

2010/11 FINANCIAL YEAR END PROCEDURES

The financial year end falls on Sunday 31 July 2011.

For a period from 1 August, both 2010/11 (period 12) and 2011/12 (period 1) will be open for processing. The aim of the following procedures is to ensure that, during July and August, transactions are included in the appropriate financial year.

The procedures outlined below cover the following financial transactions:

1. **External purchases (including foreign payments and creditors)**
2. **Sales (including debtors)**
3. **Income**
4. **Staff business expenses**
5. **Student expense claims**
6. **Payroll claims**
7. **Petty cash expenditure**
8. **Internal trading**
9. **Equipment**

Other year end documentation included separately:

1. **CD1/2011 (spreadsheet with 3 tabs)**

CD1/2011/A CREDITORS (EXTERNAL) - for outstanding payments to be made by the University for goods or services received on or before 31 July 2011, where an invoice has not yet been received.

CD1/2011/B PREPAYMENTS (EXTERNAL) - for purchase invoices processed in advance in 2010/11 relating to goods or services to be received in 2011/12.

CD1/2011/C STAFF BUSINESS EXPENSES – for staff business expenses that relate to 2010/11 i.e. where expense is incurred on or before 31 July 2011 but has not been passed to Accounts Payable by 22 July 2011 for inclusion in 2010/11.

2. **CD2/2011 (spreadsheet with 2 tabs)**

CD2/2011/A DEBTORS (EXTERNAL) - for outstanding monies due to the University where goods or services have been supplied on or before 31 July 2011, but not yet invoiced.

CD2/2011/B INCOME (EXTERNAL) IN ADVANCE - for income invoiced in advance in 2010/11 for goods or services to be supplied by the University in 2011/12

3. Detailed procedures in relation to **RESEARCH ACCOUNTING TRANSACTIONS** to ensure maximisation of research data will be issued at the start of July 2011.

Please ensure that all staff in your College or Service etc. who deal with financial matters are given copies of these procedures and documentation.

Staff should note that the deadlines for direct input of purchase and sales invoices to APTOS will be enforced by the closure of period 12 at the end of the working day of the relevant deadline.

If there are any queries arising or further explanation required, please do not hesitate to contact your Finance Business Partner or:

Jeremy Pawley (j.pawley@ex.ac.uk; Ext. 5891), Tanya Hitchen (t.m.hitchen@ex.ac.uk; Ext 5009) or Frances Anson (f.anson@ex.ac.uk; Ext. 2214) or, Corporate Accounting, Finance Services, Room 260, Northcote House

1a. PURCHASE INVOICES (£ sterling) (external)	CONTACT	Gill Pearn Extn 3072
Invoices received up to and including 31 st July 2011 for goods/services received in 2010/11	Process as normal in 2010/11 Period 12	
Invoices received after 31 st July 2011 for goods/services received by the University prior to 1 st August 2011	Input directly to APTOS in 2010/11	Deadline: 8th August (period 12 closes)
Invoices received after 31 st July 2011 for goods/services received on or after 1 st August 2011.	Process invoices as normal in 2011/12 Period 1 and clearly mark <u>2011/12</u>	
1b. FOREIGN PAYMENTS (external)	CONTACT	Gill Pearn Extn 3072
Invoices received up to 22 nd July 2011 for goods/services received in 2010/11	Submit to Accounts Payable for processing in 2010/11	Deadline: 22nd July
Invoices received after 22 nd July 2011 for goods/services received by the University prior to 1 st August 2011	Complete form CD1/2011/A http://www.xe.com/ucc/ for exchange rates – and return to your Finance Business Partner (£500 is the suggested materiality level). This is particularly important for research and other externally funded projects that complete on or before 31 st July 2011.	Deadline: 12 noon 12th August
	AND Submit invoices in normal way to Accounts Payable for processing in 2011/12.	
Invoices received after 31 st July 2011 for goods/services received on or after 1 st August 2011.	Process invoices as normal in 2011/12 Period 1 clearly mark <u>2011/12</u>	
<p>Notes</p> <p><i>The key date is the date goods and services are received, <u>not</u> the date of the invoice, <u>nor</u> the date the invoice is received; you cannot choose in which year's budget to apply costs, you must account for the costs in the year to which they apply.</i></p> <p><i>Please ensure the correct invoice date is used on APTOS for invoices dated July 2011 but input from 1st August 2011. If the invoice date is left as the APTOS default date, the invoice will be posted into 2011/12 not 2010/11.</i></p> <p><i>During the first 6/7 working days of each month the previous month remains open for posting of invoices. This has implications for the posting date of supplier invoices. Invoices dated in the previous month will automatically default to the correct period, but ALL other invoices, including invoices dated prior to the previous month, will default to the current month. For example, when the months July and August are both open at the beginning of August, invoices dated prior to 1st July will default to August. The posting date (APTOS 'Per Date') should therefore be amended to 1st July <u>not</u> the actual date on the invoice, to ensure all old invoices are posted in the earliest possible month.</i></p> <p><i>Where a part delivery has been made, do not process the invoice for part- payment. Include the part amount due on the creditor schedule (CD1/2011) and process the whole invoice in 2011/12.</i></p>		

