



**ACCOUNTING SERVICES OFFICE**

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DATE: May 17, 2021  
TO: Program/Departmental Advisors  
FROM: Yvette Marquez-Smith,  
Controller, Accounting Services  
Associated Students, Inc.  
SUBJ.: YEAR-END CLOSING REMINDERS

As the end of this fiscal year is fast approaching, we thought a review of year-end closing procedures and deadlines might help you in maximizing your utilization of your budget monies while you still can (prior to the end of the fiscal year).

The Associated Students works on a fiscal year that runs from July 1 each year to June 30 of the following year. The monies allocated to your program or group must be used in their entirety within those two dates. Monies for 2020-2021 fiscal year must be spent between July 1, 2020 and June 30, 2021, or the money reverts to Associated Students Corporate funds at June 30, 2021.

In order to process expenditure requests against your 20-21 budget by the June 30 deadline, the requests must be submitted online via this link: [Expenditure Request \(External\) \(cognitofirms.com\)](https://cognitofirms.com) no later than **June 15, 2021**. Be sure that the expenditure request has all the necessary original invoices and receipts attached to it upon submission. If it is missing any of the proper backup needed to process the request, it will be sent back to the submitter, and may not be able to be processed against your 20-21 budget by the deadline. These expenses can not come out of the next year's budget. The group will be responsible for payment of the expense from non-Associated Students funds.

**We want to also remind you that we have a policy that requires the processing of documentation within 90 days of the transaction or the event date, whichever is later. We have been allowing extenuating circumstances to extend that time period, but only on a case by case basis. Do not presume you can turn in all your paperwork at the end of the semester and it will all be processed from your budgeted monies.**

If you anticipate expenditures against your budget accounts between June 16 and June 30 that you wish to charge to your 20-21 budget, you must contact the Accounting Office in writing by June 16, 2021. You may e-mail your information to [yvette.marquezsmith@csun.edu](mailto:yvette.marquezsmith@csun.edu), or [lynn.umzam@csun.edu](mailto:lynn.umzam@csun.edu).

If you are submitting requisitions to any University department for reprographics (Quickcopies), campus stores, I.T.R., physical plant management, mailroom, etc., please make sure you note on the requisition to charge to 20-21 budget and make sure the area can do the work in the current fiscal year. We will be encumbering the funds from the Service Requisition Form.

Please call (818) 677-2389 if you have any additional questions.

Thank you for your assistance in making this process as trouble-free as possible.