

**CPCC FINANCIAL SERVICES
PROCEDURES FOR YEAR-END CLOSING FOR JUNE 30, 2012
STATE AND COUNTY FUNDS ONLY**

State account numbers begin with 11- or 17- and County account numbers begin with 21-

Payments and deadlines are subject to change if new budget or spending directives are received from the N.C. Office of State Budget and Management, the Governor's Office, the Mecklenburg County Budget Office or the College President.

Part time salaries, travel expenses, P-Card and non P-Card purchases, postage, supplies and other expenses anticipated before June must be encumbered by **March 26, 2012**.

Review Accounts - All State and County accounts should be monitored daily and budget transfers to realign funds must be submitted by **March 22, 2012**. Procurement should be notified if there are current encumbrances which should be released. This will allow obligated funds to be redistributed.

TRAVEL EXPENSES

- All local, in-state and out-of-state travel decisions should be monitored closely. Out-of-state travel, regardless of funding source, must be pre-approved by the Unit Vice President.
- County funded travel:
 - Use the traveler's name to encumber travel to be paid from county funds.
 - A separate BO should be entered for each traveler.
- State funded travel:
 - Use Vendor # 3692163 (CPCC Epay Reimbursement) to encumber travel to be paid from state funds.
 - The traveler's name, the purpose of travel and the travel dates should be documented in the requisitions' comment section.
- Registration fees:
 - Registrations fees paid for via P-Card should be included in the P-Card BO (not in travel BOs).
 - If registration fees are not paid for by the P-Card, a BO payable to the conference or workshop must be created.
- Further travel guidance can be at the following link: <https://intranet.cpcc.edu/sites/ap/travel>

P-CARD PURCHASES

- Internal Reimbursement Requisitions (encumbrances not linked to E-procurement) must be entered to cover charges to P-Cards made in March, April and May. The encumbrance should include March P-Card purchases.
- **Vendor #0077462 (CPCC Institution P-Card)** should be used on all P-Card Requisitions. The appropriate P-Card BO number should also be referenced on P-Card reports for March, April, and May. When P-Card statements for March, April and May are processed, the appropriate BO will be reduced by the amounts indicated on the report. May purchases may or may not be paid from the current fiscal year budget, dependent upon when the vendor submits the charges to the bank. June statements will be billed and paid from next year's budget.
- The P-Card manual can be found at the following link:
<http://www.cpcc.edu/procurement/procurement-manual/p-card-manual-and-agreement/1-4-general-p-card-usage-guidelines>

NON P-CARD PURCHASES

- E-Procurement Requisitions for Blanket Orders (BO) and Purchase Orders (PO) should be entered to encumber funds for anticipated purchases. The vendor for these purchases is the company or organization providing the goods or services.
- General information about Procurement and E-Procurement policies can be found at the following links:
 - Procurement <http://www.cpcc.edu/procurement/folder.2006-08-31.8814476426>
 - E-Procurement <http://www.cpcc.edu/procurement/e-procurement-1>

***NEW* - PETTY CASH**

- All State and County petty cash reimbursements \$25.00 or less must have sufficient budget in their departmental accounts before Cashiers will process the reimbursement.

POSTAGE, SUPPLIES AND OTHER EXPENSES

- Internal Reimbursement Requisitions (encumbrances not linked to E-procurement) must be entered to cover postage expenses for March, April and May.
- **Vendor #0093444 (CPCC Postage)** should be used on all postage requisitions. When postage charges for March, April and May are processed, the appropriate BO will be reduced by the amounts indicated by the Mailroom. June postage will be paid from next year's budget.

DEADLINES

- **February 3, 2012** - Any Requisition totaling \$10,000 or more (including tax and freight) must be submitted to Procurement by **February 3, 2012**, in order to assure processing in this fiscal year. Whether for equipment, services or supplies, these orders may require further information, specifications, bid processes, submission to state purchasing and lengthier lead time to assure year-end delivery and payment by the college. Please contact your Buyer for assistance.
- **March 26, 2012** - All Requisitions (Internal Reimbursements & E-Procurement) for Blanket Orders and Purchase Orders must be entered by **March 26, 2012**. All available State and County funds will be frozen after this date. *STATE FUNDS EXEMPTED FROM THIS DEADLINE ARE LISTED BELOW.
- **April 30, 2012** - All goods and services purchased, regardless of funding source, must be received and all invoices submitted to Accounts Payable. If an encumbrance includes an item that will not be purchased or a travel expense that will not occur, Procurement should be notified to reduce the encumbrance and release the funds. *STATE FUNDS EXEMPTED FROM THIS DEADLINE ARE LISTED BELOW.
- **May 17, 2012** - May P-Card charges must occur on or before this date to ensure payment from the current year's budget.
- **May 29, 2012** - May P-Card statements and receipts must be received by Accounts Payable.
- **June 4, 2012** - Items associated with the *STATE FUNDS EXEMPTION LIST below must be received and all invoices submitted to Accounts Payable. If an encumbrance included an item that will not be purchased or a travel expense that will not occur, Procurement should be notified to reduce the encumbrance and release the funds.

OTHER ITEMS

- If the above deadlines are not met, expenses will be carried over to the 2012-2013 budgets.
- ****New**** For Financial Statement Purposes
 - ****New**** All invoices received through **July 31, 2012** by departments for goods or services received should immediately be sent to Accounts Payable upon receipt. If payment is to be held for any reason, please note it on the invoice when sent to Accounts Payable.
 - ****New**** All checks received by departments through **June 21, 2012** should be immediately taken to cashing for processing.

Questions –

Contact the departments: Budgets at x6256, Procurement at x4466 or Accounts Payable at x6772

Register in Learner Web to attend the 2012 Year-End Forum of your choice.

Date/Time/Location: TBD

***STATE FUNDS EXEMPT FROM THE MARCH 26th AND APRIL 30th DEADLINES**

CATEGORICAL

Child Care	11-530-80-539700-41152
Customized Training for Productivity Enhancement	11-364-80-5xxxxx-31630
Small Business	11-363-80-5xxxxx-31605
Local Capacity Fund	11-359-80-5xxxxx-31726
Literacy	11-321-97-5xxxxx-312xx
	11-322-97-5xxxxx-312xx
	11-323-97-5xxxxx-312xx
	11-324-97-5xxxxx-312xx

STATE 112 GRANTS

English Literacy/Civics	11-373-76-5xxxxx-31226
Minority Male Mentoring	11-510-94-5xxxxx-41174
Literacy Project Ideal	11-373-75-5xxxxx-31227
Pathways to Employment	11-373-75-5xxxxx-31294
Comprehensive Family Literacy	11-373-75-5xxxxx-31295
CRC Performance Incentive Grant	11-422-70-5xxxxx-31674
Voc Ed	11-220-1x-5xxxxx-41110
	11-510-1x-5xxxxx-41110
Voc Ed Equipment	17-940-16-5xxxxx-30900

CUSTOMIZED TRAINING PROJECTS

Administrative Allowance Account	11-422-97-5xxxxx-31629
ABB (aka Project Fly)	11-361-80-5xxxxx-31719
Shutterfly	11-361-80-5xxxxx-31667
Siemens	11-361-80-5xxxxx-31721
Zenta	11-361-80-5xxxxx-31732