

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

TO: Deans, Directors, and Department Heads  
FROM: Accounting Department, 542-1197  
SUBJECT: Financial Closing Schedule 2008-2009

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  
2008-2009

<u>Date</u>	<u>Budgets*</u>	<u>Accounting**</u>	<u>Travel &amp; Encumbrance**</u>	<u>Accounts Payable**</u>	<u>Bursar**</u>	<u>PAR***</u>	<u>Cutoff****</u>	<u>Trial Balance Report****</u>	<u>Account Status Statements</u>
July									
Month End	29	30	30	30	30		31	Aug 4	Aug 4
August									
Month End	26	27	27	27	27	19	28	Sept 2	Sept 2
September									
Month End	23	24	24	24	24	16	25	Sept 29	Sept 29
October									
Month End	28	29	29	29	29	21	30	Nov 3	Nov 3
November									
Month End	21	24	24	24	24	18	25	Dec 1	Dec 1
December									
Month End	18	19	19	19	19	16	22	Dec 24	Dec 24
January									
Month End	27	28	28	28	28	20	29	Feb 2	Feb 2
February									
Month End	24	25	25	25	25	17	26	Mar 2	Mar 2
March									
Month End	24	25	25	25	25	17	26	Mar 30	Mar 30
April									
Month End	28	29	29	29	29	21	30	May 4	May 4
May									
Month End	26	27	27	27	27	19	28	Jun 1	Jun 1
June									
Month End	*****	*****	*****	*****	*****	16	*****	*****	*****

\* 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 (see year end letter).