

THE UNIVERSITY OF GEORGIA
Office of the Senior Vice President for Finance and Administration
Accounting Department

TO: Deans, Directors, and Department Heads
FROM: Chad Cleveland, Director
Accounting Services, 542-1197
SUBJECT: Financial Closing Schedule 2006-2007

The following schedule details the month end cutoff dates for processing financial documents through the Office of the Senior Vice President for Finance and Administration.
Administrators should provide copies of this schedule to any financial representatives in their area.

Financial Closing Schedule
2006-2007

<u>Date</u>	<u>Budgets*</u>	<u>Accounting**</u>	<u>Travel & Encumbrance**</u>	<u>Accounts Payable**</u>	<u>Bursar**</u>	<u>PAR***</u>	<u>Cutoff***</u>	<u>Physical Plant Report****</u>	<u>Trial Balance Report****</u>	<u>Account Status Statements(1)</u>
July Month End	25	26	26	26	26		27	Jul 28	Jul 31	Jul 31
August Month End	29	30	30	30	30	22	31	Sept 1	Sept 5	Sept 5
September Month End	26	27	27	27	27	19	28	Sept 29	Oct 2	Oct 2
October Month End	24	25	25	25	25	17	26	Oct 27	Oct 30	Oct 30
November Month End	28	29	29	29	29	20	30	Dec 1	Dec 4	Dec 4
December Month End	18	19	19	19	19	12	20	Dec 21	Dec 22	Dec 22
January Month End	23	24	24	24	24	16	25	Jan 26	Jan 29	Jan 29
February Month End	20	21	21	21	21	13	22	Feb 23	Feb 26	Feb 26
March Month End	27	28	28	28	28	20	29	Mar 30	Apr 2	Apr 2
April Month End	24	25	25	25	25	17	26	Apr 27	Apr 30	Apr 30
May Month End	29	30	30	30	30	22	31	Jun 1	Jun 4	Jun 4
June Month End	*****	*****	*****	*****	*****	19	*****	*****	*****	*****

* Cutoff for Budget Amendments to be submitted for approval at the Board of Regents meeting is 5:00 P.M. on the indicated dates.

** Cutoff for input to these units is 9:00 A.M.

*** Cutoff for input is 11:00 A.M.

**** Deadline is 11:00 A.M. for delivery to Accounting.

***** To be published at a later date.

(1) Date for delivery to Accounting