



June 2021
Year End Calendar

| <u>Sunday</u> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> |
|--------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------|
| | | 1 <ul style="list-style-type: none"> Write dates that goods or services were received on <u>ALL</u> invoices and PCard receipts (continue through August 10th) | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 <ul style="list-style-type: none"> Last day to make FY21 PCard purchases | 19 |
| 20 | 21 | 22 | 23 | 24 <ul style="list-style-type: none"> Reclass ALL FY21 PCard charges by 5:00 pm | 25 | 26 |
| DO NOT USE PCARD  | | | | | | |
| 27 | 28 | 29 | 30 <u>END OF FISCAL YEAR</u> <ul style="list-style-type: none"> Deposit all cash/checks by 5 pm Update manual payroll checks by 5 pm | | | |
| DO NOT USE PCARD  | | | | | | |

July 2021
Year End Calendar

| <u>Sunday</u> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------|
| | | | | 1 • Notify F&A of any unearned revenue deposited in FY22 Resume using PCards | 2 | 3 |
| 4 | 5 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">HOLIDAY</div> | 6 • Send all invoices to AP by 12 pm • Close out all encumbrances & purchase orders | 7 | 8 <u>PERIOD 12 CLOSE</u> • Notify AP of any PCard transactions for FY21 | 9 • Re-class all PCard transactions for FY22 • Submit June PCard packet to AP by 5pm | 10 |
| 11 | 12 • Library schedule due to F&A • Notify F&A of any fixed asset changes during FY21 • Notify F&A of all outstanding receivables | 13 | 14 | 15 | 16 • Notify F&A of gift pledges | 17 |
| 18 | 19 • Notify F&A of any FY21 invoices you have not yet received to pay. Include vendor name and estimated amount for each expense. | 20 | 21 | 22 | 23 <u>PERIOD 14 CLOSE</u> | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 • Submit Housing & Dining Census data | 31 |