From the desk of the Controller

Congratulations to Coach Robbins and Warrior Baseball for their 2nd place finish in the NAIA World Series!

As we consider different options for replacing FRx (see below), we will be looking for input from departments regarding their financial reporting needs.

The Controller’s Office welcomes new colleagues Megan Spence and Cory Shaw to the fold – stop by and say hello to them.

Thanks to all in advance for helping us get the books closed at year-end and the new fiscal year started come July.

Have a good summer!

Jeff Phelps

Fiscal year dates and reminders

1. Make sure all deposits for FY2013, are submitted to the Cashier’s window by noon, June 27.
2. Mark your calendars to reflect the last check runs for FY2013; June 24 will be the last state account check run (acct number begins with a 10) and June 27 will be the last local account check run (all other accts).
3. Obtain new cost centers for grants beginning July 1. Initiate new PA’s and notify necessary departments of new cost centers.
4. FY14 requisitions will be accepted starting June 14. Clearly identify the fiscal year on the RQ to alleviate any confusion.
5. Submit FY14 requisitions for annual PO’s prior to June 28.
6. Clean up any old encumbrances and notify the Purchasing Dept. regarding needed disencumbrances prior to June 28.
7. Submit travel expense claims for processing by June 14.
8. Submit internal ID documents (ID-G,M,P,V,W) to the Controller’s Office for processing by June 20.
9. As in previous years, P-cards will be suspended June 20-30. No Pcard charges during this time.
10. Contact the Controller’s Office for answers to any questions. We are glad to assist in any way we can.
Meet our New Staff Members

Megan Spence
Megan started at LCSC in August of 2010 in Purchasing. Megan and her husband DJ got married in 2011 and live in Lewiston with their bulldog Rylie. She enjoys golfing, boating, camping in the summer, and loves to bake cupcakes.

Cory Shaw
Cory came to LCSC after moving here in support of her husband and his career at Sportsman’s Warehouse. She served in the US Navy stationed at Pearl Harbor, and feels this has enabled her to handle challenges with confidence. Cory enjoys floral design, painting, drawing, hiking, camping, and fishing in her spare time. Her family consists of her husband Mike and son Gabe. They live in a home they recently purchased and feel truly blessed to be here.

Cashier’s Corner

END OF YEAR. - It is that time again. June 30 marks the close of LCSC’s fiscal year. It is important to record all funds received by this deadline. Please submit all cash deposits and other cashier transactions as soon as possible to allow time for processing.

By submitting your deposits by Noon on Thursday, June 27, you can be assured to have them included in the current year’s business. We understand there could be some last minute payments that may not be available by this deadline; however, we would greatly appreciate receiving deposits as quickly as possible during the last two weeks of June to expedite processing for year end.

Petty cash transactions should be submitted by Noon, Thursday, June 20, to allow time for processing. Petty cash reimbursement requests submitted after this time/date will be processed in the new fiscal year.
Deadlines! There is a NEW deadline for SHIP waivers. Students who wish to opt out of the Student Health Insurance Plan (SHIP) must submit a waiver on Warrior Web by the FIRST day of the semester. **The Fall semester SHIP deadline is August 26.** Students should monitor their LCMail for an approval, denial or a request for additional information. Only students with an approved waiver will have the SHIP premium reversed from their student account charges.

The fee payment deadline remains on the FIFTH day of the fall semester, August 30, 2013. Fees can be paid on Warrior Web, at the Cashier’s Window or mailed to the college. Don’t forget we now accept VISA, in addition to American Express, Discover Card and MasterCard.

Students now have the option to receive their residual funds by electronic transfer to their bank account. Students who sign up for electronic processing will receive their residual funds faster than those who receive paper residual checks. Electronic refunds also reduce the costs associated with issuing residual funds. It’s faster, it’s cheaper, and it’s safer. Go Green. Encourage electronic residual funds!

Verification of attendance is required for students to be eligible to receive federal financial aid. Students are advised to monitor their attendance verification and student account balances on Warrior Web. Thank you for helping our students meet their fee payment deadlines with timely attendance posting.

Please direct students to the Controller’s Office regarding information or questions about registration charges, payment plans, late fees, residual checks, refunds, and the financial consequences of dropping classes or withdrawing.

