


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1		<b>STATE UNIVERSITY of NEW YORK</b> System Administration Office of the University Controller/Office of Finance and Business						= CAMPUS ACTION NEEDED = SYSTEM ADMIN. FUNCTION = INFORMATIONAL * See Excel comment boxes for DUE DATES (when available) and additional information.			CFY = Current Fiscal Year NFY = New Fiscal Year LFY = Lapsing Fiscal Year Last Updated: 1/15/10					
2		<b>Office of the University Controller</b>														
3		<b>Office of Finance and Business</b>														
4		<b>SYSTEMS and PROCUREMENT</b>			<b>FINANCIAL REPORTING and CASH MANAGEMENT</b>			<b>INTERNAL CONTROL</b>		<b>MONTH</b>	<b>CORE INSTRUCTIONAL BUDGET</b>		<b>IFR FUNDS</b>		<b>RESIDENCE HALLS</b>	
5		<b>July 1st, FISCAL YEAR BEGINS</b>														
6	Post certificate 001C * Acct. System start-up * LFY Cert Schedules *			Bank balance(s) statement due MONTHLY (for previous month) * Annual audit * URAS due Call letter: revenue projections - monthly *			Call ltr: Annual Internal Control Status Report		JUL	MONTHLY Energy Report - EMBS - submitted every month (for previous month)						
7	Solid Waste Management Act recycling activities * Federal Grant allocation * Reconcile payroll split * NFY Cert Schedules * Financial Plan Cert - NFY TIMA year-end close leave balance and employee information			Year-end campus financial reporting package due Revenue projections - monthly * ASC financial statements due DOB A/R & collection information Call letter: fundraising reporting Call letter: Disb. projections - monthly * Nov 2009 DUE TO BUDGET CUT ISSUES Foundation & Housing Corp. financial statements due *			Annual Internal Control Status Report			AUG	U-wide allocations & staffing input to BDG1 (NFY) * Call Letter: Needs Analysis (NFY) Estimated Payroll and OTPS needs (NFY)		Appropriation Requirements Hospitals & LISVH (NFY) Campus updates Fee Information (LFY) Hospitals & LISVH submit estimated salaries (NFY)			
8	Lapsing period ends Sept. 30th & transaction cut-off dates *			Statutory colleges' year-end audited financial statements due * Disbursement projections - monthly * November 2009					SEP		Needs Analysis due (NFY)		Campus confirms IPF Participation (CFY) *			
9	Stabilization transfers *			Annual disclosure * Fundraising Reporting due Annual NCAA IA financial reporting requirements * Call letter: Alumni and St. Gov't Assoc. Fin. St. request SHEEO Finance Report * URAS due Annual financial report statements & audit *						OCT	RCF Balance Transfer Request (LFY) * Revised Revenue Projections input to BDG1 (CFY) * Campus declares intent for IPF Participation (NFY) *		Utilization Survey Due (CFY) *		Annual Energy Report from EMBS to Campus (LFY)	
10	Retirement incentive expenses *			DIFR financial statements Call letter: UBIT questionnaire DOB A/R & collection information Alumni Assoc. & Student Gov't Assoc. Fin St. Due					NOV		BOT approves Budget Request (NFY)		Boiler & Machinery Inspection Update(Annual) Building Valuations Due Private Use Survey Due (LFY)			
11				1098-T Test files with 3rd party servicer Residence Hall debt service *						DEC	Fringe Rate to Hospitals & LISVH (NFY)		Room rental waivers for Fall Term Due (CFY) * Fire Safety Report Due (Annual) Negative DIFR Financial Statements Due *			
12	Special Fund Estimate (SFE) * Postage journal * 1099 deadline f/campus *			1098-T IRS filing IPEDS early filing HSC year-end financial reporting UBIT questionnaire due URAS due					JAN		Summary of Executive Budget (NFY) Recharges proposed (NFY) IPF Project Approval to Campuses (CFY)		Call Letter: Fees		Call Letter: Capital Plan	
13				DOB A/R & collection information			Call letter: Internal Control Cert.			FEB					Call Letter: Operating Plan 5-yr Capital Plan (Annual)	
14	MWBE annual agency goal *			Transaction cut-off dates					MAR		Student Count for Clinical Liability Insurance Due (NFY) Final enrollment (NFY) Call Letter: Revenue (NFY)		Broad-Based Fee Request		DIFR Operating Plan (NFY)	
15	Call letter: prompt contract * 1099s filed with IRS *			Transfer estimated tuition * Disbursement ceiling *						APR	Revised Revenue Projections input to BDG1 (CFY) *		IFR Targets (NFY) *			
16	Prompt contract report * Direct Lending Program summary *			Call letter: New lease conference IPEDS Spring filing			Info from campuses to complete Annual Internal Control Cert. for DOB deadline		MAY		Revenue Projections in BDG1					
17	Payroll Fiscal Year-end & start-up issues * Legislative budget bill *			URAS due			Annual Internal Control Certification due to DOB			JUN						
18	Call Letter: TIMA Fiscal Year-end Information * Chart of account deletions * Call ltr: Solid Waste Mgmt. Act recycling activities* Fringe benefit & indirect cost rates to campus * Omnibus Procurement Act * Delete applicable accounts * Discriminatory jurisdictions * TIMA classified and non-classified employee data Procurement thresholds *			Chancellor's Fund audit & tax filing UBIT - IRS 990T filing New lease confirmation due Single audit confirmation DOB A/R & collection information Call letter: ASC financial template					JUN		BOT approves Financial Plan (NFY)					
19	Additions to budget *			ASC Budget submission Transaction cut-off dates * Call letter: campus financial reporting package Residence Hall debt service *						JUN	Financial Plan & Departmental Allocations Form 1 Due (NFY) Upload campus Financial Plan & Departmental Allocations Form 1 (NFY) Contract Encumbrance Requirements Due (NFY)		HIPAA Compliance Survey Due (Annual) *		Room rental waivers for Spring Term Due (CFY) * Revolving loan/bonding Due (NFY) *	
20	Future encumbrances * Indirect cost assessments Cash advance rollovers FY start-up issues FY-end issues *			Attain revenue target *					JUN		SUBOA Annual Meeting					
21	<b>June 30th, FISCAL YEAR ENDS</b>															

