UNIVERSITY OF MAINE SYSTEM
YEAR-END RECONCILIATION PROCEDURES
June 30, 2007

Exhibits referred to in this document and University specific requirements are located on the Finance and Treasurer web site at http://www.maine.edu/system/oft/oft_yearend.php.

1. BANK RECONCILIATIONS

All of the bank accounts over which you have control should be reconciled as of June 30, 2007 and the reconciliations forwarded to SWS by July 13, 2007. Exhibit I is to be completed for each of the accounts and all supporting data are to be retained for each account for that period. This includes bank statements, canceled checks, debit/credit memos and deposit slips. A copy of the bank statement should be attached and sent with Exhibit I. To assist with abandoned property reporting, please attach a list detailing the individual check amounts in the outstanding total on Exhibit I. Please note that this is a self-balancing reconciliation between a cashbook and bank statement, which necessitates completing both sides. See the specific requirements for your University for a listing of accounts requiring completion of Exhibit I.

   DUE DATE    JULY 13, 2007    EXHIBIT I

2. IMPREST FUNDS

   A. The reconciliation of your Imprest Funds as of June 30, 2007 should be prepared using Exhibit IV for each chart field combination. See the specific requirements for your University for a listing of applicable combinations.

   B. To assure that June cash disbursements are recorded in the June 30, 2007 monthly reports, your request for reimbursement should be entered into the Accounts Payable System by Friday, June 29, 2007 and the entries should be prepared to distribute the expenses to the appropriate departments. Any request for reimbursement after June 29, 2007 for June transactions must be accrued in accordance with section 9A of this document. A 6/30 journal entry should also be entered to distribute the expenses to the appropriate departments.

   DUE DATE    JULY 13, 2007    EXHIBIT IV
3. RECEIVABLE ACCOUNTS

A. STUDENT AND OTHER ACCOUNTS RECEIVABLE

(1) YEAR-END TIMING - ISIS

The June 29, 2007 update to ISIS will be the last update to generate entries to be fed to the general ledger for FY2007. Therefore, all FY2007 ISIS transactions must be fed to the general ledger on or before June 29.

Student account receivables are to be aged and reconciled as of June 30, 2007. The Aging Report from the ISIS System that is sent to your University on July 2, 2007 by ITS should be used. Receivables that are not maintained on ISIS will require manual aging on Exhibit IIA or a similar report.

The ISIS Trial Balance Reports run on the weekend of 6/30-7/01 must be reconciled to their general ledger balance as of June 30 using Exhibit II. June month-end balances in the general ledger for other receivables should also be reconciled to detail using Exhibit II or similar format. The ARAS/ISIS Clearing Accounts should also be reconciled using Exhibit II. Journal entries should be prepared and entered for any differences and be reported on Exhibit II. Write-off of student receivables should be made by charging your reserve for doubtful accounts (account code 13003).

See the specific requirements for your University for a listing of applicable student and agency receivable accounts.

DUE DATES JULY 13, 2007 EXHIBIT IIA EXHIBIT II

(2) YEAR-END TIMING – MAS90

All transactions impacting receivables maintained in MAS90 should be entered in MAS90 and fed to the general ledger by the end of the day on June 28th. The System Office will be running year-end trial balance and aging reports from MAS90 during the day on June 29.

DUE DATES JUNE 28, 2007 NO FORM
3. RECEIVABLE ACCOUNTS – (continued)

A. STUDENT AND OTHER ACCOUNTS RECEIVABLE – (continued)

(3) BREAKDOWN OF ACCOUNTS RECEIVABLE AS OF JUNE 30, 2007

Exhibit IIB should be used to provide a breakdown of the general ledger chart field combinations comprising each outstanding account receivable not maintained in ISIS or in MAS90.

DUE DATE JULY 13, 2007 EXHIBIT IIB

(4) RESERVE FOR DOUBTFUL ACCOUNTS - JUNE

Your Reserve for Doubtful Accounts should be reviewed with the Monthly Student Receivable Aging Report furnished by SWS Accounting and the reserve must be funded at the benchmark amount before June 30, 2007. As recommended by our external auditors, any funding above the benchmark amount should be explained in writing and forwarded to the SWS Accounting Department.

DUE DATE JULY 13, 2007 CAMPUS FORM

(5) ARAS/ISIS CLEARING ACCOUNT RECONCILIATION

Reconciliation of the ARAS Clearing accounts (account codes 16100 – 16121) needs to be completed by the preparation of an Exhibit II using the June 30, 2007 balance in GL Inquiry. All balances must be set to zero during the year-end closing period using a June 30, 2007 journal entry date.

DUE DATE JULY 13, 2007 EXHIBIT II

B. DIRECT LOAN FUNDS ADVANCED

All direct lending accounts should be reconciled to detail records as of June 30, 2007. Use Exhibit II or similar format.

DUE DATE JULY 13, 2007 EXHIBIT II and IIA
4. LOANS RECEIVABLE - PERKINS AND NSL

Exhibit IX should be prepared for each Loan Fund, reconciling Campus Partners’ records to PeopleSoft. Any differences must be corrected by journal entries and entered by the University, so that PeopleSoft agrees with Campus Partners at June 30, 2007.

