




THE UNIVERSITY of TENNESSEE

KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

OFFICE OF THE TREASURER AND CHIEF FINANCIAL OFFICER

**TO:** Chief Business Officers  
**FROM:** Ron Maples   
**DATE:** April 15, 2016  
**SUBJECT:** Year-end Closing Procedures and Schedules

Enclosed is the schedule for processing year-end Treasurer's Office documents for June 30, 2016. This schedule is provided for your information and guidance as you schedule the year-end activities in your areas of responsibility. A pull-off reminder schedule is included as the last page of this document for your convenience. Please remember that our objective is to record all revenues, disbursements and encumbrances in the proper fiscal year.

**Payroll Office**

All salary or additional/overtime pay to be charged to FY 2016 must be paid through the normal payroll cycles prior to July 1, 2016. Personnel Information Forms (PIF's) and pay adjustment forms to be reflected on the June monthly payroll must be received in the Campus HR/Payroll Office by Wednesday, June 15. PIF's for the biweekly pay period ending June 26 are due Wednesday, June 22.

To be included in the current fiscal year, send payroll checks to be cancelled and salary transfer vouchers to the University Payroll Office by noon Friday, June 17. Longevity paid in June includes both May and June longevity. The Controller's Office will record wages and benefits in period 12 for the June earnings of the biweeklies paid on July 5<sup>th</sup> and 19<sup>th</sup> and amounts owed to 9-month employees paid over 12 months.

**Effort Certification**

A final FY2016 payroll will be run on Tuesday, July 5, 2016 to process June ECR's and salary transfers.

**Cash Receipts**

Funds must be recorded in the fiscal year they are received. Funds received in University offices prior to the close of business on June 30 must be deposited on separate bank deposit slips and forwarded with a separate Report of Collections (ZK document) dated June 30, 2016, to be received in the Campus Cashier's Office (Bursar) no later than Wednesday, July 6, 2016 by 9:00 a.m., preferably earlier. Funds received in University offices beginning July 1 and later will be deposited to fiscal year 2017. It is critical that separate bank deposit slips and Report of Collections (ZK document) be processed for funds received after July 1, 2016.

