

Bowdoin College

memorandum

To: All Managers and Workday Financial Users
From: Becky Corey, Controller
Date: May 6, 2024
Subject: **Year-End Accounting Procedures – June 30, 2024**

The College's financial year ends on June 30, 2024. In order for accounting records to be complete and accurate, we need the assistance and coordinated effort of all those responsible for College financial transactions. The following deadlines are crucial to the year-end close process and enable the Controller's Office to prepare for the annual financial statement audit and properly reflect budget results.

As with prior years, we are providing an additional 2-day window for "final Worktag review". The intent is to give project managers one last look at their Worktags (Gift, Grant, Project & Cost Center) after year end journal entries and invoices are posted. It is important to use this for **final** review only. It is **not** an extension to the July 12th due date noted below.

If you have any questions, please contact me at b.corey@bowdoin.edu or via Teams. You may also reach out to any member of the Controller's Office.

Transaction	Deadline	Deliver To	Documentation Needed
Petty Cash	Friday June 28 <i>by 5 p.m.</i>	Bursar's Office/Cashier Sarah Baldwin 725-3249 s.baldwin@bowdoin.edu	Submit all Miscellaneous Payment Requests in Workday for petty cash reimbursement requests, with supporting documentation, for expenses paid through June 28 th .
Cash Deposits	Friday June 28 <i>by 5 p.m.</i>	Bursar's Office/Cashier Sarah Baldwin 725-3249 s.baldwin@bowdoin.edu	Submit deposit forms or Cash Sale with checks, credit card receipts and cash received through June 28 th . If you conduct business over the weekend, please submit your deposit on Monday July 1st by 2:00 pm and indicate the sales are for FY 24.
Vacation Tracking	Friday June 28	Payroll Lynne Toussaint 725-3843 ltoussai@bowdoin.edu	Exempt Staff Only: Time off taken in June needs to be entered and approved in Workday by Friday June 28 th .

Supplier Invoice Request	Friday July 12	Accounts Payable Joanna Long Vicki Hart accountspayable@bowdoin.edu	Invoices for goods received or services performed prior to 7/1/24 must be entered AND approved by 5pm Friday July 12 th . As a reminder, the invoice date defaults to the date of entry; <u>please be sure to update to the actual date printed on the invoice.</u>
Purchase Orders- Open	Friday July 12	Treasurer's Office Jim Kelley jkelley@bowdoin.edu	Please review open PO's and contact Jim for any PO's or PO Lines to cancel.
Purchase Orders - Receipt	Friday July 12	Treasurer's Office Jim Kelley jkelley@bowdoin.edu	Please receipt all PO lines for goods received June 30 th or prior.
Expense Reports - Credit Card Expenses and out of pocket reimbursement requests	Friday July 12	Controller's Office Lynne Toussaint ltoussai@bowdoin.edu Joanna Long jlong@bowdoin.edu	Submit and approve all credit card purchases and out of pocket reimbursements dated through June 30 th by Friday July 12 th . Please coordinate this deadline with your expense report approver. If creating the report after June 30 th , please update the expense report date to 6/30/24 . July dated expenses can be submitted starting on July 15 th . See page 5 for more details.
Counter Cash Advances	Friday July 12	Bursar's Office/Cashier Sarah Baldwin 725-3249 s.baldwin@bowdoin.edu	All advances related to activity 6/30/24 and prior must be resolved. Please provide the pink reconciliation form to the Cashier's office by Friday June 28 th .
Spend Authorizations	Friday July 12	Controller's Office Lynne Toussaint ltoussai@bowdoin.edu Joanna Long jlong@bowdoin.edu	All spend authorizations related to activity 6/30/24 and prior must be resolved. Please submit the expense report against the spend authorization by Friday July 12 th .
Journal Entries	Friday July 12	Controller's Office Marc Berry 725-3029 mberry@bowdoin.edu	Email journal entry forms to Jeentry@bowdoin.edu with supporting documentation for entries pertaining to FY 2024.
Inventory Counts	Friday July 12	Controller's Office Glenn Morin 725-3251 morin@bowdoin.edu	Submit inventory counts as of June 30 th with supporting documentation by Friday July 12 th .
Final Review	Thursday July 18 – Friday July 19	Controller's Office Breanne Gosselin b.gosselin@bowdoin.edu Marc Berry mberry@bowdoin.edu	Invoices, JE's, expense reports, and accruals submitted by July 12 th will be processed by Controller's Office Staff by end of day July 17 th . Perform final review of projects and contact Breanne or Marc of corrections by 5:00 pm Friday July 19 th .

