

# Bowdoin College

## memorandum

To: All Managers and *Financial Edge* Users  
 From: Karen Champagne, Director of Accounting  
 Date: May 2, 2023  
**Subject: Year-End Accounting Procedures – June 30, 2023**

---

The College’s financial year ends on June 30, 2023. 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 project review”. The intent is to give project managers one last look at their projects 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 17<sup>th</sup> due date noted below.

If you have any questions, please contact me at [kchampag@bowdoin.edu](mailto:kchampag@bowdoin.edu) or via Teams. You may also reach out to any member of the Controller’s Office.

Transaction	Deadline	Deliver To	Documentation Needed
<b>Petty Cash</b>	Friday June 30 <i>by 5 p.m.</i>	Bursar’s Office/Cashier Sarah Baldwin 725-3249 <a href="mailto:s.baldwin@bowdoin.edu">s.baldwin@bowdoin.edu</a>	Submit all petty cash reimbursement requests and supporting documentation for expenses paid through June 30 <sup>th</sup> .
<b>Cash Deposits</b>	Friday June 30 <i>by 5 p.m.</i>	Bursar’s Office/Cashier Sarah Baldwin 725-3249 <a href="mailto:s.baldwin@bowdoin.edu">s.baldwin@bowdoin.edu</a>	Submit deposit forms with checks, credit card receipts and cash received through June 30 <sup>th</sup> . If you conducted business on Friday evening June 30 <sup>th</sup> , please submit your deposit on Wednesday July 5th by 2:00 pm and indicate the sales are for FY 23.
<b>Invoices</b>	Monday July 17	Accounts Payable Joanna Long 725-3470 <a href="mailto:accountspayable@bowdoin.edu">accountspayable@bowdoin.edu</a>	Submit any invoices in your possession with invoice dates of June 30 <sup>th</sup> or earlier; <u>goods purchased need to be in the College’s possession by June 30<sup>th</sup> to qualify as a FY 2023 expense.</u> If an invoice is <b>dated</b> July 1, 2023 or later but goods were <b>received</b> by June 30, those should also be submitted as an FY 23 expense.

<b>Accrued Expenses</b>	Monday July 17	Controller's Office Karen Champagne 798-4178 <a href="mailto:kchampag@bowdoin.edu">kchampag@bowdoin.edu</a>	Submit <a href="#">Accrued Invoice Control</a> sheets and supporting documentation for goods received/services incurred on or prior to June 30 <sup>th</sup> for which you have not yet received an invoice. <b>Accruals will not occur for items less than \$5,000.</b>
<b>Credit Card Expenses and out of pocket reimbursement requests</b>	Monday July 17	Controller's Office Robin Saindon 725-3584 <a href="mailto:rsaindon@bowdoin.edu">rsaindon@bowdoin.edu</a>	Submit and approve all credit card expenses dated through June 30 <sup>th</sup> by Monday July 17 <sup>th</sup> . Submit and approve out of pocket reimbursement requests for any expenses incurred on or prior to June 30 <sup>th</sup> by July 17 <sup>th</sup> . Please coordinate this deadline with your expense report approver. July dated expenses can be submitted starting on July 18 <sup>th</sup> . <b>See page 5 for more details.</b>
<b>Journal Entries and Imports</b>	Monday July 17	Controller's Office Marc Berry 725-3029 <a href="mailto:mberry@bowdoin.edu">mberry@bowdoin.edu</a>	Email journal entry forms to <a href="mailto:Jeentry@bowdoin.edu">Jeentry@bowdoin.edu</a> and/or import journal entries with supporting documentation for any adjustments to your projects pertaining to FY 2023.
<b>Inventory Counts</b>	Monday July 17	Controller's Office Glenn Morin 725-3251 <a href="mailto:morin@bowdoin.edu">morin@bowdoin.edu</a>	Submit inventory counts as of June 30 <sup>th</sup> with supporting documentation by Monday July 17 <sup>th</sup> .
<b>Vacation Tracking</b>	Friday June 30	Payroll Lynne Toussaint 725-3843 <a href="mailto:ltoussai@bowdoin.edu">ltoussai@bowdoin.edu</a>	<b>Exempt Staff Only:</b> Time off taken in June needs to be entered and approved in Workday by Friday June 30 <sup>th</sup> .
<b>Final Review</b>	Thursday July 20 – Friday July 21	Controller's Office Karen Champagne 798-4178 Marc Berry 725-3029 <a href="mailto:kchampag@bowdoin.edu">kchampag@bowdoin.edu</a> <a href="mailto:mberry@bowdoin.edu">mberry@bowdoin.edu</a>	Invoices, JE's, Workday charges and Accruals submitted by July 17 <sup>th</sup> will be entered in FE by end of day Wednesday, July 19 <sup>th</sup> . Perform final review of projects and notify Karen or Marc of corrections by 5:00 pm Friday July 21 <sup>st</sup> .

