

*OFFICE OF THE CONTROLLER AND ASSISTANT TREASURER*

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| TO: | Members of the University Community |
| FROM: | Rosie Henderson, Controller and Assistant Treasurer |
| SUBJECT: | Fiscal Year 2024 (“FY2024”) Key Dates for Year-End Close |
| DATE: | March 19, 2024 |

The University’s current fiscal year will conclude on April 30, 2024. The year-end financial close process is coordinated effort involving every member of the University community. We appreciate your time and attention to ensuring another successful year. The following table summarizes key dates that require your attention to support the closeout process. Detailed guidance on these critical actions can be found at https://controller.catholic.edu/index.html. Thank you for your observance and attention to the key dates.

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| DATE | CRITICAL ACTION |
| April 1 | First day FY2025 requisitions may be submitted |
| April 3 | General (fund 11, 12), auxiliary (fund 15), Capital Campaign (fund 16), Annual Fund (20,) Fellowships (fund 29), term endowments (fund 55) and designated funds (funds 18/19/59) operating budgets due to Budget Office |
| April 8 | Last day to submit an approved and valid Purchase Requisition for guaranteed processing in FY2024 |
| April 15 | Processing of scholarships for 2023-2024 academic ends by the Office of Student Financial Assistance |
| April 22 | Notice of pre-payments for goods and services greater than $10,000 (i.e. funds paid in FY2024 for services or goods to be received in FY2025) should be forwarded to General Accounting. |
| April 26 | Bi-Weekly Timesheets through pay period ending April 27, 2024 due to Payroll |
| Last day to submit FY2024 wire requests for approved vendors to Treasury and Accounts Payable |
| April 30 | Last business day of the Fiscal Year 2024 (“FY2024”) |
| Cash receipts must be deposited to the Deposit Dropbox by 12:00pm |
| May 1 | First business day of Fiscal Year 2025 |
| All general, auxiliary, designated, and endowment payout budgets that were submitted to the Budget Office by the deadline and reconciled to targets will be available for use |
| Unspent annual fund (fund 20) revenue from April 2024 will be available for spend in FY2025 |
| Goods and services requisitioned using FY2025 funds may be received |
| May 3 | Goods and services received or completed in FY2024 must be received in Cardinal Financials |
| Invoices for FY2024 goods and services due to Accounts Payable |
| Request for reimbursement for expenses incurred before April 30 due to Accounts Payable |
| May 6 | Eligible FY2024 purchase orders rolled over to FY2025; ineligible FY2024 purchase orders closed |
| Information on unpaid expenses without invoices due to General Accounting |
| Procurement Card & Corporate Card reclassifications and approvals must be complete |
| Last day to submit FY2024 cost transfer requests to General Accounting and Sponsored Accounting |
| May 24 | Corrections to April 2024 leave reports due to Payroll |

**Key Contacts by Area**

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| Area | Name of Contact | Phone | Email |
| Budget:   * General University Policy, Instructions, and Guidelines * Provost and Academic Departments (excluding Student Life) and Law School * Student Life (including Athletics), Enrollment Management, University Advancement, and President’s Office (includes General Counsel and Office of Compliance, University Relations and Public Affairs) * Finance, Facilities, Human Resources, Technology Services, and Campus Services/Auxiliaries and Capital Projects | Rita Kovach  Joseph Miranda  Paula Blackwell                  Allyson Handley | x6300    x5187  x6283            x6108 | kovachr@cua.edu    [miranda@cua.edu](mailto:miranda@cua.edu)  blackwell@cua.edu                  handley@cua.edu |
| Deposits | Renell Lewis | x6445 | cua-treasury@cua.edu |
| Enrollment Services | Kevin Woods | x5300 | woods@cua.edu |
| General Accounting   * Prepayments, Non-Grant Transfers, Card Reclassifications, and Unpaid Items * Revenue and Deposits Received, and Other | Mary Romain  Lizy Kannarkat | x6414  x5013 | [romain@cua.edu](mailto:romain@cua.edu)  kannarkat@cua.edu |
| Payroll Office | Sharon Williams Jackson | X4571 | cua-payroll@cua.edu |
| Procurement and Payment Services:   * Accounts Payable * Procurement * Card Programs (Corporate/ Procurement) and Training | Lisa David  Chulsey Hill  Sandra Alergria  Bob McHale | x5854  x5546  x6098  x5354 | [cua-accountspayable@cua.edu](mailto:cua-accountspayable@cua.edu)  [askprocurement@cua.edu](mailto:askprocurement@cua.edu)  [askprocurement@cua.edu](mailto:askprocurement@cua.edu) |
| Sponsored Accounting (Grants) | Paul Harrison | x6402 | harrisop@cua.edu |
| Student Financial Assistance | Mindy Schaffer | x6369 | schafferm@cua.edu |