

# OBERLIN

COLLEGE & CONSERVATORY

To: College Faculty and administrators with budget and financial responsibilities  
From: Controller's Office  
Re: FY21 Year-end close  
Date: May 14, 2021

As we approach the end of the fiscal year, June 30, 2021, please refer to the following schedule to ensure transactions are properly reflected in the FY21 financial statements. Please note, divisions may have earlier deadlines than those described here.

The Controller's Office will close the month of April 2021 by May 14, 2021. Therefore, beginning May 17, 2021, we encourage you to review your statements in the Banner system through April 30, 2021 to ensure the year to date activity appears reasonable and complete. We anticipate the May 2021 statements will be available June 14, 2021.

Please be sure to focus on any accounts with restrictions, especially grants and endowments, to ensure transactions are appropriate. Please submit timely adjustments in compliance with the requirements of the funds.

***Please note the following dates and topics for consideration as we close out fiscal year 2021:***

Date	Details
May 28, 2021	Close out all incomplete POs and zero POs
June 15, 2021	All deficit accounts must be restored to balance status including endowment spending accounts, project accounts and restricted gift accounts
June 15, 2021	Petty Cash reconciliation to Cashier's Office by 3:00
June 26, 2021	June Pcard statement closes and transactions are available for submitting in Chrome River system
June 30, 2021	All goods must be received and/or services rendered to be accounted for in FY21
June 30, 2021	Cash deposits must be submitted to Cashier's Office by noon
June 30, 2021	Gifts and donations must be submitted to Advancement Office by noon
July 9, 2021	All FY21 invoices attached in ObieBuy or emailed to Accounts Payable
July 12, 2021	All Pcard transactions through June 26, 2021 and travel and reimbursements through June 30, 2021 must be submitted and approved in Chrome River
July 15, 2021	All FY21 Journal entries must be submitted to Controller's Office
July 15, 2021	Labor redistributions must be submitted to Payroll Office
July 15, 2021	Any known accrued expenses must be submitted to Controller's Office
July 15, 2021	Any transactions posted in FY21 for FY22 activity must be submitted to Controller's Office to be recorded as a prepaid expense
July 16, 2021	First close
August 4, 2021	Deadline for submitting any adjustments for consideration for College's second close