Welcome to the Fiscal Close Bulletin.
The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.

May 15, EOD

Upcoming Deadlines

- **May 15, EOD**
  - Last day to submit May ILTF Requests
  - Last day to submit Travel Expense Reports

What You Need To Know

- **Foundation Transfers, PPM 410-5 and PPM 410-6**
  - Advancement Services is reviewing balances of gift funds and will ask your business unit for help to comply with the following:
    - Gift and Foundation Accounting will be transferring balances from the Foundation to campus ledger for Foundation funds where the campus expendable is in deficit or the Foundation expendable is less than $500 with no recent transfer activity. These transfers will post on May 31, 2022. If you want to ensure these transfers are going into a particular project or financial unit, please submit a Request for Funds form by May 20, 2022.
    - A notice of gift funds non-compliant with PPM 410-5 will be sent to fund holders and business officers to help prepare a carryforward request or spending plan, due September 30, 2022. More information can be found on the Policy on Expenditure of Gift Funds webpage.

- **Gift and Foundation Accounting**
  - All units with gift funds are responsible for developing and providing timely and impactful stewardship reports to donors on the use of and expenditure of their gifts. The Office of Gift Policy and Donor/Fund Stewardship will be asking for a narrative of the use of endowed gifts for the period July 1, 2021 to June 30, 2022 and a stewardship report of expendable (current-use funds) gifts of $1 million or more, to be submitted by July 29, 2022. If you have any questions, please email fundstewardship@ucsd.edu.

What You Need To Know (continued)

- **Final Local Approval Deadlines for UCPath Direct Retros/Funding Entry Freeze**
  - **Monday, May 16 @ 5:59am**: Biweekly Final Local Approval for posting in May
  - **Friday, May 20 @ 5:59am**: Monthly Final Local Approval for posting in May
  - **Tuesday, July 5 @ 5:00pm**: Monthly/Biweekly Final Local Approval for posting in June

Note: the deadline has been extended for Fiscal Close
The above deadlines are very important to departments performing corrections associated with Payroll on Project "Zero"/No project/Project "000000". In order to ensure timely posting of corrections, departments should submit an approval request by the respective deadline.

Fiscal Year End Support

We are here to support you.

Call the Finance Help Line
(858) 246-4237

Tuesdays through Thursdays
10:00 AM - 12:00 PM | 1:00 PM - 3:00 PM

Current Contacts

Visit the UCPath website for more information.

Submit a Ticket

You can also submit a ticket online through the UCPath website.

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