Documentation

Please be sure to attach adequate documentation to support all deposits, journal entries, accrued expenses and deferral requests. Year-end transactions are carefully audited both internally and externally, and cannot be recorded without adequate support.

Guidelines for Coding Year End Invoices/Expenditures

Supplies, Equipment & Services: Expenses generally belong in the year in which goods were received or services were performed, with very few exceptions (discussed below). Goods received on or before June 30th should be coded to FY 2024. Goods received after June 30th, even if paid for prior to June 30th, should be coded to FY 2025 (see Deferred Expenses on next page).

Contracts/Subscriptions/Licenses: Some payments are for items such as maintenance & license agreements, subscriptions, dues and other *services covering a period of time*.

- For invoices where the contract/subscription/license starts July 1st or after (FY25), use Spend Category Prepaid Expense, and indicate the final Spend Category in the memo field.
- For invoices **\$10,000 or less** that start in FY24, use the final Spend Category in order to expense the whole invoice in FY24.
- For invoices greater than **\$10,000** that start in FY24, the costs need to be prorated across fiscal years. Create two invoice lines, coding the amount related to FY24 to the correct Spend Category. Code the amount related to FY25 to the Prepaid Expense Spend Category and indicate the final Spend Category in the memo field of the invoice line.

Example 1

A \$3,500 invoice for a membership fee covering the period August 1, 2024 through July 31, 2025 is paid on June 15th. Since the amount is < \$10,000 and the service begins in FY 2025, code the invoice to FY 2025. Use Spend Category Prepaid Expense and indicate the final Spend Category in the memo field of the invoice line.

Example 2

An \$8,000 invoice for a membership fee covering the period June 1, 2024 through May 31, 2025, is paid on May 15th. Since the amount is < \$10,000 and the service begins in FY 2024, code the invoice to FY 2024 using normal invoice coding procedures.

Example 3

A \$12,000 invoice for software licensing fees covering the period May 1, 2024 through April 30, 2025 is paid on May 15th. Since the invoice is >\$10,000, please split the invoice coding. For the portion that relates to FY24 use Spend Category for software licensing. For the portion that relates to FY25, use the Prepaid Expense Spend Category and indicate the final Spend Category of software licensing in the memo field of the invoice line.

Conference Registration and Travel: Registration fees and travel expenses for conferences or other business events that cross fiscal years should be charged to the fiscal year in which the event or travel begins – use FY24 if the travel begins prior to June 30th of this year. See Workday Expense Reporting below.

Deferred Revenue and Expenses

Deferred revenues and expenses represent timing differences between when money is deposited or paid, and when the corresponding revenue or expense should be recognized. Be sure to **clearly mark** any transactions of this nature so the Controller’s Office can defer the revenue or expense appropriately AND recognize it in the new year.

Deferred Revenues are deposits received in the current fiscal year for a revenue producing program that takes place in the new fiscal year. Examples include summer conferences and sports camps. Deposits should be entered or delivered to the Cashier’s Office using the Revenue Code RC259 “Deferred Revenue – Non-Student”.

Example 4

The Athletic office collects registration fees in June for a soccer camp that will take place in July. They should code these deposits to Revenue Code RC259 Deferred Revenue – Non-Student. Then indicate that Revenue Code RC133 Other Auxiliary Revenue as the code to recognize the revenue in the new year. Deposits collected in July should be coded directly to RC133.

