



FINANCE AND ADMINISTRATION
ACADEMIC SERVICES #201 | 400 EAST MAIN STREET
FRANKFORT, KY 40601 | (502) 597-6343
KYSU.EDU

TO: Faculty and Staff
FROM: Purchasing and Accounting Departments
SUBJECT: Fiscal Year 2021-22 Closing Schedule
DATE: April 19, 2022

The state fiscal year runs July 1- June 30. To properly report the University's financial position on June 30, all finance and accounting transactions must be recorded in the appropriate fiscal year.

The process of closing the accounting books for the fiscal year closing June 30, 2022, has begun. Key closing dates and important deadlines are outlined below. If you have questions or need further information, please contact Purchasing or Accounting for clarification.

thank you for your assistance in this process!

Now - June 13, 2022

- Review expenditures, open encumbrances, etc. and communicate with appropriate Accounting or Purchasing staff on any changes/updates needed

April 29, 2022

- Last day to submit budget changes for FY2022

May 2, 2022

- Last day to submit purchase requisitions for FY2022
- All airline reservations must be booked to be charged against FY21 budgets

May 31, 2022

- All grant and contract RFBE's for FY22 must be submitted to
- Grant Accounting
- Last day to request cash advance

June 6, 2022

- Submit any fixed asset forms to process dispositions, transfers, etc. to General Accounting
- All interdepartmental charges (motor pool, postage, copier, etc.) due through the month of May

June 17, 2022

- Last day to turn in invoices needing to be paid using FY22 funds to Accounts Payable. Invoices received later will be processed after July 6 and will be evaluated to determine if they are charged to FY22 or FY23 budgets.
- Any checks or payments must be deposited with the cashiers' office by noon.
- Last day to use standing orders. All accompanying receipts and invoices are due by close of business June 20.
- Expense reports must be submitted and approved. Any submissions/approvals received after June 17 are subject to be paid out of FY22 budgets.
- All American Express Corporate Credit Card transactions through June 17, 2022 will be charged against FY22 budgets. Any transactions after June 17 will be charged to FY23 budgets.
- Reimbursements for travel occurring prior to June 17 due to Accounts Payable. Any travel received later will be processed after July 8 and paid out of new FY23 budgets.

June 30, 2022

- Final check run for FY22
- All goods and services must be delivered and invoiced on all purchase orders. Any PO still open will be closed by June 30, this includes grants and contracts and standing PO's. Any late invoices are subject to be paid out of FY23 budgets.
- All receiving should be made at the Jordan Building. If partial shipments are received, only items invoiced prior to June 27 will be charged to FY22 budgets. Items received after June 27 will be charged to FY23 budgets.

July 6, 2022

- All interdepartmental charges for the month of June

July 7, 2022

- First check run for FY22

CONTACTS

Purchasing:

Karen Brown ext. 6434
Neni Robertson ext. 6422

Accounts Payable

Rebecca Persons ext. 6612
Rachelle Ashcraft ext. 6589

Accounting

Tonya D Walker ext. 5837
Samantha Combest ext. 6449
Debby Edelen ext. 6175
Shirley Boatman-Parks ext. 5552

Grant Accounting

Adrian Douglas ext. 6727
Bethany Singleton ext. 6839
Karla Johnson ext. 6856

Bursar

Danyel Tolbert ext. 6373

Budget

Christina Jones ext. 6678

Cashier

Julita Edwards ext. 6590