

**CENTRAL PIEDMONT COMMUNITY COLLEGE
FINANCIAL SERVICES
YEAR-END CLOSING PROCEDURES FOR JUNE 30, 2019**

*****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*****

Please register in [Learner Web](#) to attend the 2019 Year-End Forum of your choice:

February 12, 2019, 2:30-3:30 pm Hall 304 February 14, 2019, 9:30-10:30 am Hall 304

QUESTIONS:

Please contact appropriate department for further questions,

- **Budgets** at 704-330-6338 or email Budgets@cpcc.edu for budgets related,
- **Payroll** at 704-330-6981 or email payroll@cpcc.edu for payrolls related,
- **Accounts Payable** at 704-330-6772 or email Accounts.Payable@cpcc.edu for payments related, or
- **Procurement** at 704-330-6766 or email Procurement@cpcc.edu for purchasing related.

DEADLINES

- **Friday, February 8, 2019** – Requisitions (with all supporting documentation) for all funding sources totaling \$10,000 or more (including tax and freight) should be submitted in order to assure processing in this fiscal year. *Orders for equipment, services and supplies may require further information and processing time. Please contact your Buyer for assistance.*
- **Friday, March 8, 2019** – All State and County accounts (except STATE FUNDS EXEMPTION LIST can be found on page 3) should be monitored daily and budget transfers to realign funds need to be submitted to Budget.
- **Friday, March 15, 2019:**
 - All Requisitions (P-Card, Fuel-Card and Non P-Card) for Blanket Orders and Purchase Orders should be entered. All applicable supporting documentation should be attached to the requisition. All available State and County funds (except STATE FUNDS EXEMPTION LIST can be found on page 3) will be frozen after this date.
 - ⊖ *Please note that encumbering travel is at the discretion of the Unit Vice President, however if non-encumbered travel occurs and funds are not available, the travel expenses may not be reimbursed until the next fiscal year.*
 - Part-time and overload teaching contracts for spring 2019 and non-teaching contracts/rate schedules for fiscal year 2019 should be submitted through workflow.
- **Friday, April 26, 2019** – To guarantee payment in this fiscal year, invoices for all funding sources related to goods received and services rendered, should be submitted to Accounts Payable. *Invoices received after this deadline related to goods received, services rendered to the College prior to June 30, 2019 should be sent to Accounts Payable immediately with appropriate note (“ready to pay” or “not ready to pay”).*
- **Wednesday, May 1, 2019** - All petty cash reimbursements (max. of \$25 per each petty cash reimbursement request with appropriate support documentation) against State and County should be submitted to Cashier. *Petty cash reimbursement request will not be processed if there is no sufficient budget from the department's charged account.*
- **Friday, May 10, 2019** - May P-Card and Fuel Card charges for all funding sources should occur on or before this date.

- **Thursday, May 30, 2019:**
 - May P-Card statements and receipts for all funding sources are due to Accounts Payable.
 - May Fuel-Card statements and receipts for all funding sources are due to Accounts Payable.
 - Notify Procurement to reduce the outstanding encumbrance and/or release funds if an encumbrance included item(s) that will not be purchased or paid this fiscal year.
 - Invoices for all goods received and services rendered associate with the STATE FUNDS EXEMPTION LIST (can be found on page 3) should be submitted to Accounts Payable. *Invoices received after this deadline related to goods received, services rendered to the College prior to June 30, 2019 should be sent to Accounts Payable immediately with appropriate note (“ready to pay” or “not ready to pay”).*
 - **Tuesday, June 25, 2019:**
 - All checks made payable to state and county accounts (General Ledger account starts with funding code 11, 17 or 21) must be deposited to be included in fiscal year 2019. After this date, all deposits to state and county accounts will be reflected in fiscal year 2020.
 - Account managers should contact their vendors to ensure invoices related to goods received and services rendered to the College prior to June 30, 2019 are received in Accounts Payable by Thursday, July 11, 2019.
 - **Wednesday, June 26, 2019** - All checks made payable to non-state and non-county accounts (General Ledger account starts with funding code 01, 02, 05, or 07) should be deposited to be included in fiscal year 2019. After this date, all deposits to non-state and non-county accounts will be reflected in fiscal year 2020.
 - **Thursday, July 11, 2019*** - Invoices related to goods received, services rendered to the College prior to June 30, 2019 and employee reimbursements for business related expenses (such as travel and college’s expenses paid with personal funds) that occurred before 7/1/19 should be submitted to Accounts Payable. If payment is not approved for any reason, please note it on the invoice when sending to Accounts Payable.
 - **After Thursday, July 11, 2019*** - All invoices received after July 11th related to goods received, services rendered to the College prior to June 30, 2019 and employee reimbursements for business related expenses (such as travel and college’s expenses paid with personal funds) that occurred before 7/1/19 should be sent to Accounts Payable immediately, even if the invoices are not approved.
- *A note about the July 11 and after due dates. Please adhere to these requirements as invoices for goods received, services rendered to the College and employee reimbursements for business related expenses prior to June 30 have a significant impact on the financial statement audit.*

