



Washburn University Memorandum

To: All Faculty and Staff
From: Bob Crutsinger, Associate Vice President/Director of Finance
Copy:
Date: May 22, 2018
Subject: Year-End Financial Closing Procedures
Fiscal Year Ending June 30, 2018

This memo outlines the procedures and key dates associated with closing the fiscal year ending June 30, 2018. Following these procedures will help ensure revenues and expenses are recorded in the correct fiscal year. If you have any questions, or anticipate not being able to comply with any of these procedures or key dates, contact me. A list of contacts is provided at the end of this memo.

In the guidance below, an “FY18 purchase” is a purchase where the goods are received or services rendered on or before June 30, 2018. An “FY19 purchase” is a purchase where the goods/services are received on or after July 1, 2018. The date of the purchase order or vendor invoice is *not* the determining factor in deciding which fiscal year the expense is recorded in.

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Requisitions and Purchase Orders



Procedures. To help avoid confusion about which fiscal year a requisition and related PO fall into, we have instituted a “dead period” of June 15 through June 30. ***If you need a PO to be issued before June 30, you must submit the requisition before June 8.*** Requisitions received during the dead period will be processed only if they are urgent (i.e., the PO must be issued between June 15 and June 30) and you contact Purchasing beforehand.

If you do not need a PO issued before July 1, do not submit the requisition until July 1 or later. This will avoid issues encountered in Banner with requisitions, PO’s and payments crossing the June 30 fiscal year-end. If such a PO is issued before June 30, please request that Purchasing cancel the PO and reissue it with a date of July 1 or later.

Remember that the date of a PO does not determine the fiscal year in which the purchase is recorded. In order to be charged to your FY18 budget, goods must be received or services rendered by June 30, 2018. Issuance of a PO before June 30 will encumber your FY18 budget, but if goods/services are not received until July or later, your FY19 budget will be charged for the actual expense. See “*Accounts Payable*” on the following page.

If you need the items within the first 7-10 days of July and charging them to FY19, we request that you wait until July 1 or later to prepare the requisition.

If a PO intended for FY19 is issued, and the goods/services are received on or before June 30, the expense will be charged to FY18.

Refer questions about requisitions and PO’s to Sherry Draper, or if grant related, contact Matt Busey.



Key Dates:

- Friday, June 8 – departments submit approved requisitions to Purchasing for purchases to be charged against FY18.
- Friday, June 15 – Purchasing issues purchase orders for purchases to be charged against FY18.
- Friday, June 15 through Friday, June 30 – dead period for submitting requisitions and issuing PO’s.
- Sunday, July 1 – begin submitting requisitions for FY19 purchases.
- Friday, July 13 – open FY18 PO’s rolled into FY19; this will encumber FY19 budget dollars.

Expenses, Accounts Payable and Expense Accruals

Procedures. Vendor invoices fall into one of four categories:

1. Invoices received before June 30 for FY18 purchases
2. Invoices received after June 30 for FY18 purchases
3. Invoices received before June 30 for FY19 purchases
4. Invoices received after June 30 for FY19 purchases.



Remember, an *FY18 purchase* is a purchase where the goods are received or services rendered on or before June 30, 2018. An *FY19 purchase* is a purchase where the goods/services are received on or after July 1, 2018.

Invoices in categories (1) and (4) should be sent to Accounts Payable as usual. Invoices in category (3) should be held in the department until the goods/services are received, then sent to Accounts Payable for processing.

Invoices in category (2) must be sent to Accounts Payable when received by the department. If the department is disputing the amount of the invoice or otherwise wants payment to be delayed, ***the department must inform Accounts Payable*** of that fact. Accounts Payable will hold the invoice until the department authorizes payment. The expense will be charged to the FY18 budget via a year-end accrual, even though payment to the vendor is not made until FY19. If the amount ultimately paid to the vendor is less than the amount accrued, the difference will be credited to the department's FY18 budget.



By July 13, 2018, you should have received most, if not all, vendor invoices relating to FY18 purchases. **If you have not received an invoice for an FY18 purchase by July 13, contact the vendor and request the invoice be mailed or faxed to you.**

If you do not receive invoices for FY18 purchases by July 13, complete an "Accrual Worksheet" (online at <http://www.washburn.edu/faculty-staff/finance-office/Files/year%20end%20accrual%20worksheet.xlsx>) and send it to the Finance Office. Attach copies of applicable supporting documentation, such as a bill of lading, a vendor packing list, receiving copy of the PO, etc.

