



Fiscal Year End 2018 Closing Schedule

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

The year-end closing dates for deposits, disbursements, establishing new funds, and corrections to Foundation funds are listed below. Documents, which are received after the dates listed, will be processed in FY 18-19 fiscal year.

Friday, 6/15/18 Last day to submit disbursement vouchers and Requests for Payment, which are to be charged to FY 17-18 funds. Rivercourse and VTCRC must have all information in at this time as well.

Wednesday, 6/20/18 Last day to submit requests to establish new funds in FY 17-18.

Last day to submit corrections (journal entries) and Requests for Fund Transfers for FY 17-18.

Last day to submit Other Income Deposits, which are to be credited to VTF funds in FY 17-18.

Last day to submit to University Development, Gift in Kind forms and deposits, which are to be credited to VTF funds in FY 17-18.

Friday, 6/29/18 FY 19 open in Banner. Balances from FY 18 will be rolled forward by this date. FY 18 balances will be continually updated as transactions are posted to FY 18 during the month of July.

Monday, 7/24/18 Target date for Final Close of FY 18. Final FY 18 reports should be run after the Final Close to ensure funds are reconciled to the true ending balance. A notice will be posted to our web page when FY 18 is closed.

To avoid delays in processing, please forward paperwork **daily**. We would appreciate receiving your requests as soon as possible to better manage our year end workloads. Prior to forwarding documents to VTF please make certain that funds are available to cover disbursements, supporting documentation is attached, and appropriate signatures are secured on all transactions.

We appreciate your cooperation, and should you have any questions please call VTF Accounting at 231-2858.