



INTERDEPARTMENTAL CORRESPONDENCE
CONTROLLER'S OFFICE

To: All Departments
From: Tammy Slusser, Controller
Subject: Year End Processing Dates
Date: April 29, 2024

The University ends its fiscal year on June 30th. The following are the cut-off dates for various financial transactions for the end of this fiscal year (provided in both list and calendar format).

These deadlines are in place to ensure our office can meet our own internal deadlines as there is a fair amount of processing that must occur once the documents/workflows reach our office. These deadlines also ensure we have a proper cut-off for our fiscal year end as our external auditors will review this. **It is important you read the information on the year-end deadlines to ensure you know what is due and when. We cannot guarantee your workflows/documents will be processed if deadlines are missed.** Further, because we need to ensure proper recognition of financial activity, missed deadlines will result in additional work for our office and yours. We need to do what we can to avoid this. **Please familiarize yourself with the deadlines as indicated on the schedule and the calendar and plan accordingly.**

In addition, please ensure all compensated absences have been **both reported and approved** no later than 5:00pm July 1, 2024 for any remaining FY2024 activity.

Further information on cashiering ARO (Accounts Receivable Other), expense reimbursements, PCard reconciliations, and the KSU Foundation are included in the accompanying memos.

Please share this information with others in your department as you feel necessary.

Thank you for your assistance in assuring timely processing of transactions and a proper cut-off. Should you have any questions or need further information, please contact the Controller's Office at x2-2392.