LETTER FROM THE DIRECTOR

Internal Audit will be assisting Elliott Davis Decosimo with our annual federal audit again this year. Some of you have already received requests from Arthur Leonard to provide supporting documentation for expenditures. Please notify Cindy Seaborn or Roberta Elrod if you have questions about the required documentation. The external auditors will be on campus beginning August 15th for three weeks at which time more sampling will be performed. We appreciate your cooperation with the auditors and GCA.

Robert Elrod

Fiscal Year-End Deadlines

- June 30: Last day to receive goods or services for payment to be made against the Fiscal Year 2015-2016 budget.
- July 1: Noon. Last day for deposit of University gifts and revenues received during Fiscal Year 2015-2016.
- July 11: Post 7/15/16 payroll.
- July 11: Last day to enter invoices for goods and services provided by University departments no later than June 30, 2016.
- July 11: Last day to enter account numbers and approvals for departmental credit card purchases made by June 30, 2016.
- July 12: Last day (prior to 4:30 pm) to enter and approve all vouchers for goods and services received by June 30, 2016.
- July 13: Last day (prior to 4:30 pm) to enter journal entries and final approval of corrections for transactions in Fiscal Year 2015-2016.
- July 14: Noon. All June errors must be cleared. Facilities and Administrative costs posted for June.
- July 15: Central accounting staff prepares final University-level fiscal year end entries and closes FY 2016. Journal entry panels available in “View” mode.