**Cell:** B12

**Comment:** SYSTEMS:  
Post certificate 001C to SUNY accounting system. July 5th.

**Cell:** E12

**Comment:** Cash Management: By the 5th day of each month, each campus must report bank balance(s) of all accounts (not including ASC accounts) to the Office of the University Controller. Balances are to be the month-end book balance from the bank(s) as of the last business day of the previous month. The Office of the University Controller will provide this data to the New York State Treasury to comply with Article VII, Section 107 of the State Finance Law.

**Cell:** B13

**Comment:** SYSTEMS:  
Complete SUNY accounting system year-end processing and NFY start-up process, through 1st week of July.

**Cell:** B14

**Comment:** SYSTEMS:  
Provide lapsed fiscal yr. certificate schedules for automated allocation transfers and U-wide IFR requests. July 5th.

**Cell:** E14

**Comment:** FINANCIAL REPORTING:  
July - Oct. working with independent auditors during annual audit of financial statements by preparing schedules, analysis, and researching inquiries arising from the audit process.

**Cell:** B15

**Comment:** PROCUREMENT:  
Annual report to NYS Department of Environmental Conservation on source reduction, recycling and procurement initiatives by State agencies, required by the Solid Waste Management Act of 1988. Campuses will be surveyed in May/June.

**Cell:** B17

**Comment:** SYSTEMS:  
Distribution of Fed. Grants to campuses based on grant award letters. July 15th.

**Cell:** E17

**Comment:** CASH MANAGEMENT:  
Campuses will be requested to complete monthly revenue projections for the offset fund relating to their revenue target in the financial plan.

