



DATE: March 20, 2025  
TO: Campus Community  
FROM: Michal-Anne Miller, AVP of Finance  
SUBJECT: Fiscal Year-End Campus Schedule

A handwritten signature in black ink, appearing to read "M. Miller".

The legal closing of the General Ledgers for Fiscal Year 2024-25 is **Friday, July 11, 2025**. 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, 2025. 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](mailto: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 **Fiscal Year-End Forum** will be held Wednesday, April 30, 2025 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 24/25

Thursday, June 5, 12 &amp; 26

FY 25/26

Thursday, July 10 (resume normal schedule)

**FY 24/25 YEAR END CAMPUS SCHEDULE**

<b>Date</b>	<b>Last Day for Submission of:</b>	<b>Contact</b>
Tue, April 1	Formal bid request over \$100,000.	<a href="mailto:procurement@csumb.edu">procurement@csumb.edu</a>
Mon, April 7	Payroll Adjustments through March.	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Wed, April 30	Fiscal Year-End Forum 2 pm – 4 pm.	<a href="mailto:university-accounting@csumb.edu">university-accounting@csumb.edu</a>
Wed, May 7	Payroll Adjustments through April.	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Fri, May 16	Submit clearing TEC for all travel advances.	<a href="mailto:travel@csumb.edu">travel@csumb.edu</a>
Fri, May 23	Course fee & MSF projects- spend down YTD fees/allocations.	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Mon, June 9	Submit budget transfers (base/fiscal).	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Mon, June 9	Payroll Adjustments through May.	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Wed, June 11	Noon deadline to submit IFT requests to be paid by CO or other CSU campuses (e.g., travel reimbursements and other chargebacks).	<a href="mailto:accounts-receivable_non-student@csumb.edu">accounts-receivable_non-student@csumb.edu</a>
Thur, June 12	New purchase requisitions or PO <a href="#">alterations</a> for goods/services that will be received by June 30.	<a href="mailto:procurement@csumb.edu">procurement@csumb.edu</a>
Thur, June 12	Last day to use ProCard to be posted in FY 24/25.	<a href="mailto:procard@csumb.edu">procard@csumb.edu</a>
Fri, June 13	Position Funding Form (PFFs) with June 1 effective date (NO payroll adjustments will be accepted for June payroll).	<a href="mailto:budget_office@csumb.edu">budget_office@csumb.edu</a>
Fri, June 13	Identify ' <a href="#">Keep Open PO List</a> ' Campus departments will 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. From Mon June 16 through Mon June 30, any goods or services received with a PO that has been closed should submit a Direct Pay form with a copy of the PO attached. This allows Finance to open requisitions for FY 25/26 earlier.	<a href="mailto:procurement@csumb.edu">procurement@csumb.edu</a>
Mon, June 16	First day to enter purchase requisitions and POs for FY 25/26.	<a href="mailto:procurement@csumb.edu">procurement@csumb.edu</a>
Tue, June 17	ProCard statements sent to cardholders for reconciliation (due date noon June 25).	<a href="mailto:procard@csumb.edu">procard@csumb.edu</a>
Fri, June 20	Travel expense report including supervisor and DOA approval to be recorded in FY 24/25.	<a href="mailto:travel@csumb.edu">travel@csumb.edu</a>
Tue, June 24	UCorp deposits and Stateside cash deposits due to Department Cashier's Office to be reflected in FY 24/25 (Department Cashier hours: 1:30-4:30 p.m.).	<a href="mailto:cashiers_office@csumb.edu">cashiers_office@csumb.edu</a>
Wed, June 25	Noon deadline for ProCard reconciliation within CFS (update default chartfields).	<a href="mailto:procard@csumb.edu">procard@csumb.edu</a>
Thur, June 26	Stateside check deposits due to Department Cashier's Office (Department Cashier hours: 1:30-4:30 p.m.).	<a href="mailto:cashiers_office@csumb.edu">cashiers_office@csumb.edu</a>
Mon, June 30	Noon deadline to submit packing slips to Shipping & Receiving Dept.	Shipping & Receiving (FMD)

Wed, July 2	Noon deadline to submit invoices to A/P to be included in FY24/25 for goods/services received by June 30.	<a href="mailto:accounts_payable@csumb.edu">accounts_payable@csumb.edu</a>
Mon, July 7	Noon deadline to submit financial corrections (expense/revenue transfers) for FY 24/25.	<a href="mailto:university-accounting@csumb.edu">university-accounting@csumb.edu</a>
Mon, July 7	Accounting runs process to accrue expenses for goods received by June 30th on a PO, but invoice not received.	<a href="mailto:university-accounting@csumb.edu">university-accounting@csumb.edu</a>
Tue, July 8	5pm deadline to request manual accrual. (NOTE: Accruals are only for goods and/or services received by June 30 and not invoiced/paid.)	<a href="mailto:university-accounting@csumb.edu">university-accounting@csumb.edu</a>
Fri, July 11	<b>Legal CLOSE</b> of FY 24/25 General Ledgers.	