**WebNow Insights**

With the year-end deadlines for the last check runs for FY13, be sure to log into WebNow and approve invoices promptly & notify us if you’re going to be on vacation the last week of June. Watch for handouts and a tutorial in FY14.
**Grants & Contracts**

If your grant is expiring as of June 30 and a new grant cycle is beginning July 1 with the new fiscal year please:

- Complete a *New Account Request Form* and send to Teresa Cole along with the notification of funding.
- Prepare new PA’s once a new cost center is assigned for the grant.
- Notify Bev Hill to change the cost center for telephone and photocopier expenses by July 5.
- Notify Campus Print and Mail Services and other departments to change the cost center for other expenses by July 5.
- Correct cost centers as necessary on any preprinted envelopes and forms.
- Review grant analyses and account detail on FRx on a timely basis and notify Teresa if an adjustment is necessary, as soon as it is determined.

If your grant is paying registration, stipends, or other amounts to students for the Fall 2013 semester please submit an authorization form to Teresa by August 1.

**P-Card Points**

To reflect expenditures in the correct fiscal year and due to Bank of America cutoff dates, **do not use your P-Card from June 20 - June 30**. As in previous years, June P-Card charges will be charged against FY2013 budgets. Be sure to allow for these charges in your budget planning. Please review and approve the June transactions by July 3. The June FRx reports will reflect May P-Card charges with a date of 06/01/13 and June P-Card charges with a date of 6/30/13.

**FRx Reports**

Due to numerous fiscal year end processes, the June FY2013 FRx reports will reflect transactions through June 28 and will not be updated with year-end adjusting entries or June P-Charges until July 12. Final FY2013 balances will be available on your June FRx reports, July 15.

This is the one time of the year that changes can be made to the FRx reporting trees. Contact Bev Hill with any changes you would like by July 12. FY2014 FRx reports will be available after year-end closing on July 29.

We have been living on borrowed time with FRx since neither Microsoft or Ellucian support FRx software anymore. We have been granted funding through the UAP process to replace the FRx reporting system and will be working with the I.T. department to explore our options.

Watch for more information in the fall.
### Important Dates to Remember:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 14</td>
<td>Last day to submit FY2013 travel claims</td>
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<tr>
<td>June 20</td>
<td>Last day to submit FY2013 ID’s</td>
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<tr>
<td>June 20</td>
<td>Petty Cash deadline at noon</td>
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<tr>
<td>June 20-30</td>
<td>P-Cards suspended</td>
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<tr>
<td>June 24</td>
<td>Last FY2013 <strong>State</strong> account check run</td>
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<tr>
<td>June 27</td>
<td>Last FY2013 <strong>Local</strong> account check run</td>
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<td>June 28</td>
<td>Deposits accepted until 10 am</td>
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<tr>
<td>June 28</td>
<td>FY13 Requisitions accepted until 11 am</td>
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<tr>
<td>July 1</td>
<td>Fiscal Year 2014 begins <em>Happy New Year</em></td>
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<tr>
<td>July 3</td>
<td>June P-Card approval deadline</td>
</tr>
<tr>
<td>July 15</td>
<td>Final FY2013 FRx reports available</td>
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<tr>
<td>July 16</td>
<td>FY2013 Year End Close *Colleague unavailable between 2-3pm.</td>
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<td>July 19</td>
<td>Fall charges on Warrior Web Student Account Statements</td>
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<tr>
<td>July 29</td>
<td>FY2014 FRx reports available</td>
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<tr>
<td>August 16</td>
<td>First Financial Aid posting for Fall 2013</td>
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<tr>
<td>August 23</td>
<td>Financial Aid Residual (Paper) Checks released</td>
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<tr>
<td>August 26</td>
<td>Fall Semester begins, LAST day to submit health insurance waivers</td>
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<tr>
<td>August 26</td>
<td>External financial auditors, Moss Adams LLC, arrive. Be prepared to</td>
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<td>present P-Card documentation as needed.</td>
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<tr>
<td>August 30</td>
<td>Last day to pay Fall semester fees without late fees</td>
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**Have a Safe and Fun Summer!**