will close as of June 30th. A new PO will need to be issued in the next fiscal year for the remainder of the service in the amount of \$600 (July - Sept). In the description of the current year PO you will need to state the total amount (\$1000) and the next year PO should state that the new PO replaces PO# 100000xxxx.

IV. Small Order Forms and Travel Expense Reports

All travel forms and orders less than \$2,500 must be entered into MagnusMart or received in Accounts Payable by 5:00 p.m. on July 1, 2016.

V. Departmental Service Transfers

All inter-departmental service billings (printing, photocopying, central stores, postage, physical plant, etc.) must be received in the Controller's email (controller@csuohio.edu) by 5:00 p.m. on July 5, 2016.

VI. Payroll to be included in FY 2016

- A. All nine-month faculty contract salaries and graduate assistant stipends earned through spring term 2016
- B. Twelve-month contract salaries and classified wages earned through June 30, 2016.

VII. Physical Plant Service Requests

All billable service requests for FY 2016 must be received in Physical Plant by 5:00 p.m. on June 3, 2016. Exceptions will be made only in the case of a true emergency. All billable service requests received after that date will either be entered as FY 2017 charges or be canceled at the discretion of the requesting department.