

To: Stonehill Employees & Student Government
 From: Controller's Office
 Date:
 Subject: Year End Procedure - June 30, 2013

As the College prepares to close the FY 2013 year-end on June 30, the Controller's Office has prepared a detailed year-end timetable for all departments to follow to ensure transactions are posted to the appropriate fiscal year. In summary, all cash transactions must be processed by 2:00 p.m. on June 28th and all expense transactions must be processed by 4:30 p.m. on July 12th (in order to be charged to the FY 2013 budget).

If you have any questions regarding the year end procedures, please do not hesitate to contact any of the Finance staff members listed below. Thank you, in advance, for your assistance in making this an efficient closing process.

Transaction	Deadline	Deliver To	Documentation Needed
Stipends	Wednesday, June 19	Payroll Deb Walsh Extension 1388 debwalsh@stonehill.edu	All approved stipend requests must be received by the Payroll Department by June 19th in order for these stipends to be charged to your FY 2013 budget. All requests after June 19th will be charged to your FY 2014 budget.
Purchase Orders	Friday, June 28	Purchasing Greg Wolfe Extension 1357 gwolfe@stonehill.edu	All requisitions for purchase orders for FY 2013 must be received by June 28, 2013 in order to be processed against your FY 2013 budget. Note: Goods must be received on campus and Services must be completed by June 30, 2013 for the expense to be charged to fiscal year 2013. All purchase order requisitions received after June 28, 2013 will be processed against your FY 2014 budget
Cash Deposits	Friday, June 28 <i>before 2:00</i>	Accounts Payable Mary Garland Extension 1098 mgarland@stonehill.edu	Submit deposit forms with checks and cash received by your department by June 28, 2013 before 2:00.
FY'13 Expenses (With Invoices)	Friday, July 12	Accounts Payable Mary Garland Extension 1098 mgarland@stonehill.edu	Submit all invoices for goods and services received on/or before June 30, 2013. Documentation should clearly identify that the delivery of goods and services was on or before June 30, 2013.
FY'13 Expenses (Without Invoices)	Friday, July 12	Assistant Controller Leanne Velasquez Extension 1030 lvelasquez@stonehill.edu	If you received any goods and services before June 30, 2013 and you have not yet received an invoice, please call for assistance in completing the attached FY 2013 Expense Documentation Form. This form must be completed in order to have the charges proceeded against your FY13 Budget
Cash Reimbursements/ Cash Advances	Friday, July 12	Accounts Payable Mary Garland Extension 1098 mgarland@stonehill.edu	Submit all cash reimbursement requests and supporting documentation for expenses through June 30, 2013. Submit accounting and supporting documentation for advances used through June 30, 2013.
ProCard Reconciliations	Friday, July 12	Accounts Payable Colleen MacDonald Extension 1247 cmacdonald1@stonehill.edu	Submit approved reconciliation and supporting documentation for the billing period ending June 30, 2013.
FY'14 Expenses (With Invoices)	N/A	Accounts Payable Mary Garland Extension 1098 mgarland@stonehill.edu	A few departments will incur expenses before June 30, 2013 for programs that begin in the new year (FY 2014). Please be sure to clearly mark any transactions of this nature, to ensure charges are processed to appropriate budget year.