

# COLLEGE of CHARLESTON

## OFFICIAL PROCEDURE

**Fiscal Year Closing**

**7/21/16**

### **Procedure Statement**

In accordance with the terms of the Constitution of South Carolina, as amended, and the Code of Laws, the fiscal year of the State shall begin on July 1, and end on June 30 each year. The College maintains accounting transactions on the accrual basis of accounting. In accordance with the South Carolina Comptroller General's Office, the Controller's Office will process financial transactions that relate to the fiscal period under review.

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### **Procedure Manager and Responsible Department or Office**

#### **A. Controller's Office**

The Controller's Office is responsible for ensuring that all documents; cash disbursements and receipts, appropriation transfers, intradepartmental transfers, journal vouchers, etc. are prepared and recorded accurately and timely for inclusion in the state-wide Comprehensive Annual Financial Report (CAFR).

#### **B. Faculty and Staff**

College of Charleston faculty and staff have the responsibility for ensuring that they adhere to the approved internal and external schedule of financial activities as prepared by the Controller's Office.

#### **C. Vendors and Payees**

College of Charleston vendors and payees must provide the Controller's Office with valid invoices that adequately describe the vendors' names, addresses, itemized descriptions of goods and services, terms for payment, etc. as well as properly completed Internal Revenue Service Forms W-9 or W-8 evidencing their business type (corporation, sole proprietorship, partnership, etc.), domestic or foreign status, and tax identification numbers.

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## Departments/Offices Affected by the Procedure

This procedure affects all of the departments and offices of the College of Charleston.

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## Procedures Related to the Procedure

Sound financial practices will facilitate the College's ability to close the fiscal year timely, to produce financial statements that conform to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards, and to meet the timelines as set by the State of South Carolina Comptroller General's Office.

### Fiscal Year Closing

#### A. General Requirements of the State of South Carolina

In accordance with the terms of the Constitution of South Carolina, as amended, and the Code of Laws, the fiscal year of the State shall begin on July 1, and end on June 30 each year.

In accordance with the South Carolina General Appropriations Act, the State requires that goods and services received within a fiscal year (7/1/xx through 6/30/xx) must be paid for from that fiscal year's funds. Please see the Controller's Office website for additional information regarding Prepaid Expenses.

Unless specifically authorized herein, State appropriations provided as ordinary expenses of the College of Charleston will lapse on July 31st of the first fiscal year following the fiscal year in which the funding was authorized (e.g. fiscal year 2016 (7/1/15~6/30/16) appropriations lapse July 31, 2016).

Appropriations for Permanent Improvements, now outstanding or hereafter provided, shall lapse at the end of the second fiscal year in which such appropriations were provided, unless definite commitments shall have been made, with the approval of the State Department of Administration and Joint Bond Review Committee, toward the accomplishment of the purposes for which the appropriations were provided.

#### B. General Requirements of the College

The Controller's Office will approve a year-end closing schedule of activities inclusive of invoice and journal entry processing, accruals, and financial reporting to coincide with the State's requirements.

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### Related Policies, Documents, or Forms

S. C. Code of Laws Sections including, but not limited to:

- 11-9-80 (Fiscal year starts July 1 and ends June 30)

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**Issue Date:** 4/8/2008

**Date of Procedure Revision:** 7/21/2016

**Next Review Date:** 10/15/2020