1c. CREDITORS <i>(where the University owes money)</i>	CONTACT Tanya Hitchen Extn 5009	
Goods/services supplied to the University prior to 1 st August 2011 for which the invoice has not been processed or submitted to Accounts Payable by 8 th August 2011	Complete form CD1/2011/A – estimate if necessary – and return to your Finance Business Partner (£500 is the suggested materiality level.) This is particularly important for research and other externally funded projects that complete on or before 31 st July 2011 Nil Returns are also required	Deadline for return: 12 noon 12th August

2a. SALES INVOICES (external)	CONTACT Phil Jones Extn 5029	
Supplies of goods/services made up to and including 31 st July 2011	Issue sales invoice as soon as possible after date of supply, dated when raised or 31 st July 2011, whichever is earlier.	Deadline: 11th August (period 12 closes)
	OR (if invoices are <u>normally</u> issued on your behalf by Accounts Receivable) submit request to Accounts Receivable clearly marked 2010/11	Deadline: to be received by 9th August
Notes <i>Where a college or service manually raises an invoice outside of APTOS, either in GBP or a foreign currency, for the supply of goods/services up to and including 31st July 2011 and the money has not been received by this date, then a copy of this invoice should be sent to Accounts Receivable by the deadline of 9th August 2011.</i>		
Supplies of goods/services already invoiced in 2010/11 for which a credit note is required	Submit request to Accounts Receivable clearly marked 2010/11	Deadline: 9th August
Payments (relating to sales invoices) received up to and including 31 st July 2011	Send immediately to Accounts Receivable for processing.	Deadline: to be received by 12 noon 29th July
Goods/services supplied after 31 st July 2011	Issue sales invoice as normal in 2011/12 dated August 2011.	
2b. DEBTORS <i>(people who owe the University money)</i>	CONTACT Tanya Hitchen Extn 5009	
Goods/services supplied by University prior to 1 st August 2011 for which the invoice has not been issued by 11 th August 2011	Complete form CD2/2011/A return to your Finance Business Partner (£500 is the suggested materiality level) Nil Returns are also required	Deadline: to be received by 12 noon 12th August

<u>3. ACCOUNTING FOR INCOME RECEIVED</u>	<u>CONTACT</u> Christine Bedford Extn 3129	
Areas sending cash via the Cashier's Office for transit to the bank by professional carrier for income up to and including 31 st July 2011.	Ensure the cash and paperwork are sent or taken promptly to the Cashier's Office.	Deadline: 1st August
Cash/cheques/cards received up to and including 31 st July 2011 and processed by Cashier's Office.	Ensure receipts relating to 2010/11 are kept separate from receipts relating to 1 st August 2011 onwards. Send or take immediately to the Cashier's office, together with paperwork.	Deadline: 1st August
<p>Notes <i>On no account must cash from the old year be mixed with cash from the new year. Please note that special cash collections can be arranged if necessary – contact Estate Patrol Ext. 3999</i></p> <p>Cash received by Finance Services after the deadline of 1st August will be processed in 2011/12, irrespective of the date on the paperwork.</p>		

<u>4. STAFF BUSINESS / NON-STAFF EXPENSE CLAIMS</u>	<u>CONTACT</u> Gill Pearn Extn 3072/3	
Expense claims for costs incurred in 2010/11	Expense claims RECEIVED in Accounts Payable by 22 nd July 2011 will be processed in 2010/11.	Deadline: to be received by 22nd July
Expense claim for costs that relate to 2010/11, which will be received in Accounts Payable after 22 nd July deadline	Complete form CD1/2011/C and return to your Finance Business Partner. This is particularly important for research and other externally funded projects that complete on or before 31 July 2011. (£500 is suggested materiality level).	Deadline: to be received by 12 noon 12th August
Expense claims for costs incurred after 31 st July 2011	AND Submit expense claims to Accounts Payable in the normal way.	
Expense claims for costs incurred after 31 st July 2011	Submit expense claims to Accounts Payable in normal way.	

