Year-End Close for Schools and Departments

1.0 Scope

The UT Dallas fiscal year (FY) ends on August 31st. The Budget, Accounting and Financial Reporting (A&FR), Procurement, and Payroll offices work closely with campus schools and departments to ensure that the FY is closed in an orderly and compliant fashion in preparation for certification and reporting.

This document describes the year-end close process for schools and departments.

2.0 Process

Year-end close consists of planning, preparation, preliminary, and final phases. This approach allows schools and departments to understand deadlines; work with Budget, A&FR, Procurement, and Payroll to prepare year-end deliverables; submit final information; and review activity to ensure postings are complete and accurate.

After year-end close is complete, area financials are certified by cost center owners, officers, the Office of Audit and Compliance, and ultimately the University President, via the letters of representation process.

Certified financials are submitted to UT System via the University Annual Financial Report.

NOTE: Dates may vary depending on legislative year.

Unless otherwise noted, items are submitted to A&FR.

3.0 Planning

A&FR coordinates with schools and departments to plan deadlines and verify cost center information for year-end close.

1. Schools and departments receive a list of “owned” cost centers from A&FR approximately mid-May. Please verify that cost center information for your area is complete and correct. Updates are due to A&FR the 1st week of August.

2. A&FR holds a Year-End Coordination meeting in July to discuss deliverables and deadlines for the current year-end. This is an opportunity to ask questions and fully understand details of the year-end process. Please ensure your area is adequately represented at this meeting.

The year-end close coordination presentation is posted online by A&FR soon after the meeting at http://www.utdallas.edu/afr/ in the Year-End Resources section. Refer to this presentation for the most current deadlines and contacts.

4.0 Preparation

Department preparation for year-end close includes finalization of cash balances (where applicable), reallocations, purchases, and inventory.

3. Designated cash custodians must submit check requests to reimburse petty cash approximately mid-May. Cash balances are confirmed at this time. Check requests are processed back to the account custodian.
NOTE: Cash on hand plus unreimbursed receipts must equal the authorized total cash amount. Imprest fund receipt forms must be completed annually.

4. Non-catalog purchases must be submitted by the 3rd week of August. This includes P-card purchases, purchase vouchers, travel vouchers, and check requests for reimbursements.

NOTE: Please notify A&FR by the 3rd week of August of any purchases over $2,000 that have been received by your area, but have not appeared on invoices.

5. Reallocations (retroactive funding changes) for state-funded cost centers must be submitted to Budget by the 3rd week of August.

NOTE: August payroll distribution is the last opportunity to request Payroll funding changes affecting state-funded cost centers:

- Reallocations for monthly employees **must** be requested before the final FY monthly payroll posts.
- Reallocations for semi-monthly employees **must** be requested before the final FY semi-monthly payroll posts.

6. Final catalog vendor purchases must be completed by August 30th (orders not approved by a cost center manager at this time may be canceled).

7. Inventory updates for UT Dallas property are due the 4th week of August.

The A&FR, Budget, Payroll, and Procurement departments are available for assistance with any step of this phase. Refer to [https://www.utdallas.edu/finance/contact/index.html](https://www.utdallas.edu/finance/contact/index.html) for department contact information.

Detailed schedule and delivery contact information is available at [http://www.utdallas.edu/afr](http://www.utdallas.edu/afr) in the Year-End Resources section, or call extension 4547.

5.0 Preliminary Year-End Close

Preliminary year-end close begins the 1st week of September, when schools and departments submit final budget, accounting, and cost center information. This information is processed by A&FR for review prior to the final close.

8. The following are due by the 2nd business day in September:
   a. Budget journals (dated 8/31 or before)
   b. All cost overruns rectified (if applicable)
   c. Automated (spreadsheet) journals
   d. Approved interdepartmental transfers (IDTs) with documentation
      Funds must be available in the correct cost centers at this time.

9. Completed receivables and revenue forms are due the 5th business day in September:
   a. Ensure that goods and services both purchased and provided are accounted for, in the correct fiscal year

10. Cost center attribute changes required for certification must be submitted by the 5th business day in September.
6.0 Final Year-End Close

Final year-end close takes place after schools and departments have reviewed their information in the Accounts Reconciliation Application (ARA).

The review period generally spans the 7th, 8th, and 9th business days in September. Any material misstatements must be reported to A&FR by close-of-business the 9th business day.

Contact A&FR immediately at extension 4547 to discuss any material misstatements.

Final year-end close occurs on the 10th and 11th business days in September.

Accounts reconciliation for the final period of the closed FY begins the 12th business day of September.

5.0 Certification

Financials are certified via the letters of representation process, which confirms that:

- All cost centers have been reconciled, reviewed and approved
- Funds were used in accordance with any restrictions
- Transactions were appropriate, allowable, and properly recorded
- Reconciling items have been resolved (or have been noted)
- Segregation of duties was maintained
- Any internal control weaknesses have been reported
- No known fraud, omissions or misstatements
- Those authorized to execute contracts comply with ethics certification

Cost center owners send certifications to the dean or department head, who signs a certification for their broader area. Signed letters are sent to A&FR.

The Office of Budget and Finance, and the Office of Audit & Compliance review the information and certifications before signing letters of representation for UTD financials as a whole. The University President signs the final University financial certification.

Certified financial information is submitted to UT System in the Annual Financial Report.

6.0 Record-Keeping

Departments are responsible for backup documentation of all year-end close information, associated records, and receipts. Information must be retained in compliance with the UT Dallas Records Retention Schedule and University and state policies.