**Cell:** B18

**Comment:** SYSTEMS:  
Reconcile new year payrolls for proper fiscal year and distribution, through July.

**Cell:** C19

**Comment:** SYSTEMS:  
Open new year certificate schedule for automated transfers and U-wide IFR requests (if campus financial plan is posted). AUG. 1st.

**Cell:** K19

**Comment:** BUDGET:  
Campus inputs allocations and staffing for temporary (u-wide) categories into State University Planning and Budgeting System (BDG1)

**Cell:** E20

**Comment:** CASH MANAGEMENT:  
Campuses will be requested to complete monthly revenue projections for the offset fund relating to their revenue target in the financial plan.

**Cell:** B26

**Comment:** SYSTEMS:  
For most funds, SUNY's lapsing period ends September 30th. Various transaction cut-off dates and other lapsing period processes will be communicated to campuses via e-mail list serves.

**Cell:** F26

**Comment:** CASH MANAGEMENT:  
Campuses will be requested to project disbursements for core operations on a monthly basis. This will need to agree to the financial plan and the University-wide disbursement ceiling.

**Cell:** E28

**Comment:** Financial Reporting: The Financial Reporting Package call letter requests that the Foundation and Housing Corporation Financial Statements be submitted to the University Controller's Office for inclusion in the University's Annual Financial Report.

**Cell:** E30

**Comment:** FINANCIAL REPORTING:  
Sept. - Oct., Statutory Colleges are required to submit financial statement information in prescribed formats which are independently audited for inclusion in SUNY financial statements.

**Cell:** K31

**Comment:** BUDGET:  
Campuses that declared an intention to participate in the Installment Purchase Financing Program by submitting IP1 and IP2 forms one year ago, now confirm participation in IPF by submitting "H" forms (CFY)

**Cell:** C32

**Comment:** SYSTEMS: Process stabilization transfers.  
Sept. 26th.

**Cell:** F32

**Comment:** CASH MANAGEMENT:  
Campuses will be requested to project disbursements for core operations on a monthly basis. This will need to agree to the financial plan and the University-wide disbursement ceiling.

**Cell:** E33

**Comment:** FINANCIAL REPORTING: Request from DOB for financial information.

**Cell:** K33

**Comment:** BUDGET:  
Restricted Current Fund (RCF) -Campus submits request to transfer unexpended RCF balances back to Endowment Fund (LFY)

**Cell:** O33

**Comment:** BUDGET:

Campus submits Residence Hall Utilization Survey (CFY)

**Cell:** E35

**Comment:** FINANCIAL REPORTING:

Annual NCAA Intercollegiate Athletics and US Dept. of Ed. 'Equity in Athletics Disclosure Act' financial reporting and capital expenditure requirements: Provide campuses with capital and debt related information for NCAA Inter-Collegiate Athletic financial reporting requirements. Oct. 15th.

**Cell:** K35

**Comment:** BUDGET:

Campus inputs revised revenue projections into the State University Planning and Budgeting System (BDG1), based on Fall enrollment data (CFY)

**Cell:** E36

**Comment:** Financial Reporting:

The Alumni Association financial statements are due to the Office of the University Controller's Office 90 days after the end of the Association's fiscal year.

The Student Government Association financial statements are requested to be sent to the Office of the University Controller's Office.

**Cell:** E37

**Comment:** FINANCIAL REPORTING:

Request State Higher Education Executive Officers (SHEEO) for FTE, state and local appropriations, and net tuition data. Oct. 31st.

**Cell:** K38

**Comment:** BUDGET: Campuses that would like to participate in the Installment Purchase Finance Program in the new fiscal year declare intent to do so by submitting IP1 and IP2 forms (NFY)

**Cell:** E39

**Comment:** FINANCIAL REPORTING:

Per Education Law, the University is required to prepare U-wide financial statements and have them independently audited. Oct. 31st.

