

TO: P1s and P2s  
 FROM: Joyce King, University Controller  
 DATE: March 23, 2018  
 RE: FY18 Year-end Cutoff for Expenses and Revenues

The University’s fiscal year will end on May 31, 2018 (FY18) and a new fiscal year will begin on June 1, 2018 (FY19). Once again we ask for your support and cooperation to ensure that expenditures and revenues are processed in the correct fiscal year. This memo provides dates and instructions that need to be observed for the University to satisfy financial audit requirements. Please note Thursday, May 31, 2018 is the last business day of this fiscal year. Thank you for your cooperation and support in the year end close process.

**Prepaid and Accrued Vouchers for the following funds: Operating (1xx), Auxiliary (3xx), Gifts (2xx), Endowment Income (6xx)**

- Prepaid Expenses are paid in FY18 relating to a FY19 event or service. If you need to pay an expense prior to or on May 31, 2018 for services to be performed or events to be held in FY19, or for goods to be received after May 31, 2018 **and the expense is over \$4,000**, it must be paid from the prepaid expense account 15440 to ensure the expense is charged against the FY19 budget.
- Accrued Expenses are expenses for a FY18 event or service to be paid in FY19. Please make every effort to obtain invoices and pay invoices relating to FY18 events held, services performed, or goods received prior to or on May 31, 2018. In some cases, this is not possible due to the timing of the event or service. If this is the case **and the amount is over \$4,000**, you must pay the invoice from the accrual account 20020 to ensure the expense is charged against the FY18 budget.
- Please refer to the below table when processing expenses that cross fiscal years for all vouchers over the stated limits:

| Timing of Voucher Payment from PeopleSoft | Timing of Goods Received, Services, Event | Type of Voucher | Fund        | If the Voucher backup is <u>not scanned</u> , please forward copy of invoice and backup to:  | The following Chartstring must be used on the Voucher with the Originator’s Dept ID | FY Budget to be Charged (by Cont Office) | Cutoff Date |
|---|---|-----------------|-------------|--|---|--|-------------|
| On or Before 5/31/18                      | After 5/31/18                             | Prepaid Expense | 1xx,<br>3xx | Greg Moore, 129 Lake Street Rm 428, gregory.moore@bc.edu, 2-3362<br>Vicki Varno, 129 Lake Street Rm 426, victoria.varno@bc.edu, 2-4853 | 0xxxxx-100-00000-00000-000-00000-15440  | FY19                                     | 5/31/2018   |
|   |   |                 | 2xx,<br>6xx | Mary Ann Sullivan, 129 Lake Street Rm 414, mary.sullivan@bc.edu. 2-4620  |   |  |             |
| After 5/31/18                             | Before 5/31/18                            | Accrued Expense | 1xx,<br>3xx | Greg Moore, 129 Lake Street Rm 428, gregory.moore@bc.edu, 2-3362<br>Vicki Varno, 129 Lake Street Rm 426, victoria.varno@bc.edu, 2-4853 | 0xxxxx-100-00000-00000-000-00000-20020  | FY18                                     | 6/18/2018   |
|   |   |                 | 2xx,<br>6xx | Mary Ann Sullivan, 129 Lake Street Rm 414, mary.sullivan@bc.edu. 2-4620  |   |  |             |

In addition, please note the following:

- The Controller’s Office will make the entry to your Department’s budget in the correct fiscal year. These entries will not Workflow to departments. Therefore, make sure all reviews are done prior to processing the voucher to Prepaid or Accrued Expense.

- The Voucher # and PS department expense chartstring you want charged should be **included on all scanned or physical documentation**.
- The voucher will go to Special Account workflow approval, and **will not be paid by A/P** until the appropriate contact above receives the invoice, so please send timely.
- Please confirm before submitting that **funding is available** in the appropriate fiscal year (refer to above table).

Invoices that cross fiscal years:

- Please make every effort to work with vendors to provide invoices that do not cross fiscal years. When this is not possible **and the amount is over \$4,000** please contact Greg Moore (129 Lake Street Room 428, [gregory.moore@bc.edu](mailto:gregory.moore@bc.edu) or 2-3362).

### **Vouchers relating to capital expenditures for the Plant Fund (8xx)**

- Contact Suzanne Ennis in the Controller's Office for proper year end treatment at [suzanne.ennis@bc.edu](mailto:suzanne.ennis@bc.edu) or 2-4617.

### **Expense Reports**

- If you wish to charge your FY18 budget for expense reports submitted in FY19 for FY18 travel, you **MUST** use the accrual chartstring (0xxxx-100-00000-00000-000-00000-20020). Please indicate the PS department chartstring that needs to be charged in FY18.

### **Revenue**

- If you have revenue that will not be received by May 31, 2018 for an event held or service performed prior to or on May 31, 2018, **please contact Lyndsay King** ([lyndsay.king@bc.edu](mailto:lyndsay.king@bc.edu) or 2-3363) **or Greg Moore** ([gregory.moore@bc.edu](mailto:gregory.moore@bc.edu) or 2-3362) **by June 3<sup>rd</sup> to discuss.**
- If you have collected revenue prior to or on May 31, 2018 for an event or service after May 31, 2018, **please contact Lyndsay King** ([lyndsay.king@bc.edu](mailto:lyndsay.king@bc.edu) or 2-3363) **or Greg Moore** ([gregory.moore@bc.edu](mailto:gregory.moore@bc.edu) or 2-3362) **by June 3<sup>rd</sup> to discuss.**

### **Purchase Orders- Non-Project Related Orders Only: (Fund 500 and Fund 820 orders are excluded).**

- Departments should review outstanding encumbrances to ensure that they are valid and that only enough funds remain outstanding to pay the invoices for services or goods committed through May 31.
- Materials or services referenced on those outstanding purchase orders must be received by your department no later than May 31<sup>st</sup>. Please retain for audit review the "documentation of receipt" for each outstanding purchase order on which an unpaid balance remains at May 31<sup>st</sup>. Examples of documentation would be packing, shipping, or delivery slips.
- Remaining encumbrances can be reviewed on your [PO Balance Report](#). Instructions on "Running a PO Balance Report" can be found on the BC Financial Management Systems website under the "Working with Requisitions/Purchase Orders" link, login required.
- Any PO which has excess encumbered funds should be disencumbered by May 15<sup>th</sup> or sooner. Please provide a [change order form](#) to Procurement Services for all balances to be adjusted.

If you have questions on purchase orders, contact Procurement Services at [purchase@bc.edu](mailto:purchase@bc.edu) or 2-3055.