TO: University Budget Administrators  
FROM: Christine O. Roncaglione  
        Controller  
DATE: May 12, 2016  
SUBJECT: Controller’s Office Administrative matters: FY2015-2016 Close

This memo is intended to provide the University Community with guidelines and information regarding the end of fiscal year 2015-2016.

**FY2015-2016 Closing**  
Expenses for goods and services must be included in the fiscal year in which the goods or services are received or used, regardless of when the payment is made. For this reason, accounts payable and/or accounting may adjust direct pays/expense reports to be paid out of the budget year in which the goods and services are used. Implementing this accounting rule can be complicated, please follow these guidelines and contact the accounting department if you have questions at X-3434.

**Guidelines to Follow**

1. Do now:  
   a. Finalize FY2015-2016 spending in May.  
   b. Do not order supplies for the FY2016-2017 school year until after July 1.  
   c. Ensure any required FY2015-2016 budget revisions are complete and submitted to the Budget Office.

2. Review open purchase orders during May and close purchase orders no longer needed. Contact Purchasing if the purchase order will not be complete by 6/30/16.

3. For direct pays / invoices / expense reimbursements incurred during the FY2015-2016 budget:  
   a. Complete the appropriate paperwork and submit it to accounts payable no later than **Friday June 24 2016**  
   b. If you cannot meet the deadline, please contact the accounting department and provide copies of outstanding unpaid invoices or obligations by **Friday July 1, 2016**.  
   c. If you are reading this after July 1, 2016 and have an invoice to pay from FY2015-2016, please call Rick Lopez or Kim Skiles.

4. For payments of expenses (invoices and expense reimbursements) which will be incurred from the FY2016-2017 budget:  
   a. If requesting payment prior to **July 1, 2016**, submit the paperwork to Accounts Payable with the instructions “**Defer to FY17**” at the top of the form. Please include the FOAP to be used in FY17 on the request form. You will need to pay these expenses on a paper Request for Check Form.  
   b. Examples of these expenses include airfare for future dates, prepayments for events scheduled after July 1, 2016, and software licensing costs for a contract term extending into FY17, and others.
Controller’s Office Administrative matters: FY2015-2016 Close Memo, continued

Cutoff Dates and Purchasing Guidelines
The attached Cutoff Dates and Purchasing Deadlines are presented to help you plan. If you are not able to adhere to these guidelines, please call the accounting department at X3434. The processing of any transaction is subject to funds availability.

Insufficient Funds Notices

In cases where funds have already been exhausted, the direct pays/invoices/expense reimbursements can’t be submitted or completed. If you receive notification that a request can’t be submitted or completed, please review your budget and resolve the problem as soon as possible. You may need to complete a budget transfer or discuss options with your divisional leadership. The Budget Revision Guidelines are also attached for you reference. The Budget office can assist you with questions, but requests for additional funds must come from your Divisional Vice President/Lead Executive. NSF notices do not extend the deadlines set forth in the memo. Please review your budgets in May and plan your spending so that transactions occurring in June are minimized.

Thank you in advance for your time and assistance,

Christine O. Roncaglione
Controller
EXTERNAL PURCHASES:

Direct Pays/Independent Contractor Payments - Cutoff date for receipt of invoices from external vendors for goods and services incurred in the 2015-2016 budget year. Invoices to be paid from the 2015-2016 budget received after this date will be subject to review by the Controller.  

June 24, 2016

Purchase Requisitions/Purchase Orders:

Equipment-Capital Items
Cutoff date for receipt of purchase requisitions for ALL furniture, equipment and other capital items including computer equipment.  

May 31, 2016

Operational Supplies
Cutoff date for receipt of purchase requisitions for departmental supplies.  

May 31, 2016

Office Depot Online Orders
To ensure delivery and processing prior to the end of 2015-16, place orders by May 31, 2016.  

Online ordering will close May 31 and re-open on July 1 for purchases in the 2016-17 budget year.

FY2015-2016 Open Purchase Orders
Purchasing will continue sending a list of open purchase orders. Please review and determine if purchase orders should be closed or remain open.

- Open P.O.s to be paid with FY16 Funds: Contact the vendor and have them send the invoice to accounts payable and assure all receiving is complete.
- Closed P.O.s: send an e-mail to Purchasing (Monica Human or Danielle Reisman) instructing them to close it.
- Open P.O.s to be paid with FY17 Funds: e-mail Purchasing and let them know that you want the purchase order to remain open. (NOTE: If being paid against an Operating Fund (or ORG) FY2016-2017 funds will be encumbered for remaining balance of purchase order.

Requisitions received now that pertain to the 2016-2017 fiscal year will be held and will not be processed until July 1, 2016.

Travel Charges
The charges for AAA Travel will be posted to the indicated budget based on the date of the travel and the date of the hotel stay.
XAVIER UNIVERSITY
CUTOFF DATES AND PURCHASING DEADLINES
YEAR ENDING JUNE 30, 2016

MARKETING & COMMUNICATIONS PRINTING STORE FRONT
Orders from the Printing Store Front must be place by May 31, 2016 to be paid from the FY2015-2016 budget. Orders must be received and used by June 30, 2016.

INTERNAL CHARGES:
The following cutoff dates will apply for internal charges up to including June 30, 2016.

- Internal charges fed to Banner Finance by another Xavier Department July 8, 2016
- Bookstore/Food Service Charges Posted by Accounting based on transaction date
- Cintas and Schiff Event Charges Posted by Accounting based on transaction date
- Postage Charges Posted by Accounting based on transaction date
  Please note: you do not have 30 days to settle travel advances issued for any travel in the last half of June.
- Budget Revisions July 8, 2016
- Interdepartmental Transfers June 30, 2016

ACCRUALS AND/OR DEFERRALS OF REVENUES AND EXPENSES:
All information concerning accruals and deferrals of revenues and expenses for the 2015-2016 fiscal year must be received by the Controller’s Office, with appropriate documentation, by July 8, 2016.

DEPARTMENTAL PETTY CASH ACCOUNTS:
Departments maintaining a petty cash fund must turn in receipts to reimburse their petty cash fund by June 17, 2016.

CASH DISBURSEMENTS (BURSAR’S OFFICE):
All student cash disbursements must be picked up in the Bursar’s office by June 17, 2016. The availability of cash disbursements will be limited after June 17th but will reopen on July 1st. Please plan ahead.

P-CARDS:
P-card transactions are automated and have a cutoff of June 30, 2016.

If you have any questions, please do not hesitate to call the Purchasing Department (x3676 or x1987), Budget Office (x3447 or x3723), Accounts Payable (x3199) or Accounting Office (x3434) as appropriate. Thank you in advance for your cooperation.
Guidelines for Budget Revisions – For departments (Banner “orgs”) funded by the university’s annual operating budget.

1. **Salary and Wage Category (6xxxxx account codes)** - Unused budgeted monies are not available to be expended or transferred to other expense categories.

2. **Operational Expenses and Equipment (70xxxx - 706xxx account codes)** - Budget revisions will be permitted among account code pools within this category, to cover normal departmental needs. Transfers of monies to non-FTE wage categories are permitted. Examples include supplemental compensation and temporary employees. Transfers to Funds are not permitted.

3. **Other Categories (707xxx - 80xxx account codes)** - Monies budgeted in these categories cannot be transferred to other categories. Examples of such items would include insurance, utilities, financial aid, etc.

Expenditures made by revenue generating (“self-supporting”) operations should be governed by anticipated revenues to be generated through June 30, **2016** not by the expenditure budget currently in the Banner Finance System.