

TO: Faculty and Staff
FROM: Controller's Office
RE: 2020-21 Fiscal Year Closing
DATE: May 1, 2021

Swarthmore College's fiscal year ends on June 30, 2021. In order for our accounting records to be complete and accurate, the assistance and coordinated effort of all those responsible for College financial transactions is requested. We have the following procedures outlined below in order to accurately record activity applicable to 2020-21 and 2021-22.

Adherence to the following Controller's Office cut-off schedule is important for the College to have timely and accurate books, clean audits and properly reflected budget results. Thank you for your cooperation and assistance.

2020-21 FISCAL YEAR TRANSACTION DEADLINES
Faculty/Staff Payroll Adjustments *no later than June 18th*
Cash Receipts *no later than 12:00 PM, June 30th*
Invoice/Check Request Submissions *no later than July 12th*
PCard Transaction Post Date *no later than June 30th*
Operating/Non-Operating (*non-salary related*) Adjustments *no later than July 12th*
Creating New Purchase Orders *no later than June 25th*

FACULTY/STAFF SALARY ADJUSTMENTS: The deadline for submitting salary adjustments to faculty/staff salary accounts is **June 18th**. We are not able to make any changes through the payroll system after June 30th to affect the previous fiscal year. As a result, we must have sufficient time to make any necessary changes. Please understand that there can be no salary adjustments, transfers or re-allocations to any salary accounts after June 30th. If you have any questions regarding salary adjustment, please feel free to contact Beth Baksi.

CASH RECEIPTS: Cash and checks received by the Controller's Office **before 12:00 PM, June 30th** will be credited to FY 2020-21. Deposit items received after that time will be credited to FY 2020-21. If there is a reason funds received between July 1st and July 12th belong in FY 2020-21, please notify Beth Baksi. Please also check for any cash receipt items that might be sitting on a desk or waiting for clarification.

PREPAID EXPENSES: Prepaid expenses are expenses that are to be paid **on or before June 30th** for programs, activities, memberships, subscriptions, air travel or other items to occur *or* to be received **after July 1st**. Items meeting these criteria are chargeable to FY 2021-22. We review all invoices (and any easily identifiable P-Card transactions) submitted for payment to screen for these potential prepaid items; however, we would appreciate a notation on a given invoice/payment request submission when an item needs to be categorized as being a prepaid item. In addition, when we note that a given item is applicable to 2021-22 fiscal year, and is greater than \$1,000, we will automatically charge it to the 2021-22

fiscal year. --- Please feel free to review the published policy and procedures for handling prepaid expenses on our web site at the following web address/link <http://www.swarthmore.edu/x27843.xml>

INVOICES/CHECK REQUESTS: For an invoice/check request to be charged to the 2020-21 fiscal year, the goods must have been received and/or services rendered, on or before June 30th. All invoices applicable to FY 2019-20 must be received in the Controller's Office no later than July 12th.

PCARD TRANSACTIONS: For a PCard transaction to be charged to the 2020-21 fiscal year, the goods must be received on or before June 30th and the transaction must post in WORKS by June 30th. If the goods are not received by June 30th (or if the transaction does not post in WORKS by June 30th) the transaction will be reflected in the 2021-22 fiscal year.

ACCRUED EXPENSES: As a general rule of thumb, the recording of an expense is recorded in the fiscal year the good were received and/or services were rendered. If an invoice is applicable to 2020-21, and is greater than \$1,000, every effort should be made to have an invoice from a vendor submitted before the July 12th deadline. If a vendor is unable to provide an invoice before this deadline, an accrual entry can be made from either a purchase order, a contract or a best estimate for the ultimate charge for said goods or services. If an accrual entry needs to be recorded, please notify Beth Baksi in order to accrue the expense to FY 2020-21. --- Please feel free to review the published policy and procedures for handling accrued expenses on our web site at the following web address/link <http://www.swarthmore.edu/x27843.xml>

BUDGET REVIEWS: Please be sure to review your budget accounts via mySwarthmore carefully and timely. It is much easier to make adjustments and corrections now, than in the rush of the fiscal year end closing process. If you need additional information, please contact Nancy Kremmel. Budget adjustments and/or corrections should be submitted to Nancy Kremmel, no later than July 12th.

2020-21 REPORTING: The final 2020-21 figures will be available after the financial audit is concluded in mid-September.

2021-22 REPORTING: The budgets and outstanding commitments data for fiscal year 2021-20 will be posted in mySwarthmore, approximately, the week of July 19th. Prior to that time, the financial data will only reflect current year activity (without budget or commitment information). Restricted Fund balances will also not appear until after the financial audit is concluded in mid-September. If you have any questions regarding your new fiscal year Operating Budget, please feel free to contact Ernie Wright. If you have any questions regarding Restricted Fund balance information, please feel free to contact Denise Risoli.

CONTROLLER'S OFFICE CONTACTS:

Should you have any questions as we go through the fiscal year closing process, please feel free to contact Beth Baksi at ext. 2042, Nancy Kremmel at ext. 8627, Joe Cataldi at ext. 8676, Ernie Wright at ext. 6353, Denise Risoli at ext. 7810 or Carrie DiEnna at ext. 7686.