

FROM: Xander Viadero
General Accounting Manager
SUBJECT: 2025 Fiscal Year End Schedule
DATE: May 5th, 2025

As we approach the close of the fiscal year on June 30, 2025, please review the following schedule to ensure all transactions are accurately recorded in the FY 2025 financial statements.

Please note that individual divisions may have earlier internal deadlines than those listed here.

We encourage you to review your budgets through May 30, 2025, to confirm that year-to-date activity is complete and reasonable.

Pay particular attention to accounts with restrictions—especially grants and endowments—to verify that all transactions are appropriate and in compliance with fund requirements. Submit any necessary adjustments promptly to ensure proper accounting.

Please be aware that failure to meet the deadlines below may affect FY26 budgets.

Date	Details
June 27, 2025	Close out all incomplete and zero POs
June 27, 2025	Restore all deficit accounts to balance status including endowment spending accounts, project accounts and restricted gift accounts
June 27, 2025	Submit Petty Cash reconciliation to the Student Accounts Office by 3:00pm
June 30, 2025	All goods must be received and/or services rendered to be accounted for as FY 2025 activity
June 30, 2025	Submit cash deposits to Student Account's Office by noon
June 30, 2025	Submit gifts and donations to Advancement Office by noon
July 11 2025	All invoices submitted in ObieBuy or emailed to Accounts Payable for goods and/or service provided prior to June 30th
July 18, 2025	All P-card transactions and travel reimbursements through June 30, 2025 must be submitted and approved in Chrome River
July 21, 2025	Deadline to submit all FY 2025 journal entries to the Controller's Office
July 21, 2025	Submit labor redistributions to Payroll Office
July 21, 2025	Submit any known accrued expenses to the Controller's Office
July 21, 2025	Any transactions posted in FY 2025 for services to be provided and/or covered by FY 2026 budget must be submitted to Controller's Office to be recorded as a prepaid expense
July 31, 2025	First close
August 8, 2025	Deadline for submitting adjustments for second close consideration