



THE CATHOLIC UNIVERSITY OF AMERICA

Washington, DC 20064
202-319-5031

March 21, 2017

TO: Members of the University Community
FROM: Rosie Henderson, Controller and Assistant Treasurer
SUBJECT: 2017 Fiscal Year ("FY2017") Close

The University's current fiscal year will conclude on April 30, 2017. All financial activity that has occurred between May 1, 2016 and April 30, 2017 must be recorded in FY2017 to facilitate the year-end financial reporting process. We, as stewards of the University, share the responsibility to ensure all University business is accurately captured and recorded within the appropriate fiscal year. The following tables provide key dates that require your attention as part of the fiscal year closeout. Detailed guidance on these critical actions are also located at <http://treasurer.cua.edu/Controller/Controller.cfm>. Thank you for your adherence and attention to the key dates.

2017 Key Dates for Year-End Close

DATE	CRITICAL ACTION
March 31	Reserve Funds (18/19/51) budgets due to Budget Office. General (fund 11) and auxiliary fund (fund 15) operating budgets due to Budget Office
April 10	Last day to enter Purchase Requisitions for FY17
	Exempt leave reports through April 2017 due to Payroll
	Processing of scholarships for Fall 2016 and Spring 2017 terms end by the Office of Student Financial Assistance
April 19	Close out of petty cash funds to Treasury
April 20	First day that FY18 requisitions can be initiated.
	Notice of pre-payments for goods and services greater than \$10,000 on or before April 30 for goods and services to be received in FY18 should be forwarded to General Accounting.
April 28	Last business day of the Fiscal Year 2017 ("FY2017")
	Cash receipts must be deposited to the University Cashier by 3:00pm
May 1	First business day of Fiscal Year 2018 ("FY2018")
	All general, auxiliary, reserve, and endowment payout budgets are uploaded
	Goods and services requisitioned using FY18 funds may be received
May 4	Invoices for FY2017 goods and services due to Accounts Payable
	Travel expense reports for any travel or other types of reimbursement incurred before April 30 due to Accounts Payable
	Corrections to April 2017 leave reports due to Payroll
May 5	Procard & Corporate Card reclassifications and approvals must be complete
May 9	Information on unpaid expenses without invoices due to General Accounting
May 11	Last day to submit non-grant transfer requests to General Accounting
May 15	Written requests to carry over FY17 purchase orders may be sent to Procurement
	Last day to submit grant cost transfer requests to Sponsored Accounting
May 30	Fifty percent (50%) of unspent FY2017 Fund 11 "other direct expense" budgets available in reserve balance

Key Contacts by Area

Area	Name of Contact	Phone	Email
Accounts Payable	Lisa David	x5854	fletchel@cu.edu
Budget: <ul style="list-style-type: none"> • General University Policy, Instructions, and Guidelines • Provost and Academic Departments (excluding Student Life) and Law School • Student Life (including Athletics) • Enrollment Management • University Advancement • President’s Office (includes General Counsel and Office of Compliance, University Relations and Public Affairs) • Finance, Facilities, HR and Technology Services • Campus Services/Auxiliaries • Endowment (Fund 31, 51) 	Rita Kovach Paula Blackwell Tom Peters Renell Lewis	X6300 X6283 x6108 x6445	kovachr@cu.edu blackwell@cu.edu peterst@cu.edu lewis@cu.edu
Cashier’s Office	Renell Lewis	x6445	lewis@cu.edu
Enrollment Services	Kevin Woods	X5300	woods@cu.edu
General Accounting	Mary Romain Lizy Kannarkat	x6414 x5013	romain@cu.edu kannarkat@cu.edu
Payroll Office	Phil Harris	x5512	harris@cu.edu
Procurement	Debbie Jackson	x5044	askprocurement@cu.edu
Sponsored Accounting	Paul Harrison	x6402	harris@cu.edu
Student Financial Assistance	Jo Humphreys	X6369	humphrei@cu.edu

As always, your engagement and assistance are greatly appreciated. If you have any other questions about the fiscal year-end close and reporting process, please contact the individuals noted above based on your area of concern.