**Cell:** B41

**Comment:** SYSTEMS:

As determined by the financial plan, any expenditures related to retirement incentives will be transferred to the campuses as appropriate.

**Cell:** E46

**Comment:** Financial Reporting:

The Alumni Association financial statements are due to the Office of the University Controller's Office 90 days after the end of the Association's fiscal year.

The Student Government Association financial statements are requested to be sent to the Office of the University Controller's Office.

**Cell:** O47

**Comment:** BUDGET:

Campus submits room rental waivers request for Fall Term (CFY)

**Cell:** E49

**Comment:** CASH MANAGEMENT:

Transfer residence hall debt service and DASNY overhead and insurance charges to campuses per the debt service schedule.

**Cell:** O51

**Comment:** BUDGET:

Campus must provide explanation and corrective action plan for negative net asset balances in the residence halls financial statements.

**Cell:** B54

**Comment:** SYSTEMS:

Establish SFE payroll acct./cost centers for calendar year. Jan. 2nd.

**Cell:** E55

**Comment:** Financial Reporting:

PCS depreciation numbers

**Cell:** B56

**Comment:** SYSTEMS:

Process OSC W2 postage journal transfers to charge campuses /costs.

**Cell:** K57

**Comment:** BUDGET:

In January the Office of General Services (OGS) sends the MOU package to campuses participating in the IPF program. This package should include a signed H-101 form from DOB which indicates the approval of a campus's project. If a campus participating in the IPF program does not receive a package from OGS, please contact the SUNY System Administration IPF coordinator.

**Cell:** B58

**Comment:** SYSTEMS:

1099 Reporting of non-employee tuition waivers spreadsheets due back from campuses. DUE DATE - Jan. 7th

**Cell:** B63

**Comment:** PROCUREMENT:

In accordance with Article 15-A of the Executive Law, the University provides the New York State Department of Economic Development (NYSED) with the University's annual agency goal plan update for utilization of minority-owned and women-owned businesses (M/WBE) for the upcoming State fiscal year.

**Cell:** B71

**Comment:** PROCUREMENT:

In accordance with the Comptroller's Code of Rules and Regulations, Part 22, Section 22.9(d), State Agencies are required to file a report with the Office of the State Comptroller on programs affected by the Prompt Contracting Law XI-B for the preceding twelve-month period.

**Cell:** B72

**Comment:** SYSTEMS:

Electronically file 1099 non-employee tuition waivers with IRS. Mar. 31st.

**Cell:** E72

**Comment:** CASH MANAGEMENT:

Transfer Estimated Tuition from campus collection fund to offset by campus per the Public Protection and General Government Article VII budget bill for given year (e.g., for 2005-06 page 119, lines 30 to 34, S.3671/A.6845).

Cell: E73

**Comment:** CASH MANAGEMENT:

Manage disbursements on a university-wide basis to attain the Division of Budget imposed disbursement ceiling. Campus will be contacted by System Administration for assistance in attaining this ceiling.

Cell: B74

**Comment:** PROCUREMENT:

In accordance with the Comptroller's Code of Rules and Regulations, Part 22, Section 22.9(d), State Agencies are required to file a report with the Office of the State Comptroller on programs affected by the Prompt Contracting Law XI-B for the preceding twelve-month period.

Cell: H74

**Comment:** TECHN. & INTERNAL CONTROL: Information must be received from campuses.

DUE DATE - Mar. 15th.

Cell: K74

**Comment:** BUDGET:

Campus inputs revised revenue projections into the State University Planning and Budgeting System (BDG1), based on Spring enrollment data, interest income and other relevant factors (CFY)

Cell: M74

**Comment:** BUDGET:

Campus submits allocation requirements for all IFR-related Funds: G-IFR, SUTRA, RCF, DIFR and HIFR (NFY)

Cell: B75

**Comment:** SYSTEMS:

Generate state fiscal year (4/1-3/31) Direct Lending Program expenditure Summary by Apr. 10th.

