

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

TO: Deans, Directors, and Department Heads  
FROM: Accounting Department, 542-1197  
SUBJECT: Financial Closing Schedule 2017-2018

The following schedule details the month end cutoff dates for processing financial documents through the Office of the Vice President for Finance and Administration.

**Administrators should provide copies of this schedule to any financial representatives in their area.**

Financial Closing Schedule  
2017-2018

<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	25	26	26	26	26		27	July 31	Jul 29
August									
Month End	29	30	30	30	30	22	31	Sep 5	Sep 2
September									
Month End	26	27	27	27	27	19	28	Oct 2	Sep 30
October									
Month End	24	25	25	25	25	17	26	Oct 30	Oct 28
November									
Month End	28	29	29	29	29	14	30	Dec 4	Dec 2
December									
Month End	18	19	19	19	19	12	20	Jan 2	Dec 22
January									
Month End	23	24	24	24	24	16	25	Jan 29	Jan 27
February									
Month End	20	21	21	21	21	13	22	Feb 26	Feb 24
March									
Month End	27	28	28	28	28	20	29	Apr 2	Mar 31
April									
Month End	24	25	25	25	25	17	26	Apr 30	Apr 28
May									
Month End	29	30	30	30	30	22	31	June 4	May 2
June									
Month End	*****	*****	*****	*****	*****	19	28	Jul 2	Jun 30

\* 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).