



**TO:** UNIVERSITY COMMUNITY

**FROM:** ISABEL BLANCO PERUYERA, INTERIM CONTROLLER  
FIU FOUNDATION AND DIRECT SUPPORT ORGANIZATIONS

**SUBJECT:** YEAR-END DEADLINES

**DATE:** APRIL 29-2015

To facilitate the timely and accurate closing of the June 30, 2015 fiscal year, the FIU Foundation, Inc. is asking for your assistance. Below is the closing schedule for thPlease different transactions as well as a list of Foundation staff members that you may contact for assistance. You will also note that these deadlines are in accordance with the University's year-end deadlines. Please share this information with your staff as needed.

**Year-End Deadlines:**

- Fri June 12, 2015** Last day to submit DSO Reimbursement requests to FIU Foundation for expenses posted by May 31, 2015.
- Last day for all disbursement requests for purchases, services or employee expense reimbursements (T&E) related to the 2014-15 fiscal year must be submitted to the Foundation Business Office. Any payment requests related to the current fiscal year received after that date may be delayed or returned unpaid.
- Tue June 30, 2015** Last day to submit deposits, internal transfer requests and any correction journals; please review and reconcile your projects and verify that they have been recorded accurately to the respective funds.
- Fri July 24, 2015** General Ledger is scheduled to be closed by the end of day; however, it will not yet include final investment returns or distribution of investment income and administrative fees charged to endowments that are *not* underwater. Upon Foundation's receipt of all final investment management statements for June 2015 (expected sometime in August); the Ledger will be re-opened and these entries will be recorded as of June 30, 2015.

**FIU Foundation Staff:**

<b>Area</b>	<b>Contact</b>	<b>Phone/Email</b>
Foundation Main Office	Maria Lorenzo Administrative Assistant	lorenzom@fiu.edu (305) 348-3758
Vendor Payments	Rosario Largaespada Accountant	laragarespada@fiu.edu (305) 348-2358
Employee Expense Reimbursements	Ana Perez Accountant	aperea@fiu.edu (305) 348-4882
Deposits	Margarita Zabalo Senior Accountant	zabalom@fiu.edu (305) 348-3795
Account Inquiries	Aracely Lafarga Accounting Coordinator	lafargaa@fiu.edu (305) 348-1961
Establishment of New Projects	Angelica Sanchez Accounting Coordinator	angelica.sanchez@fiu.edu (305) 348-6221
Athletics Finance Corp. and Research Foundation	Jacqueline Leon Accountant	jacqueline.gonzalez3@fiu.edu (305) 348-2359
Additional Contacts	Isabel Blanco Peruyera Interim Controller	iblanco@fiu.edu (305) 348-8377

For additional information, please visit the Foundation website at <http://give.fiu.edu/> which contains online forms, policies and procedures or contact us at the Foundation Office.

Your cooperation is greatly appreciated.