TO: Principal Investigators & Business Managers  
FROM: Sharon Bell, Controller  
DATE: May 3, 2010  
RE: Year End Close Deadlines for State Grants

STATE GRANTS  
YEAR-END PROCEDURES & DEADLINES

In order to ensure that URI receives all the funds for State Grants for FY 2010, the Grants and Contract Accounting Office must perform a quasi-close in order to bill the State of RI for all State Grants on or before June 30\textsuperscript{th}. It is very important that all information be processed in the PeopleSoft system prior to June 16\textsuperscript{th}. If any expenditure has not been recorded or accrued, there is a significant potential that URI will not be able to receive funds from these grants after June 30\textsuperscript{th}. Please review your grants to make sure everything is current.

Payroll - In order to bill the State for these grants, payroll accruals will have to enter into the system.

- The “State” Payroll accrual will be based on the distribution in the system used for the 5/28/10 payroll.
- Internal Payroll (PeopleSoft) accrual will be based on the distribution in the system used for the 6/11/10 payroll.
- 5/28/10 SR-1 Summer Recontracting that affect FY10 need to be processed in PeopleSoft
- 6/2/10 due in Payroll Office
  - All Payroll Adjustments for State Grants

Accounts Payable

- 6/11/10 4:00 PM in General Accounting Office in room 103 - Carlotti / Fish Bldg, GSO.
  - Invoice Vouchers and LVPOs must be approved by Grants & Contracts prior to submitting to Accounting.
  - Invoices on PO
  - Sub-contractor Invoices.
  - TEV for travel must be approved by Grants & Contracts prior to submitting to Accounting.
  - Receiving reports.
- 6/11/10 4:00 PM
  - Budget errors must be cleared.

If you have any questions please call
Tom Pitassi, Associate Controller G&C Accounting 874-2353  
Eileen Tobin, Director of G&C Accounting 874-4908  
Eileen Hayes, Manager of G&C Accounting - GSO 874-6403

Wednesday ~ May 26\textsuperscript{th} at 9:00 AM in Hardge Forum in Multicultural Center

The meeting will be to discuss the Year End cutoff procedures. The goal of these procedures is to make sure that all expenses and revenues relating to FY2010 are recorded in the proper period. All interested parties are encouraged to attend.