



**Memo to:** Department Heads, Chairs, Managers, Program Directors, and Workday Finance Users  
**From:** Controller's Office  
**Subject:** Fiscal Year End Procedures  
**Date:** June 30, 2021

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## Year End Procedures

Smith College's fiscal year (FY21) ends on June 30, 2021.

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 finalizing our first full fiscal year 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 30<sup>th</sup> by **July 16<sup>th</sup>**. 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://sites.google.com/smith.edu/workdayhelp/hr-payroll-finances/financial-how-tos-and-faqs/purchasing-and-processing-payments/general-p-card-expense-reports?authuser=0>

## Cash Receipts

Departments receiving cash or checks on or before June 30<sup>th</sup> should contact Marcia Kennick at [mkennick@smith.edu](mailto:mkennick@smith.edu) to coordinate deposit. Departments who currently use the "Cash Sale" function in Workday should enter these deposits by **July 12<sup>th</sup>** with a June 30<sup>th</sup> effective date. If you receive payments for FY21 after this date, please contact us for assistance.

## Budget Transfers

Departments requesting FY21 budget transfers are asked to submit their requests to the Budget Office no later than **July 9<sup>th</sup>**. Contact Bryce Wallace, [brwallac@smith.edu](mailto: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 FY21 should be submitted to [invoices@smith.edu](mailto:invoices@smith.edu) for payment as soon as possible, but ideally before **July 16<sup>th</sup>**. If you receive invoices for FY21 after this date, please contact us for assistance. Please indicate the fiscal year on all invoices submitted.

## Inter-Departmental Charges

FY21 inter-departmental charges should be submitted to [ctacct@smith.edu](mailto:ctacct@smith.edu) as soon possible, but not later than **July 9<sup>th</sup>**.

## 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](mailto:ctacct@smith.edu) for assistance in researching activity or adjusting transactions. We will finalize accounting adjustments for FY21 on **July 30<sup>th</sup>** 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 FY21 transactions. Please contact Kate Wallen at [kwallen@smith.edu](mailto:kwallen@smith.edu) for assistance.

## Contact information:

**Beth Bone** [ebone@smith.edu](mailto:ebone@smith.edu) – Gift Accounting

**Bryce Wallace** [brwallac@smith.edu](mailto:brwallac@smith.edu) – Budget Transfers

**Cheri Buckhout** [cbuckhout@smith.edu](mailto:cbuckhout@smith.edu) – Wires, ACH, Sales & Use Tax

**Christine Clark** [ceclark@smith.edu](mailto:ceclark@smith.edu) – Accounts Payable, Invoices, Expense Reimbursements

**Kate Wallen** [kwallen@smith.edu](mailto:kwallen@smith.edu) – Grants & Sponsored Research

**Kerry Connors** [kconnors@smith.edu](mailto:kconnors@smith.edu) – Purchase Orders, P-Cards, Expense Reports

**Chris Wood** [cwood65@smith.edu](mailto:cwood65@smith.edu) – Purchase Orders & Contracts

**Lisa Mislak** [lmislak@smith.edu](mailto:lmislak@smith.edu) – Prepaid Expenses, Journal Entries, Inter-departmental Charges

**Mandy Zajac** [azajac@smith.edu](mailto:azajac@smith.edu) – Student Clubs & Orgs, Touchnet, P-Cards, Expense Reports

**Marcia Kennick** [mkennick@smith.edu](mailto:mkennick@smith.edu) – Cashier

**Matt Motyka** [mmotyka@smith.edu](mailto:mmotyka@smith.edu) – Controller

**Payroll** [payroll@smith.edu](mailto:payroll@smith.edu) – Payroll Inquiries

**Rosiane LaRose** [rlarose@smith.edu](mailto:rlarose@smith.edu) – General Accounting, Reporting, Billing & Collections

**Susanne Kiley** [skiley@smith.edu](mailto:skiley@smith.edu) – Internal & External Grants