The following information must be included on the "Accrual Worksheet"; if you do not supply all of the information, the expense will not be accrued in FY18 and will be charged against your FY19 budget.

1. Vendor name
2. Description of goods/services received
3. Date the goods/services were received
4. Amount of the purchase (make estimates as accurate as possible)
5. FOAPAL to charge

**Key Dates:**

- Saturday, June 30 – goods must have been received or services rendered in order to be shown as an FY18 expense.
- Friday, July 13 – contact vendors for FY18 purchases for which no invoice has been received.
- Friday, July 27 – submit “Accrual Worksheet” to Accounting.

Refer questions about expenses, accounts payable or expense accruals to Sarah Potter or Carol Sprague (Accounts Payable), or Kari Hachiya or Mary Gruber (Accounting). If grants related, contact Matt Busey.

Travel Expense

Procedures. Generally, travel expense reports must be submitted to Accounts Payable within 60 days of the travel. At year-end, however, this period is shortened; travel expense reports for FY18 travel should be submitted by July 20.

If you are not able to complete a travel expense reimbursement request by July 20, you should include the travel on your “Accrual Worksheet” (see previous page). However, the same documentation requirements apply to travel as to other accrued expenses. It will likely be easier to simply complete the travel expense report on a timely basis.

If travel begins on or before June 30 and is completed on or after July 1, it may be FY18 travel, FY19 travel, or both, depending on the circumstances. For simplicity, in most cases, travel will be charged to the fiscal year in which the majority of the travel took place. For example, if you depart on June 20 and return on July 3, your travel expenses will be charged against the FY18 budget. If travel is equally split between the two fiscal years, or if you have other reasons for splitting the expense between years, contact the names noted below.



Key Dates:

- Friday, July 20 – travel expense reports for FY18 travel must be received in Accounts Payable and/or “Accrual Worksheet” including travel sent to Accounting.

Refer questions about travel expense to Sarah Potter or Carol Sprague. If grants related, contact Matt Busey.

Revenue and Accounts Receivable

Procedures. If the University sells goods or provides services on or before June 30, but does not receive payment until July or later, receivables must be set up so that revenue is recorded in the proper year. If payment is received in June for goods/services provided on or after July 1, the amount must be recorded as unearned revenue (i.e., FY19 revenue). The departments that usually need to record year-end receivables are:

- KTWU (for pledges receivable)
- Office of Sponsored Programs (for grant receivables)
- Business Office (for financial aid receivables)
- Scheduling Office
- Bradbury Thompson Alumni Center
- Residential Living
- Ichabod Shop
- Memorial Union
- Ichabod Service Center
- Washburn Tech

Accounting will work with each of these areas to reconcile accounts receivable and unearned revenue to Banner. This process should be completed by July 20. Any other departments which have accounts receivable as of June 30 should contact Accounting to determine the procedures required to accrue the revenue and receivable.

University cash handling policy requires cash receipts to be deposited on the next business day following receipt; if receipts are less than \$50 weekly, deposits may be made weekly. To ensure all FY18 revenue is recorded in the proper period, cash receipts for FY18 revenues *must be* deposited with the cashiers by Friday, June 29 at 3:00 pm.

Cash deposited after June 29 generally will be recorded as FY19 revenue. If there is some reason you cannot make an FY18 deposit by June 29, contact Kari Hachiya as soon as you become aware of the situation.



Key Dates:

- Friday, June 29 – accrue revenue for goods/services provided before this date if payment from customers has not yet been received.
- Friday, June 29 – all FY18 cash receipts deposited with Business Office.
- Friday, July 20 – accounts receivable and unearned revenue reconciled to Banner.

Refer questions about accounts receivable and unearned revenue to Mary Gruber or Kari Hachiya. If grants related, contact Matt Busey.

Inventory

Procedures. This section refers to supply inventories maintained by Facilities Services and UMAPS, and retail inventories in the Memorial Union.

The physical count of these inventories is to take place as of June 30. By July 13, physical inventory reports should be submitted to Accounting. The value of the inventories is generally historical cost, not current retail or market value. Cost is determined on the first-in, first-out (FIFO) basis. If the current market value of inventory is less than cost, contact Kari Hachiya.



Any inventory considered to be obsolete, unusable or unable to be sold should *not* be included in the physical count. If any inventory items fall into this category, contact Kari Hachiya as soon as possible, but no later than June 15.