<u>5. STUDENT EXPENSE CLAIMS</u>	<u>CONTACT</u> Tracy Banks Extn 5027	
Student expense claims for costs incurred in 2010/11.	Student expense claims RECEIVED in Accounts Payable by 15 th July 2011 will be processed in July.	Deadline: to be received by 15th July
Student expense claims that relate to 2010/11, which will be received by Accounts Payable after 15 th July deadline	Complete form CD1/2011/A and return to your Finance Business Partner. This is particularly important for research and other externally funded projects that complete on or before 31 st July 2011. (£500 is suggested materiality level).	Deadline for return: 12 noon 12th August
	AND Submit expense claims to Accounts Payable in normal way.	
Student expense claims for costs incurred after 31 st July 2011	Submit expense claims to Accounts Payable in normal way.	

<u>6. PAYROLL CLAIMS</u>	<u>CONTACT</u> Becky Allen Extn 3086	
Claims paid via Payroll for work done in 2010/11	The August 2011 payroll claims will be processed into 2011/12. However, claims relating to work done in 2010/11 that are RECEIVED in Payroll by 10 th August 2011 will be automatically accrued for in 2010/11.	Deadline: to be received by 10th August

<u>7. PETTY CASH EXPENDITURE</u>	<u>CONTACT</u> Christine Bedford Extn 3129	
Petty cash expenditure up to and including 31 st July 2011	Send petty cash book and claim for reimbursement to Cashier's office	Deadline 1st August
Notes <i>Do not send in a claim for reimbursement which spans both years. It is acceptable to close off petty cash earlier than 31st July 2011 and include all subsequent expenditure in 2011/12 unless material to the budget unit.</i>		

8a. INTERNAL TRADING SALES INVOICES (Z-accounts)	CONTACT Julie Martin Extn 3079	
Goods/services supplied internally on or before 31 st July 2011	Issue sales invoice as soon as possible after date of supply but before 27 th July 2011	Deadline: 27th July (period 12 closes)
Goods/services supplied internally on or before 31 st July but not invoiced by <u>27th July 2011</u>	Issue sales invoice in 2011/12 <u>dated 1st August 2011</u> .	(See note below)
<p>Notes <i>The deadline to enter 2010/11 internal transactions has remained as late as possible in order that the majority of internal transactions can be processed in the normal way (i.e. what happens throughout the year). This should effectively eliminate the need for internal transactions to be accrued for and, for this reason, the CD3 forms will not be issued as a matter of course.</i></p>		
8b. INTERNAL TRADING PURCHASE INVOICES (Z-accounts)	CONTACT Julie Martin Extn 3079	
All internal invoices dated up to and including 27 th July 2011	Process for payment as soon as possible following receipt but before 10 th August 2011. Any outstanding balances will be then be direct debited.	Deadline: 10th August (period 12 closes)
Disputed internal invoices (Please make every effort to resolve these prior to 31st July 2011)	Ensure supplying department and Julie Martin have been formally notified. All outstanding disputed invoices <u>will be reversed</u> at 31 st July in order to clear the internal ledger, but will be re-instated in 2011/12 pending resolution.	Deadline: 10th August
<p>Notes <i>If there is a need to provide for an internal transaction and the value is material to the receiving <u>AND</u> supplying department, a CD3/2011 form can be requested from Finance Services (ext 2214/5009) and the accrual(s) may be submitted by mutual agreement.</i></p> <p><i>Internal sales invoices dated on or after 1st August 2011 will not be able to be processed by the receiving college/service until 11th August when the old year internal purchase ledger has been closed and the new year internal purchase ledger has been opened.</i></p>		

9. EQUIPMENT	CONTACT Frances Anson Extn 2214	
Capital equipment schedules (items costing more than £25,000)	To be issued during July 2011 – confirmation of equipment purchases exceeding £25,000	Deadline for return: 5th August
Inventory schedules (items costing between £500 and £25,000)	To be issued during July 2011 – confirmation that inventory schedules are held by individual Colleges/Services. These may be inspected during the course of the external audit.	Deadline for return: 5th August

