



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.30, **Year-End Close Processes and Deadlines**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the deadlines, policies and requirements for completing the annual financial close process for TTUHSC El Paso.

REVIEW: This HSCEP OP will be reviewed April 1 of every year (EY) by the Director of Accounting Services and the Director of Purchasing, with recommendations for revisions submitted to the Chief Financial Officer by April 15.

POLICY/PROCEDURE:

1. Definitions.

- a. **Fiscal Year End (FYE)** – August 31st of each year
- b. **Close** – September 10th of each year
- c. **FOAP** – Fund, Organization, Account, and Program
- d. **FOP** – Fund, Organization, and Program

2. Deadlines. Various deadlines exist to facilitate the annual financial close process for TTUHSC El Paso.

a. Purchasing

- 1) **Encumbrances** – Requests for the release, or increases or decreases to any encumbrances must be received by Purchasing no later than the last business day prior to FYE, and should be submitted as early as possible to allow for processing by FYE. Requests after that date must first be submitted to Accounting Services.

b. Payables, Purchasing Cards, and Travel

- 1) Invoices and receiving reports must be received by Payment Services no later than close, but should be submitted as early as possible to ensure processing within the fiscal year.
- 2) Purchasing Card purchases made prior to September 1st will be posted to the fiscal year being closed. Expense reports should be processed throughout the month of August and no later than August 31st.
- 3) Travel Expense Reports must be received by the Travel Office no later than close, but should be submitted as early as possible to ensure processing within the fiscal year.

c. Accounting

- 1) Consumable supplies and goods for resale inventories must be physically counted as of August 31st. If the inventory value exceeds \$15,000, departments must submit a completed *Consumable Supplies and Goods for Resale Inventory* form to Accounting Services at accountingelp@ttuhsc.edu within three (3) business days after FYE. The form is available at: <http://elpaso.ttuhsc.edu/fiscal/businessaffairs/accounting/Forms.aspx>.
- 2) Claims for amounts in the holding account must be submitted to accountingelp@ttuhsc.edu no later than three (3) business days after FYE. Holding account reports are available at <http://elpaso.ttuhsc.edu/fiscal/businessaffairs/accounting/reports.aspx>

- 3) Internal billings for services must be entered online no later than four (4) business days after FYE.
- 4) Other expense accruals and related supporting documentation must be received by Accounting Services at accountingelp@ttuhsc.edu no later than the business day prior to close.
- 5) Non-contract revenue and other revenue accruals and related supporting documentation must be received by Accounting Services at accountingelp@ttuhsc.edu no later than three (3) business days after FYE. The Revenue Accrual form is available at <http://el Paso.ttuhs c.edu/fiscal/businessaffairs/accounting/Forms.aspx/>.
- 6) Contract revenue accruals must be entered into the Contract Accounts Receivable system available at <https://busaff.el Paso.ttuhs c.edu/ARSystem> no later than four (4) business days after FYE.
- 7) FiTS Cost Transfers, Internal Purchase Funding Transfers and Revenue Transfers must be entered and approved by departmental approvers no later than four (4) business days after FYE.
- 8) Manual Cost Transfers must be submitted to Accounting Services at accountingelp@ttuhsc.edu no later than four (4) business days after FYE.
- 9) Budget Revisions indicating funding transfers and other FOAP adjustments must be entered into the Budget Revision System no later than three (3) business days after FYE so that the related funding transfer can be processed prior to close.

3. Accruals.

- a. **Revenue** – Any amounts earned in the fiscal year being closed but not received must be accrued. Contract revenue should be accrued via the Contract Accounts Receivable System located at <https://busaff.el Paso.ttuhs c.edu/ARSystem>. Non-contract revenue accruals should be accrued via a Revenue Accrual form located at <http://el Paso.ttuhs c.edu/fiscal/businessaffairs/accounting/Forms.aspx>. Deposits should be recorded using the bank deposit date. Deposits posted on September 1st or after will need to be accrued if they were not previously invoiced or recorded in the Contract Accounts Receivable System.
- b. **Expenses** – If goods or services have been received but the invoice has not been received or cannot be processed by Payment Services prior to close, then the expense must be accrued. E-mail all pertinent information about the expense including FOAP, and whether it is encumbered to the appropriate accountant for an accrual entry. Additionally, Payment Services will notify Accounting Services of any invoice payment that is processed after year-end close and meets expense accrual criteria. Accounting Services will evaluate this information to determine if additional accrual entries are needed.

4. Deferrals. Revenue and expense deferrals will be processed as necessary.

- a. **Revenue** – Any amounts received prior to August 31st that are not earned within the fiscal year must be reported as unearned revenue. These funds should be deposited using the online cash receipts system located at <https://busaff.el Paso.ttuhs c.edu/CashReceiptSystem/> with appropriate balance sheet coding to reflect unearned revenue. Contact your accountant to determine the appropriate deposit coding.
- b. **Expenses** – Payment Services will identify prepaid expenses according to the invoices and receiving reports received by their office. Payment Services will notify Accounting Services of such expenses for consideration of a year-end entry to record the related prepaid asset. Prepaid assets should be appropriately expensed in the period in which the related good or service is consumed. Departments should pay very close attention to grant funds to ensure that all expenses are recorded in the correct grant year. Refer to HSCEP OP 65.03 for additional requirements related to grants.

5. Fund Balances. Fund Balance reports are continuously available via Cognos. Finance Systems Management (FSM) will provide notification when all close processes have been completed and

that reports may be considered final.

- a. **Deficits** – Any FOPs causing a negative fund balance should be corrected when possible. Deficits existing after close must be cleared within two (2) business days either by Funding Transfer or Cost Transfer. If either of those requests is not received in Accounting Services by the second business day following close the deficit will be covered by the backup FOP indicated on the new fund request. Once a department has been notified of a deficit balance on their fund, it is their responsibility to submit the appropriate transfer forms to clear the deficit prior to the indicated deadlines or accept funding coverage from the backup FOP.
 - b. **Educational and General Funds (E&G)** – E&G funds must be fully expended or encumbered prior to close to avoid recapture.
 - c. The fund balance reported by Accounting Services will be the fund balance of record. Any questions or possible discrepancies in fund balance calculations must be communicated to Accounting Services within three (3) business days after FYE. If no resolution can be made to define or correct the discrepancy, the fund balance calculated by Accounting Services will be reported. Fund balance questions that existed throughout the year but not communicated to Accounting Services until fiscal year-end will not be investigated.
6. **Unclaimed Receipts.** Amounts received which have not been claimed as revenue within six (6) months of the deposit date will be swept from the holding or unclaimed wires account to an institutional fund for use in scholarship support.
7. **Grant Accounts.** Deadlines established by grant agreements must be monitored and appropriately communicated by the department receiving the grant. Financial reports will be filed by Accounting Services according to the deadlines communicated. Revised reports will only be issued in extreme cases and must be approved in advance by the Director of Accounting Services. Appropriate revenues and expenses must be recorded on the fund at fiscal year-end regardless of the grant end. Failure to adequately manage grant funds may result in further disciplinary action as deemed appropriate.
8. **Deadline Exceptions.** Exceptions to the deadlines outlined in this HSCEP OP will be limited and may only be authorized by the Director of Accounting Services. Cost transfers will only be processed two (2) business days following close if they relate to the clearing of deficit fund balances. Continued disregard of the established deadlines may result in further disciplinary action as deemed appropriate.
9. **Forms and Contacts.** Appropriate contact lists and forms are provided on the Accounting Services website at <http://el Paso.ttuhscc.edu/fiscal/businessaffairs/accounting/default.aspx>.