



**BRYN MAWR COLLEGE  
CONTROLLER'S OFFICE MEMORANDUM**

TO: Department Heads, Budget Supervisors and Administrative Staff  
FROM: Betsy Stewart, Controller  
SUBJECT: **FISCAL YEAR 2009 (FY09) CLOSING DATES**  
DATE: May 1, 2009

Listed below are important dates and information to assist with year-end transactions and final adjustments to your FY09 operating budgets. Please circulate this memo to staff in your office responsible for processing invoices, deposits, payroll, journal entries, or other budget related activity.

**1. Journal Entries**

Monday, June 15, 2009 is the last day for posting journal entries for FY09. Please submit all corrections and adjustments to operating budgets by June 15<sup>th</sup>. Although government research awards usually do not coincide with the college's fiscal year, all allocations between FY09 operating budgets and government awards also need to be completed by June 15<sup>th</sup>.

Any journal entries for FY09 that are created after May 31, 2009 need to have a post date of 5/31/2009 for the charge to be applied properly.

**a. Journal Entries for Credit Card purchases (June to April statements)**

All June 2008 to April 2009 credit card (Purchasing or Corporate) purchases need to be allocated by Friday, May 15, 2009. The balance in account code's 58900 (Purchasing card exp) needs to be zero as of 4/30/09.

**b. Journal Entries for OneCard purchases**

The last day for purchasing FY09 items on your OneCard is Sunday, May 31, 2009. All FY09 OneCard purchases need to be allocated by Monday, June 15, 2009. The balance in account code 58901 (BMC One Card) needs to be zero as of 5/31/09.

**2. Credit Card Purchases and Allocations (May statement)**

The last day for purchasing FY09 items on your credit card is Wednesday, May 27, 2009. All May statement credit card purchases need to be allocated and submitted through Visa Information Management (VIM) by Monday, June 15, 2009.

**3. Accounts Payable**

Invoices to be charged to FY09 budgets are due in the Controller's office by 5pm on Monday June 15, 2009. Please write "FY2009" clearly on payment requests. If the services were performed or the goods were received on or before 5/31/09 the expense needs to be posted to FY09.

**4. Payroll**

Payroll deadlines are posted on the Controller's website. Please note that the last student payroll for FY09 covers hours worked through Tuesday, May 19, 2009 and the last bi-weekly payroll for FY09 covers hours worked through Thursday, May 28, 2009.

**5. Cash Receipts**

Deposits for credit to your FY09 budget need to be received in the Controller's Office by 12pm on Friday, May 29, 2009.

**6. Student Accounts**

Charges to student accounts for FY09 need to be received in the Controller's Office by 12pm on Friday, May 29, 2009.

If you need any assistance in making sure that FY09 transactions are charged or credited properly to your budget or you have any questions, please contact Annemarie Thompson at extension 5262 or email [athomps01@brynmawr.edu](mailto:athomps01@brynmawr.edu) or Carole Steiner at extension 5265 or email [csteiner@brynmawr.edu](mailto:csteiner@brynmawr.edu). Thank you.