1. **NON P-CARD PURCHASES**

- E-Procurement Requisitions for Blanket Orders (BO) and Purchase Orders (PO) should be entered to encumber funds for anticipated expenses. The vendor for these expenses 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>

2. **P-CARD PURCHASES**

- Encumber only the funds that will be expensed during this fiscal year (items can be paid through CP’s Pcard for the period of February 25, 2019 through May 10, 2019). An itemized list must be attached to the requisition. If an itemized list is not provided, the requisition will not be transferred to a BO.
- **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 charges. June statements will be billed and paid from next year’s budget.

- The P-Card manual can be found at https://www.cpcc.edu/procurement/copy3_of_PcardManualMaster2.pdf

3. **FUEL-CARD PURCHASES**

- Encumber only the funds that will be expensed during this fiscal year (items can be paid through CP's Fuel Card for the period of February 25, 2019 through May 10, 2019).
- **Vendor #3784287 (CPCC Institution Fuel-Card)** should be used on all Fuel-Card requisitions. The appropriate Fuel-Card BO number should also be referenced on Fuel-Card reports for March, April, and May charges. June statements will be billed and paid from next year's budget.
- The Fuel-Card manual can be found at <http://www.cpcc.edu/procurement/fuel-card>

4. **ENCUMBRANCES ARE NOT REQUIRED FOR:**

- Cell phone expenses or reimbursements
- CPCC Postage (using internal mailing services only)
- Travel reimbursement to employee with a sufficient budget. *Please note that encumbering travel is at the discretion of the Unit Vice President. However, if non-encumbered travel occurs and funds are not available, the travel expenses may not be reimbursed until the next fiscal year. If encumbering travel is required by the Unit VP,*
 - Appropriate object codes should be used for each travel expenses (review [NCCCS Chart of Account](#) to get correct object code).
 - Travel expenses which are NOT occurred/paid by employee should NOT be encumbered to employee, but to the vendor. See below examples:
 - i. Using College's vehicle (through CP's Facilities) should be encumbered to CPCC County
 - ii. Using College's P-card (paid registration fees) should be encumbered to CPCC Institution P-Card, vendor #0077462)

5. **STATE FUNDS (Special Allotments/Grants) EXEMPT FROM THE MARCH 8th and 15th DEADLINES:**

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|-------------------------------------|----------------------------|
| • Perkins Career/Tech Ed | 11-xxx-1x-5xxxxx-30922 |
| • Perkins Career/Tech Ed Equip. | 17-940-17-5xxxxx-30922 |
| • Literacy/Basic Skills | 11-32x-97-5xxxxx-312xx |
| • Small Business | 11-363-83-5xxxxx-31605 |
| • CT for Productivity Enhancement | 11-364/365-80-5xxxxx-31630 |
| • Customized Training Projects | 11-361-80-5xxxxx-31xxx |
| • Regional Trainer | 11-360-80-5xxxxx-31731 |
| • Investment in Short-Term Training | 11-220-56-5xxxxx-32895 |
| • Child Care | 11-530-80-539700-41152 |
| • Minority Male Mentoring | 11-510-94-5xxxxx-41174 |