Notice 15-01
May 1, 2015

IMPORTANT FISCAL YEAR INFORMATION

Please route this memo to the individuals responsible for the following functions in your department: Accounting, Purchasing, Travel, Payroll, Accounts Receivable, Budget, and the recording and depositing of cash receipts.

At the end of each fiscal year, all state-administered obligations should be paid before the payment deadline, when possible. Departments should carefully monitor all funds as the year draws to a close.

It is critical that the Division of Financial Services receive a payment voucher (Travel Voucher, Agency Payment Voucher, Interfund Voucher) by the date listed for your department's current year obligations if an invoice has been received from the vendor. Current year obligations include all payment due for goods, equipment, or services received; and/or orders for goods or equipment dated prior to June 30, 2015, where payment is required.

If a payment voucher will not be received in General Accounting (220 Anderson Hall) by June 18, 2015, every attempt should be made to pay this expense as soon after that date as possible. Departments will no longer be requested to complete a KSU Encumbrance for these outstanding obligations. The Division of Financial Services will still process encumbrances for departments wishing to track obligations in this manner, but the encumbrances will be used for internal departmental use only. Tracking of KSU Encumbrance Forms is available through E-forms. Please keep a copy of this memo for reference during fiscal year-end processing.

FINAL DATES FOR CURRENT FISCAL YEAR FINANCIAL TRANSACTIONS

Please submit all transactions as early as possible. Allow time for proper payment approval, and for delivery to the Division of Financial Services.

Date	**Item**
June 3	Last day for Payroll transfers/corrections. June 2015 payroll calendar may be viewed at http://www.k-state.edu/hr/hr-liaisons/Jun2015.pdf .
June 5	Final day to submit personnel transactions to HCS for 06/07/15 - 06/20/15
June 16	June 2015 BPC. All June 2015 and prior Procurement Card Vouchers must be submitted by this date to be processed by the close of the fiscal year. This statement cycle will close on June 1, 2015 to allow extra time for processing. Any cards with outstanding vouchers on June 17, 2015 will be temporarily placed on hold until the vouchers are received.
June 18	Interfund Vouchers that are created (initiated) by a KSU Department to another State Agency.
June 18	Travel Vouchers. The vouchers are to cover all trips completed by June 17, 2015. Expenses for trips completed after June 17, 2015 will be processed as FY16 expenditures.
June 18	Agency Payment Vouchers and Interdeparmental Interfund Vouchers.
June 19	Deadline for Allocated Budget Transfer Forms and Non-Allocated Funds Transfer Forms.
June 22	Interfund Vouchers from other State Agencies that have been assigned to a department by the Division of Financial Services.
June 24	KSU Encumbrance Forms (KSU 118) due in Accounting **by NOON**. Use of the KSU Encumbrance form is ***optional*** for KSU Departments. The KSU Encumbrance form is available in Eforms, https://dfs.ksu.edu/eforms/eformsMenu.aspx. Division of Financial Services does not require a copy to be forwarded.

Date	Item
June 24	Expedite vouchers due in Accounting **by NOON.** These include FY15 vouchers for utility billings (landline phones, electricity, water, sewer, and natural gas), construction payments, and foreign wires.
June 24	Final transfers of *non-payroll* payments and/or corrections. All transfer of payments and corrections to the accounting records must be submitted by this date.
June 25	Local Agency APV's. Local Agency APV's requiring payment in FY15 should be submitted by this date to allow them to be processed by the close of the fiscal year. FY15 Local Agency APV payments could be delayed during year-end processing.
June 30	Final FY15 departmental deposits processed. All deposits must be received by ***10:00 am*** to guarantee processing.
July 10	Cash Count. All departmental change funds must be reconciled on June 30, 2015 and the Cash Count form be submitted to General Accounting, 220 Anderson Hall. The form may be accessed via Eforms, https://dfs.ksu.edu/eforms/ under Accounting.
July 17	Annual Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchased for Resale. The form is available in Eforms, under Fixed Assets/Inventory, https://dfs.ksu.edu/eforms/ or at http://www.k-state.edu/policies/ppm/6510.html in PPM Chapter 6510.220. Complete and return the form to Julie Huff in Financial Reporting (532-1853), 21d Anderson Hall.
July 17	Accounts Receivable Annual Report. This report should include only outstanding receivables as of June 30, 2015. The form is available in Eforms, under Cashiering, https://dfs.ksu.edu/eforms/. The instructions are located at http://www.ksu.edu/policies/ppm/6210.html. Do not use the Monthly Receivables form (KSU DA-32). Complete and return the form to Julie Huff in Financial Reporting (532-1853), 21d Anderson Hall.
July 21	July 2015 BPC Vouchers Due