Deferred Expenses are payments made in the current fiscal year for:

- a. goods received in the new fiscal year
- b. services received in the new fiscal year
- c. travel that takes place in the new fiscal year
- d. supplies received in the current fiscal year but **directly related to** a revenue producing program that takes place in the next fiscal year.

The invoice/voucher/credit card expense should be coded to **Spend Category Prepaid Expenses** and the appropriate Spend Category to use when recognizing the expense in the new year should be noted in the memo field of the invoice line for an invoice or in “Expense Item # for Next Fiscal Year” field of your Workday expense report.

Example 5

Your department pays registration fees in June for a conference you’ll be attending in August. The invoice should be coded to Spend Category Prepaid Expenses and you indicate in the memo field of the invoice line the final Spend Category (ie. Registration Fees – Staff Training, Certifications, Conferences) that should be used to recognize the expense in the new year.

Example 6

The Athletic department purchases soccer balls in June for use in the soccer camp being held in July (a revenue-producing camp for kids). The soccer balls arrived in June, but the invoice should still be deferred using Spend Category Prepaid Expenses because the goods are associated with a revenue-producing program that takes place in the next fiscal year. Again, the final Spend Category is indicated in the memo field of the invoice line.

Workday Expense Reporting

All credit card expenses and out of pocket reimbursement requests for expenses dated through June 30th should be submitted and approved in [Workday](#) by July 12th. Note: If you make a purchase on June 30th, it will take a couple of days for the expense to show up in your Workday account for processing. Please use an expense report date of 6/30/24 when creating a report in July related to FY24.

If credit card purchase is for an FY 25 expense, please code to the Expense Item Prepaid/Deferred Expense for Next Fiscal and enter the Expense Item to be used in FY25 in the Expense Item for Next Fiscal field.

<p>Expense Date * <input type="text" value="04/19/2024"/></p> <p>Expense Item * <input type="text" value="Prepaid / Deferred Expense for Next Fiscal Year"/></p> <p>Total Amount * <input type="text" value="10.00"/></p> <p>Currency * <input type="text" value="USD"/></p> <p>Memo <input type="text"/></p> <p>Gift <input type="text"/></p> <p>Grant <input type="text"/></p> <p>Project <input type="text"/></p> <p>*Cost Center <input type="text" value="CC102 Controller's Office"/></p>	<ul style="list-style-type: none"> • Select appropriate Expense Item. • Enter the Expense Item code for the next fiscal year in the required field. • Enter a business reason in the Memo, if not covered by the Header. • Select a Gift, Grant or Project Worktag if applicable. Otherwise confirm or update Center (the Functional Exp. and Fund Worktags will default and require no character). • To view or remove an itemization, select EDIT. • New or edited expenses will auto save as you add or click on another expense! • Additional Detailed Instructions. • To view or remove an itemization, select EDIT. • New or edited expenses will auto save as you add or click on another expense! • Additional Detailed Instructions. <p>Item Details</p> <p>Merchant * <input type="text"/></p> <p>Expense Item for Next Fiscal Year * <input type="text" value="Travel - Airfare"/></p> <p>Itemization</p> <p>Use the button below only if your company's expense policy requires itemizations.</p>
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IMPORTANT: Please do not mix July (FY 25) activity with June (FY 24) activity within the same Workday expense report. If possible, please hold off submitting July activity until July 15th. If you need reimbursement for an FY25 expense before the deadline, please contact Joanna Long.

On-line Resources

Please visit the Controller’s Office on-line at: <https://www.bowdoin.edu/finance/index.html>.
 To view old system account codes, mapped to new spend categories, please see: <https://www.bowdoin.edu/finance/protected/project-account-codes/account-spend.html>

Many thanks for contributing to the successful close of the fiscal year!