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## YEAR-END MEMORANDUM

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To: All Departments  
From: Cherie Sadeli, Associate Controller  
Subject: Fiscal 2016 Year-End Close  
Date: May 17, 2016  
Cc: Marianne Cwalina, SVP for Finance & Treasurer  
John Storti, Associate Vice President  
Cassandre Saint-Louis, Director of Sponsored Programs Accounting

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Brandeis University will end its current fiscal year on June 30, 2016. The University needs your help to ensure that financial transactions are recorded accurately and timely.

Please keep in mind that expenses must be recorded within fiscal year 2016 *if the goods were delivered and the services were rendered by June 30, 2016*. We recommend that you contact your vendors to confirm delivery of goods and services by such date and also to ensure that invoices be delivered promptly to the Accounts Payable office for processing.

Goods and services delivered after June 30, 2016 will be recorded in fiscal year 2017.

We also would like to remind you to review your financial reports on a regular basis. Your departments' financial reports for May 2016 will be available on Wednesday, June 8. You have until Wednesday, June 15 to correct any FY 2016 transactions thru May 2016 by submitting journal entries and payroll adjustments (RLDCNs).

Any entries submitted after June 15 should pertain to June transactions only.

The calendar provided on the next page lists the various milestones and deadlines for FY 2016. If you have any questions or concerns regarding meeting any of these deadlines, please [contact a member of our team](#) and we can work with you to accommodate your needs.

Thank you for your cooperation.

1 <sup>st</sup> Close Cut Off Dates	Time	Activity/Form	Notes	Department/Contact
Friday, June 17	5:00 PM	Requisitions for purchases for FY16	Requisitions received after this date will be encumbered against FY17	Courtney Sampson X64266
Monday June 20	5:00 PM	PCard transactions posted	PCard transactions posted after this date will be charged to FY17	Courtney Sampson X64266
Friday, June 24	5:00 PM	Reallocate or approve PCard transactions	Reallocation of PCard transactions after this date must be done through a journal entry	Courtney Sampson X64266
Friday, June 24	5:00 PM	FY16 Marketplace purchases	Marketplace purchases invoiced after this date will be charged to FY17	Courtney Sampson X64266
Monday, June 27	5:00 PM	Deposit of FY16 cash and checks	Deliver to Cashier at 60 Turner Street	Cherie Sadeli 6X4541
Wednesday, July 6	5:00 PM	All FY16 journal entries, grant transfer forms, payroll adjustments (RLDCNs) for 1 <sup>st</sup> close reports	Should pertain to June 2016 only	Cherie Sadeli X64541
Wednesday, July 6	5:00 PM	Request to accrue expenses for goods purchased or services delivered by June 30	Expenses pertaining to FY16 goods and services with no invoices to be delivered to AP by July 8	Cherie Sadeli X64541
Friday, July 8	12:00 PM	Invoices for all FY16 goods and services, payment requests, travel expense reimbursements	Secure approvals for goods & services received by June 30	Courtney Sampson X64266
Monday, July 11	9:00 AM	June 2016 reports available (1 <sup>st</sup> close)	You will be notified by email	Kevin Connolly X64437
2 <sup>nd</sup> Close Cut Off Dates	Time	Activity/Form	Notes	Department/Contact
Friday, July 15	12:00 PM	All FY16 journal entries, grant transfer forms, payroll adjustments (RLDCNs)	Should pertain to June 2016 only	Cherie Sadeli X64541 Joe Loynd X64495
Friday, July 22	9:00 AM	June 2016 reports available (2 <sup>nd</sup> close)	You will be notified by email	Kevin Connolly X64437