



YEAR END CUT-OFF DATES

Policy Title: Year End Cut-Off Dates

Policy Type: Administrative

Policy Number: # 43-35 (2014)

Approved: 04/03/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established policy governing year end cut-off dates.

TABLE OF CONTENTS

PAGE NUMBER

Definitions.....	1
Contacts.....	1
Stakeholder(s).....	1
Year End Cut-Off Policy Contents.....	2
Publication.....	4
Review Schedule.....	5
Related Documents.....	5
Forms.....	5

DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services

STAKEHOLDER(S)

University Community

YEAR END CUT-OFF DATES POLICY CONTENTS

Listed below are four (4) steps for ensuring that expenditures are processed within the current fiscal year and to avoid budget deficits. **Please be aware that submissions that fail to meet the established deadlines will likely result in denial of purchase request(s) for the fiscal year.** Note that a schedule of key year-end closing dates is included at the end of this policy.

1st Step: Review Your Accounts.

Review Spartan Self Service for Colleague Financials for each department. If assistance is required in accessing Spartan Self-Service for Colleague Financials or if further training on the system is needed, contact the Office of Information Technology (OIT). Account managers, are responsible for ensuring that each budget line ends the fiscal year with either a zero or positive balance of unexpended budget. To achieve this, ensure that there are no individual “line items” or “account total deficits” in budget(s). If there are such deficits, take appropriate action to eliminate them by using one or more of the following methods:

Commitments: Clean up all open commitments for which goods or services have been received and ensure that the appropriate corresponding payment of the final invoice has been made, or the proper adjustment has been made where no longer required.

Budget Modification Request: Modify budget to eliminate any existing deficits by either reallocating budget pool codes within budget or by transferring funds from other departmental budgets which have the same funding source (i.e. Education & General (E&G) or Auxiliary Funds). To accomplish this action, a Budget Line Adjustment form must be completed and submitted to the University Budget Office.

The Budget Office must receive all Budget Line Adjustment forms no later than 5:00 p.m. March 15.

Ensure that budgets have sufficient balances in the correct pool code to absorb or process all transactions to be carried out through the remainder of the fiscal year. This includes internal services **provided from service departments such as telephone and copy services, Small Purchase Charge Card transactions, and travel.** For questions concerning budget deficits that cannot be resolved by departments, please immediately notify the appropriate dean, director, manager, and/or functional vice president. After direction is received from the appropriate dean, director, manager, and/or functional vice president, work with the University Budget Office to apply the agreed upon solution.

Consistent with the deadlines established herein, the University Budget Office, in coordination with Procurement Services may remove all unused budgets (access to funds) from individual departments. Although Procurement Services and the Accounts Payable Departments will make every effort to complete work to allow payment out of current fiscal year (FY) funds, there is no guarantee that payments will be made before the fiscal year closes. Keep in mind that there may be circumstances beyond the control of these departments which may prevent such payment. In such cases, purchases that are not fully executed during the year end closing

process will be charged to the respective department's next year operating budget, resulting in a reduced operating budget for the new fiscal year.

2nd Step: Determine Any Additional Procurement or Travel Requirements.

Current Commonwealth of Virginia fiscal policy allows for unspent Educational General (E&G) funds that are available at the end of the fiscal year (June 30) to be reverted back to the Treasury for redistribution. To ensure that funding is not lost by NSU and that full benefit is received from the current year's budget, requisitions must be received by Purchasing Services by the deadlines established herein.

Adherence to the deadlines should allow Procurement Services, Accounts Payable, the Warehouse (Receiving), and departments' sufficient time to complete the ordering, receiving, and payment processes before the end of the fiscal year. **Although the fiscal year ends on June 30, all goods and services must be received and invoiced no later than June 1.** To ensure that requisitions for goods, services and travel are processed in a timely manner, please take the following steps:

- 1. Submit requisitions in the Colleague system.**
- 2. Ensure that requisitions have adequate specifications including the goods or services being ordered and provide all special delivery requirements. Consult with Procurement Services and the suggested vendor to ensure that the goods or services being ordered can be provided and invoiced within the cut-off dates established within this policy including reasonable time for receiving to occur and payment of final invoices.**
- 3. Small Purchase Charge Card (SPCC) Orders – To ensure that orders placed using the SPCC are paid with current FY funding, orders must be placed by May 1. Charges received after the May 15th statement will be paid in the next FY. All reconciliations must be submitted prior to June 1 to ensure processing in the current fiscal year. Cards will not be available for use after May 1.**
- 4. All Travel Requisitions must be received in Procurement Services no later than April 1, to include group travel. Requests received after this date will not be processed until July 1, of the next FY or whenever the data for the next FY has been loaded to the Colleague system.**

3rd Step: Receive Goods or Services.

In order to pay an invoice from the current year's budget, purchases must be officially "received" by each department and invoices received by Accounts Payable for payment by June 1, 2014. If a fixed asset is delivered directly to the department or the department picks up the fixed asset from a vendor, contact the Central Warehouse within 24 hours to coordinate receiving.

4th Step: Make sure invoices and payment requests are received by the appropriate office.

The Commonwealth requires that all bills be paid within 30 days of delivery of the goods

or services or receipt of a proper invoice, whichever is later. Vendors are instructed on purchase orders to send all invoices to Accounts Payable. If an invoice is mailed directly to the department, please deliver to Accounts Payable immediately, but not later than June 1. **Documents that are not received by the prescribed deadlines may result in expenditures being charged to the next FY budget of the department. It will be the responsibility of the account manager to identify funding with existing resources to fund such expenditures that may be charged to the next FY budget.**

If the deadline falls on a weekend or a day of suspended operations the cut-off will be the next workday.

YEAR-END CUT-OFF DATES		
ACTION	AMOUNT	DEADLINE
Budget Modifications	Any	March 15
Requisitions for Goods & Services	Over \$5,000	March 15
Requisitions for Goods & Services	Up to \$5,000	April 1
Travel	Any	April 1
SPCC Transactions	Up to Card Limits	May 1
Paper from Central Warehouse	Any	May 1
Invoices to Accounts Payable	Any	June 1
SPCC Reconciliations	Any	June 1

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as needed.

REVIEW SCHEDULE

- Next Scheduled Review: 12/07/2020
- Approval by, date: President, 04/03/2015
- Revision History: 04/03/1995, 07/01/2014, 04/03/2015, 10/06/2016; 12/07/2017
- Supersedes: Procurement Services Policy and Procedures No. 22

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.