Under certain circumstances, the physical count may be performed prior to June 30. However, early count dates entail additional accounting cut-off procedures. Thus, early counts are discouraged. If you wish to perform an early count, contact Kari Hachiya.



Key Dates:

- Friday, June 15 – communicate obsolete inventory to Accounting.
- Saturday, June 30 – physical inventory count completed.
- Friday, July 13 – physical inventory report submitted to Accounting.

Refer questions about inventory to Kari Hachiya.

Payroll

Procedures. This section addresses incidental and supplemental pay only. Regular payrolls will be processed via normal procedures.

Incidental and supplemental pay relating to services performed in FY18 must be charged to the FY18 budget. To do this, approved incidental and supplemental pay forms (available at <http://www.washburn.edu/faculty-staff/finance-office/forms.html>) must be submitted to Payroll no later than June 18 (non-exempt staff and students) or June 25 (faculty and exempt staff). These pay events are automatically charged to FY18.

For non-exempt staff and student incidental pay relating to the period June 17 through June 30, forms must be submitted to Payroll by July 2. *It is critical that you accurately specify the dates on which the services were rendered.* The expense will be charged to FY18 or FY19 depending on the dates noted on the pay forms.

Faculty and exempt staff supplemental pay relating to the period June 25 through June 30 must be submitted to Payroll by June 25. *Again, it is critical that you accurately specify the dates on which the services were rendered.*

Note that paychecks will not be issued to incidental employees until a Form I-9 has been properly completed and turned in to the appropriate office (Human Resources, Academic Affairs or Financial Aid). However, the expense will be charged to the appropriate fiscal year based on when services were performed, not when the check is issued to the employee.

Refer questions about payroll to Marsha Stromgren. If grants related, contact Matt Busey.



Key Dates:

- Monday, June 18 – non-exempt staff and student incidentals submitted to Payroll.
- Monday, June 25 – faculty and exempt staff supplementals submitted to Payroll.
- Monday, July 2 – non-exempt staff and student incidentals for the period June 17 through June 30 submitted to Payroll.

Summary of Key Dates

Date	Topic	Description
June 8	Requisitions/PO's	Departments submit approved requisitions to Purchasing for purchases to be charged against FY18.
June 15	Inventory	Communicate any obsolete inventory to Accounting.
June 15	Requisitions/PO's	Purchasing issues PO's for purchases to be charged against FY18.
June 15 – June 30	Requisitions/PO's	“Dead period” for submitting requisitions and issuing PO's.
June 18	Payroll	Non-exempt staff and student incidentals submitted to Payroll
June 25	Payroll	Faculty and exempt staff supplementals submitted to Payroll.
June 30	Expenses & AP	Goods must have been received or services rendered in order to be shown as an FY18 expense.
June 30	Inventory	Physical inventory count completed.
June 30	Revenue & AR	Accrue revenue for goods/services provided before this date if payment from customers has not yet been received.
June 30	Revenue & AR	All FY18 cash receipts deposited with Business Office.
July 1	Requisitions/PO's	Begin submitting requisitions for FY19 purchases.
July 2	Payroll	Non-exempt staff and student incidentals for the period June 17 through June 30 submitted to Payroll.
July 13	Requisitions/PO's	Open FY18 PO's rolled into FY19; this will encumber FY19 budget dollars.
July 13	Inventory	Physical inventory reports submitted to Accounting.
July 13	Expenses & AP	Contact vendors for FY18 purchases for which no invoice has been received.
July 20	Travel Expense	Travel expense reports for FY18 travel must be received in AP and/or “Accrual Worksheet” (including travel) sent to Accounting.
July 20	Revenue & AR	Accounts receivable and unearned revenue reconciled to Banner.
July 27	Expenses & AP	Submit “Accrual Worksheet” to Accounting.

Contacts

Name	Department	Email	Phone
Bob Crutsinger	Finance Office	bob.crutsinger@washburn.edu	1745
Sherry Draper	Purchasing	sherry.draper@washburn.edu	2312
Sarah Potter	Accounts Payable	sarah.potter@washburn.edu	2035
Carol Sprague	Accounts Payable	carol.sprague@washburn.edu	2044
Mary Gruber	Accounting	mary.gruber@washburn.edu	2031
Kari Hachiya	Accounting	kari.hachiya@washburn.edu	2042
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