

UK COOPERATIVE EXTENSION SERVICE
YEAR-END CLOSING SCHEDULE (for the year ending June 30, 2021)

Due Date	Type	Business Transaction	Responsible Person	Business Unit	Contact Information		
6/2/2021	Travel Reimbursements	Concur travel reports related to travel expenses incurred prior to June 1 are due to AP via the workflow.	Fiscal Contact	Travel Services	Leslie Duty	859-323-4404	leslie.duty@uky.edu
6/4/2021	Payment Documents	Payments, employee reimbursements, petty cash reimbursements, and invoices related to expenses incurred prior to June 1 should be completed.	Fiscal Contact	EBO	Extension Business Operations		
6/17/2021	Travel Reimbursements	Concur travel reports related to <u>overnight</u> travel expenses incurred June 1 to June 15 are due to AP via the workflow.	Fiscal Contact	Travel Services	Leslie Duty	859-323-4404	leslie.duty@uky.edu
6/30/2021	Cash Receipts	Deposits for cash on hand through June 30 are due. Ensure all receipts and required documentation (cash transmittal logs, deposit slips, etc) are filed. Note: Deposits must be made according to your bank's daily deposit deadline to ensure the deposit is recorded on June 30.	Fiscal Contact	EBO	Extension Business Operations		
6/30/2021	Budget Adjustments	Any budget adjustments for line item transfers or budget revisions must be submitted to the AED and include EBO so that entry into Quickbooks Online can be made.	Area Extension Director	Regional Staff	Area Extension Director/Copy Extension Business Operations		
6/30/2021	Budget Amendments Reporting	Reporting of amendments to budgets are due to DLG via the Area Extension Director (copy EBO contact). Amendments can be reported throughout the year, but final reporting is due by the last day of the fiscal year.	Area Extension Director	Regional Staff	Area Extension Director/Copy Extension Business Operations		
6/30/2021	Audit/Attestation Engagement	Prior fiscal year audit/attestation engagement is due to be completed. Must be prepared by a CPA and submitted to the DLG via the Area Extension Director (copy EBO contact) as a PDF document within 15 days following receipt from the CPA	Area Extension Director	Regional Staff	Area Extension Director/Copy Extension Business Operations		
6/30/2021	Sponsored Projects	If applicable, ensure any invoices for reimbursable costs which are to be paid by grant funds are sent to the grant sponsor. Note: This applies to grants received at the county level. Follow all state office guidance and deadlines for SNAP reimbursements.	Fiscal Contact	EBO	Extension Business Operations		
7/1/2021 (noon EST)	Leave Reporting	All vacation and temporary disability leave taken on or before June 30 must be entered in SAP by noon.	All Employees	EBO	Melissa Horton	859-257-4722	melissaj.horton@uky.edu
7/5/2021	Travel Reimbursements	Concur travel reports related to travel expenses incurred for <u>overnight trips</u> during the period June 16 to June 30 and <u>day trips</u> during the periods of June 1 to June 30 are due to AP via the workflow. Note: Any travel expense reports submitted after this deadline are not guaranteed to be charged against the prior year budget.	Fiscal Contact	Travel Services	Leslie Duty	859-323-4404	leslie.duty@uky.edu
7/6/2021	Payment Documents	Payments, employee reimbursements, petty cash reimbursements, and invoices related to expenses incurred June 1 to June 30 should be completed.	Fiscal Contact	EBO	Extension Business Operations		
7/9/2021	Financial Report Review	Review June transactions for accuracy so that corrections may be made prior to the preliminary close.	Fiscal Contact	EBO	Extension Business Operations		
7/15/2021	Credit Cards	Ensure all credit card transactions through June 30 are supported by receipts and required documentation (vouchers or logs). Transactions must be charged as appropriate in QBO. Note: Statement may cross fiscal year, but if transactions need to be posted to prior fiscal year, contact your Business Analyst for guidance on recording an accrual.	Fiscal Contact	EBO	Extension Business Operations		
7/15/2021	Bank Reconciliations	All bank accounts (checking, savings, money market, CD's etc) must be reconciled through June 30.	Fiscal Contact	EBO	Extension Business Operations		

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7/15/2021	Petty Cash	All petty cash accounts must be reconciled and reviewed through June 30.	Fiscal Contact	EBO	Extension Business Operations
7/15/2021	Prelim Close	Preliminary close for all QBO clients.	EBO	EBO	Extension Business Operations
7/30/2021	Financial Report Review	Fiscal contact review financial reports after preliminary close for accuracy so that corrections may be made prior to the final close. Any issues found must be corrected with the assistance of your Extension Business Operations contact.	Fiscal Contact	EBO	Extension Business Operations
7/30/2021	Financial Report Review	Extension Business Operations review financial reports after preliminary close for accuracy so that corrections may be made prior to the final close. Any issues found will be discussed with the respective fiscal contact.	Business Analyst	EBO	Extension Business Operations
7/30/2021	Accounts Receivable (AR)	A list of revenues for goods and/or services provided by the county prior to July 1 for which payment has not been received is due to Extension Business Operations so that an accounts receivable entry may be recorded in the old year. The memo must be sent by email to your EBO Contact and must include amount, justification and supporting documentation for recording the accrual.	Fiscal Contact	EBO	Extension Business Operations
7/31/2021	Accounts Payable (AP)	A list of expenditures for goods and/or services purchased by the county prior to July 1 for which payment has not been made is due to Extension Business Operations so that an accounts payable entry may be recorded in the old year. The memo must be sent by email to your EBO Contact and must include amount, justification and supporting documentation for recording the accrual.	Fiscal Contact	EBO	Extension Business Operations
7/30/2021	Journal Entries	Any journal entries that need to be recorded are due to Extension Business Operations. The info must be sent by email to your EBO Contact and must include the amount, justification and supporting documentation for recording the journal entry.	Fiscal Contact	EBO	Extension Business Operations
7/30/2021	Final Budget Adjustments	Any final budget adjustments for line item transfers or budget revisions must be submitted to Area Extension Directors and Extension Business Operations.	Fiscal Contact	EBO	Area Extension Director/Copy Extension Business Operations
8/1/2021	Final Close	Final Close for all QBO clients	EBO	EBO	Extension Business Operations