

**H A M P S H I R E C O L L E G E**

Controller's Office  
893 West Street  
Amherst, Massachusetts 01002-3359  
413.559.5450  
Fax: 413.559.5639

To: Business Managers

From: Sandra Chessey, Interim Vice President for Finance and Administration

Date: May 1, 2015

Re: Fiscal Year-End Closing Process

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The College's fiscal year-end of June 30, 2015 is approaching and it is essential to begin planning for the annual budget closing and the annual closing of the College's financial records in preparation for the external audit. In an effort to ensure the best possible service to departments and to provide for a successful fiscal year-end close and fiscal year 2016 opening, the Business Office will be operating under the deadlines shown on the calendar below. Please keep this calendar and these instructions for your reference and share with all appropriate members of your department. This calendar will ensure that the Business Office is able to meet College business needs while enabling timely preparation for the audit, budget, and other year-end matters. Please observe these deadlines.

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**Fiscal Year End Closing Calendar**

Friday, June 5 <sup>th</sup>	<p>All student parking fines, housing damages, library fines, and other charges must be reported to the Student Accounts Office.</p> <p>Close unneeded blanket purchase orders by emailing requests to <a href="mailto:purchasing@hampshire.edu">purchasing@hampshire.edu</a>.</p>
Friday, June 26 <sup>th</sup>	<p>Requisitions must be entered into Colleague (Datatel) by 12:00 p.m. The Purchasing Office will immediately convert them to purchase orders.</p>
Monday, June 29 <sup>th</sup>	<p>Purchase orders and orders on blanket purchase orders must be received, that is, “accepted” in Colleague, on the Hub, by 4:30 p.m. *** Purchase orders must only be received if the items have arrived or services have been performed. ***</p>
Tuesday, June 30 <sup>th</sup>	<p>Charges that are posted to your purchasing card by June 30<sup>th</sup> will be charged to FY15, if the goods and/or services have been received by the College. Please note that it normally takes 1 to 3 business days for purchasing card transactions to post to JP Morgan. Please plan accordingly.</p> <p>All FY15 outstanding purchase orders and blanket purchase orders will be closed.</p>
Tuesday, July 7 <sup>th</sup>	<p>All purchasing card transactions through June 30<sup>th</sup> will be imported to My Budget. Please ensure that you go to JP Morgan’s website and review your transactions before 1:30 p.m. on July 7<sup>th</sup>.</p>
Friday, July 10 <sup>th</sup>	<p>All gifts given to the College on or before June 30<sup>th</sup> must be received in the Business Office.</p>
Friday, July 17 <sup>th</sup>	<p>All fiscal year 2015 journal entries, expenditure transfer forms, and other accrued expenses due in the Business Office.</p> <p>All invoices for items received prior to June 30<sup>th</sup> must be received in Accounts Payable. If a purchase order has not been assigned prior to June 26<sup>th</sup>, then please contact Marge Dunehew for instructions.</p> <p>If the items were received or the services performed prior to June 30<sup>th</sup>, <b>but no invoice has been received by July 17<sup>th</sup> and there is no accepted purchase order</b>, then email the Associate Controller (<a href="mailto:miford@hampshire.edu">miford@hampshire.edu</a>), so that we may properly accrue the expense to FY2015.</p> <p>Also, if you have prepaid expenses in fiscal year 2015, for example, for conference, travel, subscriptions, license renewals, etc. that will take place in fiscal year 2016, then send itemized list to Mike Ford at <a href="mailto:miford@hampshire.edu">miford@hampshire.edu</a>.</p>

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**Business Office Contact List**

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>	<b>Responsibility</b>
Sandy Chessey	Interim Vice President for Finance and Administration	5450	<a href="mailto:schessey@hampshire.edu">schessey@hampshire.edu</a>	General questions
Mike Ford	Associate Controller	5408	miford@hampshire.edu	Expense Accruals, General questions, Grant Funds, Journal Entries, Prepaid Expenses,
Mikki Telega	Accounting Assistant	5491	<a href="mailto:mtelega@hampshire.edu">mtelega@hampshire.edu</a>	Invoices
Jill Brown	Bursar	5497	<a href="mailto:jbrown@hampshire.edu">jbrown@hampshire.edu</a>	Student accounts

**Purchasing Office Contact List**

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>	<b>Responsibility</b>
Marge Duneheew	Procurement and Auxiliary Services Director	5602	<a href="mailto:mdunehew@hampshire.edu">mdunehew@hampshire.edu</a>	Purchasing questions, encumbrances
Heather Gorton	Purchasing Assistant	5405, 6610	<a href="mailto:hgorton@hampshire.edu">hgorton@hampshire.edu</a>	Purchasing questions, encumbrances