2011 KEY CLOSEDOWN DATES

By Close of Business (unless stated otherwise):			
FRIDAY	15 July	Last day for Student Expense Claims to be received in Accounts Payable for inclusion in 2010/11.	Note 1
FRIDAY	22 July	Last day for Foreign Currency Payments, Staff Business Expense Claims and Non-staff Expense Claims to be received in Accounts Payable for inclusion in 2010/11.	Note 2
WEDNESDAY	27 July	Last day for Budget Units to raise INTERNAL Sales Invoices .	Note 3
SUNDAY	31 July	APTOS: At 5pm access to 2010/11 accounting records will be temporarily restricted to Finance Services staff only. This is to enable critical year-end reports to be run. Please note that this restriction will NOT be lifted until 10am Monday 1 August .	
SUNDAY 31 JULY - YEAR END			
MONDAY	1 August	APTOS: 10am temporary access restriction lifted. Last day for Cash for July to be taken to Cashiers' Office.	
MONDAY	8 August	Last day for Budget Units to input or submit EXTERNAL Purchase Invoices .	
MONDAY	8 August	EDS Recharges to general ledger accounts for July.	Note 4
WEDNESDAY	10 August	Last day for Budget Units to input or submit INTERNAL Purchase Invoices .	
THURSDAY	11 August	Last day for Budget Units to input EXTERNAL Sales Invoices .	
FRIDAY	12 August	Last day that Budget Units themselves can make Journal adjustments.	
WEDNESDAY 24 AUGUST – LAST DAY FOR NOTIFICATION OF ADJUSTMENTS TO YOUR FINANCE BUSINESS PARTNER IN FINANCE SERVICES			

WEDNESDAY 31 AUGUST – 2010/11 APTOS CLOSED TO ALL EXCEPT CORPORATE ACCOUNTING

KEY DATES FOR RETURNS TO YOUR ACCOUNTING TEAM IN FINANCE SERVICES

FRIDAY	12 August - 12 noon	Creditor (external) forms (CD1/2011/A, B & C) + supporting documentation
FRIDAY	12 August - 12 noon	Debtor (external) forms (CD2/2011/A & B) + supporting documentation
FRIDAY	12 August - 12 noon	Accrued internal charges / income schedules (CD3/2011) if issued.
Link to CD forms:		http://admin.exeter.ac.uk/finance/corporate/year-end.shtml

KEY DATES FOR RETURNS TO CORPORATE ACCOUNTING (ROOM 260, NORTHCOTE HOUSE)

FRIDAY	5 August	Capitalised equipment (in excess of £25k) confirmations.
FRIDAY	5 August	Inventory schedule (between £500 and £25k) confirmations.
FRIDAY	12 August	Stock in progress / Work in progress schedules.

KEY COMPLETION DATES

FRIDAY	9 September	Completion of Management Accounts (Colleges and Services).
FRIDAY	16 September	Completion of figures for Published Accounts .

POINTS TO NOTE

1. Correct student expense claims received in Accounts Payable, Northcote House by Friday 15 July will be paid in July as normal. Student expense claims that **relate to July received in Accounts Payable after Friday 15 July** need to be accrued if material (CD1/2011/A). This is particularly important for research projects which complete on 31 July 2011.
2. Correct foreign currency payments, staff business expenses claims and non-staff expense claims received in Accounts Payable, Northcote House by Friday 22 July will be paid in July as normal. Payments or expense claims that **relate to July received in Accounts Payable after Friday 22 July** need to be accrued if material (CD1/2011/C). This is particularly important for research projects which complete on 31 July 2011.
3. Goods / services supplied internally and not invoiced by 27 July 2011 must be invoiced in 2011/12.

The deadline to enter 2010/11 internal transactions has remained as late as possible in order that the majority of internal transactions can be processed in the usual way (i.e. in accordance with what happens throughout the year). This should effectively eliminate the need for internal transactions to be accrued for and, for this reason, the CD3 forms (for internal transactions) will not be issued as a matter of course.

After the internal purchase invoice processing deadline of Wednesday 10 August all 2010/11 outstanding balances will be direct debited to clear the internal ledgers (the only exception to this is if they are in dispute - the balance will be reversed at 31 July and reinstated in 2011/12 pending resolution). Care must be taken in the new year when paying internal invoices as all undisputed old year invoices will have been paid.

If however there is a need to provide for an internal transaction and the value is material to the receiving and supplying department, a CD3 form can be requested from Finance Services (ext 2214 or 5009) and the accrual(s) may be submitted by mutual agreement.

4. General ledger direct recharges from the Concept system (i.e. the old B&E recharges) for July 2011 will be processed in 2010/11. However, Concept internal sales invoices for July 2011 will be processed in 2011/12. Accruals may be submitted by mutual agreement using a CD3, which may be requested from Finance Services (ext 2214 or 5009).
5. Purchasing card payments made in July 2011 will be processed in 2011/12. This is particularly important for research projects that complete on or before 31 July 2011. If necessary, amounts should be included on the appropriate creditor (CD1) form.