

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 2009-2010

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
2009-2010

<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	28	29	29	29	29		30	Aug 3	Aug 3
August									
Month End	25	26	26	26	26	18	27	Aug 31	Aug 31
September									
Month End	22	23	23	23	23	15	24	Sept 28	Sept 28
October									
Month End	27	27	27	27	27	20	28	Nov 2	Nov 2
November									
Month End	20	20	20	20	20	17	23	Nov 30	Nov 30
December									
Month End	18	21	21	21	21	15	22	Dec 24	Dec 24
January									
Month End	26	27	27	27	27	19	28	Feb 1	Feb 1
February									
Month End	23	24	24	24	24	16	25	Mar 1	Mar 1
March									
Month End	23	24	24	24	24	16	25	Mar 29	Mar 29
April									
Month End	27	27	27	27	27	20	28	May 3	May 3
May									
Month End	25	26	26	26	26	18	27	May 31	May 31
June									
Month End	*****	*****	*****	*****	*****	15	*****	*****	*****

* 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).