

**LINN-BENTON COMMUNITY COLLEGE  
BUSINESS OFFICE**

**YEAR-END 2008-09**

TO: Budget Managers, Buyers  
FROM: Betty Nielsen, Director of Accounting and Budget  
Jan Konzack, Director of Business and Auxiliary Services

DATE: April 17, 2009

**YEAR-END FISCAL PROCEDURES FOR FY 2008-09**

Only goods received or services performed by June 30, 2009, can be expended against the current year. **Orders should be placed early enough in May to meet the June 30 deadline.**

**PURCHASE ORDER PROCESSING:**

1. POs for FY 2008-09 can be entered until 5 p.m., June 10, and must be approved by budget manager by 5 p.m., June 12. **From June 13 through June 17 POs will NOT be generated.**
2. Beginning June 18, POs will be encumbered against FY 2009-10 funds and will automatically have a transaction date of July 1, 2009. Checks will not be issued until July 1, 2009.

**REMINDER: Purchase orders are REQUIRED for purchases of \$1,000 or more. Payment vouchers cannot be processed for purchases over \$1,000-per Administrative Rule D002 . (Call Elaine McDougal at x 4332 if you have questions.)**

**TRAVEL/CONFERENCE FEES/INVOICES/JOURNAL ENTRIES:**

1. Report **June** and **July** travel on SEPARATE reimbursement request forms which will allow charges to be made against the appropriate year.
2. If possible, conference registration and related costs or subscription renewals where the effective dates are July 1 and after, should be charged to FY 2009-10.
3. Invoices, requests for journal entries and/or corrections must be received in the Business Office by **July 31** to be processed and reflected in the FINAL FY 2008-09 budget reports (MONTH 13). Any invoices received after that date will be processed in FY 2009-10.
4. Requests for appropriation transfers that require Board action must be received no later than **June 1** for action at that month's meeting. Please review your actual expenditure vs. budget figures carefully. Remember that the budget, by major category (PERSONAL SERVICES, M&S, CAPITAL OUTLAY, TRANSFERS) is the limit of your expenditure authority.

(OVER)

## **DEPOSITS AND BILLINGS:**

All cash and checks received in departments are to be deposited at the Business Office in a timely manner (usually the same day as received) for internal control purposes and to ensure funds availability on checks.

1. All checks, cash, etc. that have been received as of June 30 must be deposited at the Business Office no later than 4:30 p.m. on Tuesday, June 30.
2. Checks and cash received after June 30 for services performed through June 30 must be recorded in FY 2008-09 revenue accounts. To insure proper recording, the depositor must notify the cashier at the time of deposit that the funds are for FY 2008-09 and whether the funds have been billed out by the department or the Business Office.
3. All billing requests for services or materials received through June 30 must be forwarded to Sue Kuntz at the earliest date possible. If your department prepares and sends the billing to the entity, forward a copy of the billing to Sue as soon as possible.

## **HUMAN RESOURCES:**

1. **Payroll Authorizations**--Any job to be charged to FY 2008-09 must **be in the system** before July. This includes any job authorized through 6-30-09. Submit payroll authorizations by the published due date (6-16-09) in order to be charged to the old year. Part-time faculty flat pay adjustments should be converted to a part-time faculty hourly authorization and an hourly time sheet attached and submitted.  
**PLEASE NOTE:** Authorizations received after 6-16-09 for hours worked through 6-30-09 will be charged to FY 2009-10.
2. **Time sheets**--Hours worked for the period of June 16-30 that should be charged to FY 2008-09 are due in Human Resources **no later than 4:30 p.m., June 30**. **Note:** Do not submit contracted time sheets: <http://po.linnbenton.edu/hr/TimeSheets.html> with only sick, paid leave, or comp. time as these do not impact budget spending and only reduce the leave balances. Any non-contracted time sheets can be submitted for the period of June 16-30 by the June 30 deadline.
3. **FOAPAL Corrections**--Payroll redistributions must be received in Human Resources by no later than 4:30 p.m., July 1 to be reflected in the FINAL FY 2008-09 budget reports (MONTH 13).

Please forward this memo to other divisional staff as necessary. Call Betty at x4320 if you have questions or need clarification of the above.