



DATE: March 5, 2024
TO: Campus Community
FROM: Michal-Anne Miller, AVP of Finance
SUBJECT: Fiscal Year-End Campus Schedule

The Chancellor's Office has set the legal closing of the General Ledgers on **Monday, July 8, 2024**. Therefore, as a campus we must adhere to the schedule as outlined in the attachment to this memo. Following below is additional information to aid in your preparation for fiscal year-end close.

Accruals: It is critical to identify and set aside funds (accrue) for costs incurred for goods and services received on or before June 30th but not yet paid by June 30, 2024. Your cooperation in adhering to the schedule and procedures is vital for assuring our accurate year-end financial reporting to the State Controller's Office. This helps prevent State funds from expiring or reverting, and ensures minimal disruption to operations.

Reminders:

- The University Corporation deadlines may differ from those stated in the attached timeline.
- Your department may require earlier due dates in order to meet the campus deadlines as outlined below.
- Reminders and more detailed directions for year-end close will be provided via email from university-accounting@csumb.edu. To request to be on the listserv, send an email with the subject line: Year End Updates. No message in the body of the email is required.
- The dates below may be adjusted to meet year-end requirements from the Chancellor's Office. If this should happen, notification will be sent to the year-end listserv. See directions above to register.

Training: A Year-End Fiscal Closing Forum will be held Wednesday, May 1, 2024 via Zoom from 2-4pm. Please keep your eye out for an invitation in the coming weeks, and we hope to see you there!

A successful year-end close leads to excellence in financial reporting. We can't do it without your support and collaboration. Thank you in advance for your partnership.

Check Run/ACH disbursement schedule:FY 23/24

Thursday, June 6 & 13

FY 24/25

Friday, July 5 (due to holiday)

Thursday, July 11 (resume normal schedule)

FY 23/24 YEAR END CAMPUS SCHEDULE

Date	Last Day for Submission of:	Contact
Mon, March 4	Formal bid request over \$100,000.	procurement@csumb.edu
Tue, April 2	Purchase Requisitions for goods or services over \$50,000.	procurement@csumb.edu
Mon, April 8	Payroll Adjustments through March.	budget_office@csumb.edu
Wed, May 1	Year-End Fiscal Closing Forum 2 pm – 4 pm.	university-accounting@csumb.edu
Wed, May 1	Identify ' Keep Open PO List ' Campus Departments to verify the validity of outstanding encumbrances and work with Procurement to close any POs that are no longer valid. Note: This is an ongoing task all year, but critical at year end.	procurement@csumb.edu
Wed, May 8	Payroll Adjustments through April.	budget_office@csumb.edu
Fri, May 24	Expend YTD Student fees.	budget_office@csumb.edu
Fri, Jun 7	5PM deadline to submit approved invoices to A/P .	accounts_payable@csumb.edu
Mon, Jun 10	Noon deadline to submit IFT requests to be paid by CO or other CSU campuses (e.g., travel reimbursements and other chargebacks).	accounts-receivable-non-student@csumb.edu
Mon, Jun 10	Submit budget transfers (base/fiscal).	budget_office@csumb.edu
Mon, Jun 10	Payroll Adjustments through May.	budget_office@csumb.edu
Mon, Jun 10	Submit purchase requisitions for goods and services under \$50,000 or request alterations to POs.	procurement@csumb.edu
Thur, Jun 13	Last day to use ProCard to be posted in FY 23/24.	procard@csumb.edu
Tue, Jun 18	2PM deadline for ProCard reconciliation within CFS (update default chartfields).	procard@csumb.edu
Tue, Jun 25	Payment requests due to A/P for FY 23/24.	accounts_payable@csumb.edu
Tue, Jun 25	UCorp deposits due to Cashier's Office to be reflected in FY 23/24 (Cashier hours: 1:30-4:30 p.m.).	cashiers_office@csumb.edu
Wed, Jun 26	First day to enter purchase requisitions for FY 24/25.	procurement@csumb.edu
Thur, Jun 27	Noon deadline to submit financial corrections (expense/revenue transfers).	university-accounting@csumb.edu
Thur, Jun 27	4:30PM deposits due to Cashier's Office (Cashier hours: 1:30-4:30 p.m. Tuesdays and Thursdays).	cashiers_office@csumb.edu
Fri, Jun 28	Noon deadline to submit all packing slips to Shipping & Receiving Dept.	Shipping & Receiving (FMD)
Fri, Jun 28	5PM deadline to submit invoices for first check run in FY 24/25.	accounts_payable@csumb.edu
Mon, Jul 8	Legal CLOSE of FY 23/24 General Ledgers.	