

FINANCIAL CALENDAR

July 2011 – June 2012

July 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Holiday	5 Fiscal Officer Team Meeting Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	7 Budget Actions Due to SFO by 5PM	8 Deadline GL Accruals – Corrections (1st)	9
10 Electronic GL Reports (FY 11 1st close)	11 Financial Summary Reports Distributed	12	13	14	15 Year end Deficit Response Due to College Annual Sub- Certification Due to College	16
17	18	19 Fund Transfers and Budget Actions Due to SFO by Noon	20	21 Deadline GL Accruals – Corrections (2nd)	22 FINAL FY 11 CLOSE	23 Electronic GL Reports (FY 11 2nd & final close)
24	25 Year end Reconciliation and June Mini Audit	26	27	28 PCard Reallocation Deadline	29	30
31	25 Transactions Due to College					

August 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Fiscal Officer Team Meeting Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	4 B	5 Deadline GL Accruals - Corrections	6
7 Electronic GL Reports	8 Financial Summary Reports Distributed	9	10	11	12	13
14	15 July Response to Deficit/Credit to Expense Reports due to College	16	17 Submit Annual Signature Authority Cash Handling and PCI Lists to College	18	19 PIERS self audits due to College	20
21	22	23 PET DEADLINE	24	25 July Reconciliation	26	27
28	29	30 PCard Reallocation Deadline	31 PBA expected to open for FY 12			

FINANCIAL CALENDAR

July 2011 – June 2012

September 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Deadline GL Interfaces	3
4	5 Holiday	6 Fiscal Officer Team Meeting Fund Transfers and Budget Actions Due to SFO by Noon	7	8 Deadline GL Accruals - Corrections	9	10 Electronic GL Reports
11	12 Financial Summary Reports Distributed	13	14	15	16	17
18	19 August Response to Deficit/Credit to Expense Reports due to College	20	21	22 PET DEADLINE	23	24
25	26 August Reconciliation	27	28	29 PCard Reallocation Deadline	30	

FINANCIAL CALENDAR

July 2011 – June 2012

October 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Fiscal Officer Team Meeting Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	6	7 Deadline GL Accruals - Corrections	8
9 Electronic GL Reports	10 Financial Summary Reports Distributed	11	12	13	14	15
16	17 September Response to Deficit/Credit to Expense Reports due to College	18	19	20	21	22
23 PET DEADLINE	24	25 September Reconciliation and Quarterly Mini Audit Transactions Due to College	26	27	28 PCard Reallocation Deadline	29
30	31					

November 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Fiscal Officer Team Meeting	2 Deadline GL Interfaces Deadline to record AU11 GFA funding	6 Fund Transfers and Budget Actions Due to SFO by Noon	4	5
6	7 Deadline GL Accruals - Corrections	8	9 Electronic GL Reports	10 Financial Summary Reports Distributed	11 Holiday	12
13	14	15	16 AU11 GFA expense posts to G/L	17 October Response to Deficit/Credit to Expense Reports due to College	18	19
20	20	22 PET DEADLINE	23	24 Holiday	25 Holiday	26
27	28 October Reconciliation	29 PCard Reallocation Deadline	30			

December 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Deadline GL Interfaces	3
4	6 Fund Transfers and Budget Actions Due to SFO by Noon	6 Fiscal Officer Team Meeting	7 Deadline GL Accruals - Corrections	8	9 Electronic GL Reports	10
11	12 Financial Summary Reports Distributed	13	14	15	16	17
18	19 November Response to Deficit/Credit to Expense Reports due to College	20	21	22	23 PET DEADLINE	24
25	26 Holiday	27 Holiday	28 November Reconciliation	29 PCard Reallocation Deadline	30	31

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday	3 Fiscal Officer Team Meeting	4 Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	6 Begin preparing Program/Course or other Student Fee Requests for FY 13	7
8	9 Deadline GL Accruals - Corrections	10	11 Electronic GL Reports	12 Financial Summary Reports Distributed	13	14
15	16 Holiday	17	18 Final Program/Course or other Student Fee Request Due to College	19 December Response to Deficit/Credit to Expense Reports due to College	20	21
22	23 PET DEADLINE	24	25 December Reconciliation and Quarterly Mini Audit Transactions Due to College	26	27	28
29	30 PCard Reallocation Deadline	31				

February 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	4
5	6	7 Fiscal Officer Team Meeting Deadline GL Accruals - Corrections	8	9 Electronic GL Reports	10 Financial Summary Reports Distributed	11
12	13	14 Deadline to record WI12 GFA funding	15	16	17 January Response to Deficit/Credit to Expense Reports due to College	18
19	20	21 PET DEADLINE	22	23	24	25
26	27 January Reconciliation	28 PCard Reallocation Deadline WI12 GFA expense posts to G/L	29			

FINANCIAL CALENDAR

July 2011 – June 2012

March 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Begin Earnings Budget Preparations: Review Fees, Meet with managers, etc				1	2 Deadline GL Interfaces	3
4	6 Fund Transfers and Budget Actions Due to SFO by Noon	6 Fiscal Officer Team Meeting	7 Deadline GL Accruals - Corrections	8	9 Electronic GL Reports	10
11	12 Financial Summary Reports Distributed	13	14	15 Intangible Assets Reporting Due to College	16	17
18	19 February Response to Deficit/Credit to Expense Reports due to College	20	21	22	23 PET DEADLINE	24
25	26 February Reconciliation	27	28	29 PCard Reallocation Deadline	30 Payroll Certification Verification Due to College	31

FINANCIAL CALENDAR

July 2011 – June 2012

April 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Fiscal Officer Team Meeting Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	5	6 Deadline GL Accruals - Corrections	7
8 Electronic GL Reports	9 Financial Summary Reports Distributed	10	11	12	13	14
15	16 March Response to Deficit/Credit to Expense Reports due to College	17	18	19	20	21
22 PET DEADLINE	23	24	25 March Reconciliation and Quarterly Mini Audit Transactions Due to College	26	27 PCard Reallocation Deadline	28
29	30					Accounts Receivable Aging (ARC) Reports will be due sometime this month

FINANCIAL CALENDAR

July 2011 – June 2012

May 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Fiscal Officer Team Meeting Review develop. fund cash balances in preparation for Y/E	2 Deadline GL Interfaces	6 Fund Transfers and Budget Actions Due to SFO by Noon	4	5
6	7 Deadline GL Accruals - Corrections Deadline to record SP12 GFA funding	8	9 Electronic GL Reports	10 Financial Summary Reports Distributed	11	12
13	14 University Annual Audit of User Roles Due to College	15	16	17 April Response to Deficit/Credit to Expense Reports due to College	18 Submit Earnings Budget (and all on-line entry completed) to College	19
20	21 SP12 GFA expense posts to G/L	22	23 PET DEADLINE	24 Submit all FY12 I to P requests to College	25 April Reconciliation	26
27	28 Holiday	29	30 PCard Reallocation Deadline	31 Foreign Bank Account Reporting Due to College		

FINANCIAL CALENDAR

July 2011 – June 2012

June 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Deadline GL Interfaces	6 Fiscal Officer Team Meeting Fund Transfers and Budget Actions Due to SFO by Noon	6	7 Deadline GL Accruals - Corrections	8	9 Electronic GL Reports
10	11 Financial Summary Reports Distributed	12	13	14	15	16
17	18 May Response to Deficit/Credit to Expense Reports due to College	19	20	21	22 Check PS for any unposted journals/XFRS and process as necessary	23
24	25 May Reconciliation	26	27	28 PCard Reallocation Deadline	29	30