Memo to: Department Heads, Chairs, Managers, Program Directors, and Workday Finance Users
From: Controller’s Office
Subject: Fiscal Year End Procedures
Date: June 30, 2020

Year End Procedures
Smith College’s fiscal year (FY20) ends on June 30, 2020.

You may support a number of financial procedures that effect the fiscal year closing process, related audit, and financial reporting schedules. Please review the following areas to assess their applicability to your department. We are available to assist you through the process and appreciate your support in completing our first fiscal year end in Workday.

Purchasing

JPMorgan Chase Cards (P-Cards)

Individual and department P-Cards holders should complete their expense report in Workday for all charges dated through June 30th, by July 17th. Expense reports should be created by month and the “Expense Report Date” should be updated for the month in which the transactions occurred. Managers should review and approve expense reports as available in their Workday inbox. Please contact us for assistance.

A Job Aid on preparing expense reports is available here:
https://drive.google.com/file/d/1iYpHk17s4NC58Yco05YqVixgYmh-j5Tw/view

Cash Receipts

Departments receiving cash or checks on or before June 30th should contact Marcia Kennick at mkennick@smith.edu to coordinate deposit. Departments who currently use the “Cash Sale” function in Workday should enter these deposits by July 7th with a June 30th effective date. If you receive payments for FY20 after this date, please contact us for assistance.

Budget Transfers

Departments requesting FY20 budget transfers are asked to submit their requests to the Budget Office no later than July 7th. Contact Bryce Wallace, brwallac@smith.edu, Finance Office, for assistance.
**Accounts Payable**

Invoices and expense reimbursements are charged in the fiscal year in which the goods are received or services performed. Invoices for FY20 should be submitted to invoices@smith.edu for payment as soon as possible, but ideally before **July 17th**. If you receive invoices for FY20 after this date, please contact us for assistance. Please indicate the fiscal year on all invoices submitted.

**Inter-Departmental Charges**

FY20 inter-departmental charges should be submitted to ctacct@smith.edu as soon possible, but not later than **July 10th**.

**Adjustments & Journal Entries**

Please review your Cost Center, Gift, and Grant reports to confirm the activity is complete and accurate. You can contact ctacct@smith.edu for assistance in researching activity or adjusting transactions. We will finalize accounting adjustments for FY20 on **July 31st** to provide time for corrections.

**Federal & Private Grants and Contracts**

At the end of each fiscal year, all active external grants and contracts are reviewed for invoicing and financial reporting purposes. If you are responsible for the financial administration of an external grant or contract, it is recommended that you review all FY20 transactions. Please contact Kate Wallen at kwallen@smith.edu for assistance.

**Contact information:**

Beth Bone  ebone@smith.edu  – Gift Accounting  
Brian Bocchino  bbocchino@smith.edu  – Billing & Collections  
Bryce Wallace  brwallac@smith.edu  – Budget Transfers  
Cheri Buckhout  cbuckhout@smith.edu  – Wires, ACH, Sales & Use Tax  
Christine Clark  ceclark@smith.edu  – Accounts Payable, Invoices, Expense Reimbursements  
Emma Hong  fHong43@smith.edu  – Prepaid Expenses, Journal Entries, Inter-departmental Charges  
Kate Wallen  kwallen@smith.edu  – Grants & Sponsored Research  
Kerry Connors  kconnors@smith.edu  – Purchase Orders, P-Cards, Expense Reports  
Mandy Zajac  azajac@smith.edu  – Student Clubs & Orgs, Touchnet, P-Cards, Expense Reports  
Marcia Kennick  mkennick@smith.edu  – Cashier  
Matt Motyka  mmotyka@smith.edu  – Controller  
Mike Ford  mford95@smith.edu  – Invoices, General Accounting, Grants  
Payroll  payroll@smith.edu  – Payroll Inquiries  
Rosiane LaRose  rlarose@smith.edu  – General Accounting, Reporting, Invoices