Cell: B78

**Comment:** SYSTEMS:

Confirmation of payroll fiscal year end / start-up issues, including payroll funding year splits. through EARLY May.

Cell: H79

**Comment:** TECHN. & INTERNAL CONTROL: Requires information from campuses to complete by March 31st.

Cell: K79

**Comment:** BUDGET:

Campus inputs total revenue projections into the State University Planning and Budgeting System (BDG1) (NFY)

Cell: B80

**Comment:** SYSTEMS:

Review legislative budget bill for any new programs / funds for new fiscal year. through MAY.

Cell: C81

**Comment:** Systems: Notification will be sent to campuses regarding fiscal year-end dates for classified and non-classified employees, employee information and leave balances to be current within TIMA by the end of May. Also, that for fiscal year-end close, balance and employee roster updates to TIMA module or file transfer of data must be completed by the beginning of August. An e-mail notification will be sent with exact deadlines.

Cell: B82

**Comment:** SYSTEMS:

System Administration will send a listing of potentially deletable accounts to campuses. Campuses will need to respond as to which accounts they would like deleted from the chart of accounts for the 2006-07 fiscal year by the end of May.

Cell: B83

**Comment:** PROCUREMENT:

Annual report to NYS Department of Environmental Conservation on source reduction, recycling and procurement initiatives by State agencies, required by the Solid Waste Management Act of 1988. Campuses will be surveyed in May/June.

Cell: B84

**Comment:** SYSTEMS:

Fringe benefit & indirect cost rates provided to campuses (based on OSC accounting bulletin).  
May 15th.

Cell: B85

**Comment:** PROCUREMENT:

Per the Omnibus Procurement Act, report to Empire State Development all procurement contracts entered into in an amount equal to or greater than \$100,000 for the period April to March. The annual reporting requirement is mandated by Section 139-i(2)(c) of the State Finance Law.

Cell: B86

**Comment:** SYSTEMS:

Delete chart records per campus response to potentially deletable chart list. May 30th.

Cell: B87

**Comment:** PROCUREMENT:

Section 165(6)(d) of the State Finance Law requires all State agencies to deny businesses, from these jurisdictions with discriminatory policies against New York State, contracts and placement on any bidders list if certain conditions are met. Sanctions may be waived by the head of a State agency if it is determined in writing that it is in "the best interest of the state."

Cell: B89

**Comment:** PROCUREMENT:

Campuses will be notified of their procurement thresholds based on internal control certification and other factors.

Cell: B90

**Comment:** SYSTEMS:

Add any new programs and/or accounts to budget chart of accounts by June 1st.

Cell: E91

**Comment:** CASH MANAGEMENT:

In order to attain the financial plan revenue target various transactions will not transmit to OSC for approximately 1 to 2 weeks at the end of June. Campuses will be notified in of these June cut-off dates so they can plan work accordingly. Transactions can still be input during this time and they will begin transmitting to OSC the first or second week in July .

**Cell:** B92

**Comment:** SYSTEMS:

Open future encumbering to campuses.

**Cell:** E93

**Comment:** CASH MANAGEMENT:

Transfer residence hall debt service and DASNY overhead and insurance charges to campuses per the debt service schedule.

**Cell:** K93

**Comment:** BUDGET:

Due June 15

**Cell:** O93

**Comment:** BUDGET:

Campus submits room rental waivers request for Spring Term (CFY)

**Cell:** O95

**Comment:** BUDGET:

Campus confirms Residence Hall revolving loan & bonding request (NFY)

**Cell:** B96

**Comment:** SYSTEMS:

Fiscal year ends June 30. Many year-end and fiscal year start-up processes will happen, including add/change cost centers, certificate 001C, new chart of accounts, Stabilization Fund transfers, etc.

**Cell:** E96

**Comment:** CASH MANAGEMENT:

Campuses must attain offset revenue target per the State University's Board of Trustees approved financial plan for the CFY.