

THE UNIVERSITY OF GEORGIA
Office of the Senior Vice President for Finance and Administration
Accounting Department

TO: Deans, Directors, and Department Heads
FROM: Accounting Department, 542-1197
SUBJECT: Financial Closing Schedule 2011-2012

The following schedule details the month end cutoff dates for processing financial documents through the Office of the Senior Vice President for Finance and Administration.

Administrators should provide copies of this schedule to any financial representatives in their area.

Financial Closing Schedule
2011-2012

<u>Date</u>	<u>Budgets*</u>	<u>Accounting**</u>	<u>Travel & Encumbrance**</u>	<u>Accounts Payable**</u>	<u>Bursar**</u>	<u>PAR***</u>	<u>Cutoff****</u>	<u>Trial Balance Report*****</u>	<u>Account Status Statements</u>
July Month End	26	27	27	27	27		28	Aug 1	Aug 1
August Month End	23	24	24	24	24	16	25	Aug 29	Aug 29
September Month End	27	28	28	28	28	20	29	Oct 3	Oct 3
October Month End	25	26	26	26	26	18	27	Oct 31	Oct 31
November Month End	18	21	21	21	21	15	22	Nov 28	Nov 28
December Month End	19	20	20	20	20	13	21	Dec 23	Dec 23
January Month End	24	25	25	25	25	17	26	Jan 30	Jan 30
February Month End	21	22	22	22	22	14	23	Feb 27	Feb 27
March Month End	27	28	28	28	28	20	29	Apr 2	Apr 2
April Month End	24	25	25	25	25	17	26	Apr 30	Apr 30
May Month End	29	30	30	30	30	22	31	June 4	June 4
June Month End	*****	*****	*****	*****	*****	19	*****	*****	*****

* Cutoff for Budget Amendments to be submitted for approval at the Board of Regents meeting is 5:00 P.M. on the indicated dates.

** Cutoff for input to these units is 9:00 A.M.

*** Cutoff for input is 11:00 A.M.

**** Deadline is 11:00 A.M. for delivery to Accounting.

***** To be published at a later date (see year end letter).