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INSTITUTE'S FISCAL YEAR END

For accounting purposes, the Institute's year end is July 31, 1997. So that the books can be closed, the audit completed, and the financial statements prepared for submission to the Board of Directors, it is essential for each team to:

- Forward all open invoices to the General Accounting team by **July 18**. **Invoices received in your area after July 18 and before August 1 should be walked over to General Accounting.** New York and Washington employees should fax (X3342) copies of those open invoices to the attention of Marc Simon and send him the hard copies through interoffice mail.
- **All employee Expense Reports and invoices for staff travel, meeting expenses, etc. should be submitted to General Accounting by July 18.**
- If an invoice is not received from a vendor by **Friday, July 25**, please provide details to Marc Simon (X3818) or Elaine Milone (X3218).
- Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- Legal, professional and consulting services are an important part of the year-end accrual process. Please contact Marc Simon or Donna Borowicz if you are aware of any outstanding invoices, or services for which invoices have not yet been received.

Also, all employee monthly work reports for July should be received by the Financial Analysis & Budget Team by **noon on Friday, August 1**. Please make sure that:

- All requested information is provided accurately and completely.
- You use correct activity numbers.
- You total all work hours correctly.

Your attention to these matters is appreciated.

PRINTING SERVICES - DON'T FORGET THOSE ACTIVITY NUMBERS

When submitting requisitions to Printing Services ***please ensure to indicate your team number and the correct activity number*** to which the service is to be charged. Missing numbers or incorrect numbers generate a myriad of problems that effect other areas such as Payroll. Thank you for your cooperation.