## 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 30<sup>th</sup> should be coded to FY 2023. Goods received after June 30<sup>th</sup>, even if paid for prior to June 30<sup>th</sup>, should be coded to FY 2024 (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*.

- invoices for **\$10,000 or less** should be charged to the fiscal year in which the service begins
- invoices greater than **\$10,000** should be charged to the new year with the word ***“PRORATE”*** written clearly on the invoice. To code an invoice to the new year, use acct code 1-1225 and indicate the **appropriate acct code** for the type of expense (ex. 1-5710 for supplies). Controller’s Office staff will prepare a journal entry to prorate the expense between fiscal years.

### **Example 1**

A \$3,500 invoice for a membership fee covering the period August 1, 2023, through July 31, 2024 is paid on June 15<sup>th</sup>. Since the amount is < \$10,000 and the service begins in FY 2024, code the invoice to FY 2024. Use acct code 1-1225 and indicate the proper expense code (1-6525 for dues & memberships) for expense recognition in the new year.

### **Example 2**

An \$8,000 invoice for a membership fee covering the period June 1, 2023 through May 31, 2024, is paid on May 15<sup>th</sup>. Since the amount is < \$10,000 and the service begins in FY 2023, code the invoice to FY 2023 using normal invoice coding procedures.

### **Example 3**

A \$12,000 invoice for software licensing fees covering the period May 1, 2023 through April 30, 2024 is paid on May 15<sup>th</sup>. Since the invoice is >\$10,000, code the invoice to FY 2024 using acct code 1-1225 and indicate the proper expense code for expense recognition (1-5726 for software license fees) and write ***“PRORATE”*** on the invoice. The Controller’s Office will prorate the expense between FY 2023 and FY 2024.

**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 -- FY 23 if the travel begins prior to June 30<sup>th</sup> of this year.

### **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 coded to **1-2320 Deferred Revenue** and the appropriate revenue code to use in the new year should be noted on the deposit form.

#### **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 account **1-2320** and indicate on the deposit form that account **1-4190** (Other Auxiliary Revenue) should be used to recognize the revenue in the new year. Deposits collected in July should be coded directly to 1-4190.

**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 **1-1225 Deferred Expense** and the appropriate expense code to use when recognizing the expense in the new year should be noted on the 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 **1-1225**; you should also indicate on the invoice that account **1-6070** (Registration Fees – Staff Training, Certifications, Conferences) should be used to recognize the expense in the new year.

#### **Example 6**

The Athletic dept 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 acct code **1-1225** because the goods are associated with a revenue-producing program that takes place in the next fiscal year.

**Workday Expenses Reporting**

All credit card expenses and out of pocket reimbursement requests for expenses dated through June 30<sup>th</sup> should be submitted and approved in [Workday](#) by July 17<sup>th</sup>. Note: If you make a purchase on June 30<sup>th</sup>, it will take a couple of days for the expense to show up in your Workday account for processing.

Please code deferred expenses (discussed on pages 3 and 4) to acct code 1-1225 and enter the FY24 expense item number in the applicable field.

Linked Quick Expense

Date \* 06 / 28 / 2020

Expense Item \*

Total Amount \* 150.00

Currency \*

Memo

\*Cost Center

Conference/Training?

International Region

**Instructions**

- Please use expense item 1225 to defer expenses to the next fiscal year (e.g. expenses incurred in June for trip in July).
- Enter the expense item code for the next fiscal year in the **Date** field.
- The **Date** should contain the date of purchase.
- Enter a business reason in the **Memo**, if not covered by the **Date**.
- **Attach receipt(s)** for expenses \$50 or greater.
- To remove an **Itemization**, select EDIT and then the trash icon.
- New or edited expenses will auto save as you add or click **Save**.

[Detailed instructions](#) including submitting a report [with](#) or [without](#) receipt.

**Item Details**

Merchant \*

Expense Item # for Next Fiscal Year \*

**IMPORTANT:** Please do not mix July (FY 24) activity with June (FY 23) activity within the same Workday expense report. If possible, please hold off submitting July activity until after July 17<sup>th</sup>. If you need reimbursement for an FY24 expense before the deadline, please contact Robin Saindon.

**On-line Resources**

Please visit the Controller’s Office on-line at: <https://www.bowdoin.edu/finance/index.html>.

For a listing of **account codes**:

<https://www.bowdoin.edu/finance/pdf/acct-code-short-list.pdf#account%20code>

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