A detailed listing of student payments is required in support of the Perkins/NSL Miscellaneous Deposit Account Balance (Exhibit IXA).

DUE DATES JULY 13, 2007 EXHIBITS IX and IXA
(OR TWO WORKDAYS AFTER THE RECEIPT OF CP REPORTS)

5. LOANS RECEIVABLE - UNIVERSITY

(1) DETAILED TRIAL BALANCE - AGED AS FOLLOWS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TOTAL LOAN BALANCE DUE</th>
<th>120 DAYS OR LESS</th>
<th>121 DAYS TO 1 YR</th>
<th>1 YR TO 2 YRS</th>
<th>2 YRS TO 3 YRS</th>
<th>3 YRS AND OVER</th>
<th>WRITE-OFFS</th>
</tr>
</thead>
</table>

The aged trial balance (Exhibit IIC) should be reviewed for recommended write-offs. If write-offs are required, prepare and enter journal entries debiting account code 65200 and crediting the appropriate note receivable account code 13700.

(2) Exhibit II should be prepared for each chart field combination listed in the specific requirements for your University and journal entries submitted for any difference.

DUE DATE JULY 13, 2007 EXHIBIT II
EXHIBIT IIC

6. OTHER INVESTMENTS

The detail of all other investment accounts, which are University controlled or administered, is to be submitted on Exhibit III. All passbooks should be posted as of June 30, 2007 showing interest earned. See the specific requirements for your University for a listing of banks and number of accounts to which this section applies.

DUE DATE JULY 13, 2007 EXHIBIT III
7. PLEDGES RECEIVABLE

A. OUTSTANDING PLEDGES

The following information should be provided as of June 30, 2007 for each pledge receivable:

- Donor name
- Original pledge amount
- Pledge balance outstanding (total balance left to be paid)
- Project title and the 10-digit Benefactor translation code used to post the pledge payments to the general ledger. The System Office will translate the 10-digit code to get the PeopleSoft chart field combination.

DUE DATE JULY 13, 2007

B. PLEDGE REQUIREMENTS NOT YET MET

Occasionally a donor makes a pledge to the University but requires that the University fulfill certain requirements (e.g., raise a matching amount of money) before the donor will pay the pledge. Pledges of this type should not be included in the University’s financial statements until all requirements have been fulfilled. Therefore any such items that are included on the list of outstanding pledges from item ‘A’ above should be identified. Exhibit XIII should be used to report such pledges. Needed information includes the donor’s name, pledge date, pledge amount, 10-digit Benefactor translation code, and a description of the unfulfilled requirements remaining as of June 30, 2007.

DUE DATE JULY 13, 2007 EXHIBIT XIII

C. CASH FLOWS FOR OUTSTANDING PLEDGES – JUNE 30

A separate report should be provided for each 10-digit Benefactor translation code, showing the following information by fiscal year:

- Donor name
- Outstanding pledge balance
- The amount to be collected from the donor for that fiscal year

Note that the total cash flows should equal the total pledges outstanding in the report for letter “A” above.

DUE DATE JULY 13, 2007
7. PLEDGES RECEIVABLE – (continued)

D. PERCENTAGE OF UNCOLLECTIBLE PLEDGES

Specifically identify the outstanding pledges you estimate will be uncollectible or provide a percentage of the total outstanding pledges that you estimate will be uncollectible.

DUE DATE JULY 13, 2007

8. SUMMER SESSION DEFERRAL AND OTHER DEFERRED REVENUES

As mentioned in prior correspondence, only a portion of expenditures and revenues appearing in summer session chart field combinations for the months of April, May, and June 2007 will be deferred to FY2008. Salaries and wages and the related benefits will not be deferred at all, but will remain as FY2007 expenses. Non-payroll expenditures and revenues will be deferred at the end of each month using the PeopleSoft allocation process. The percentage to be deferred will be based on the March 20, 2007 letter from Darla Reynolds unless you indicated a different percentage when you provided your list of summer session chart field combinations.

If after March 31 you still had pre-April 1st items in your summer session accounts that should be deferred, the deferral adjustment will have to be processed as a June 30 entry after the allocations for June have been processed. Report such items on Exhibit V, label them as additional Summer Session Deferral, and send them to the System Accounting Department.

The summer session liability accounts and other deferred revenues and deposit accounts must be reconciled as of June 30, 2007 using Exhibit II. You need to ensure that the allocation process run by the System Office in April, May, and June deferred the amounts that you intended.

DUE DATE JULY 13, 2007 EXHIBIT II
9. **ACCRUED EXPENSES - ACCOUNTS PAYABLE**

The cost of all goods which have been physically received and services which have been performed by June 30, 2007 must be accrued to FY2007. How the accrual is processed depends on which of the following categories the item belongs to as of June 30.

**(1) Purchasing System – Match Exceptions**

Match exceptions related to goods or services physically received on or before June 30, 2007 must be resolved by July 20, 2007 so that the amounts can be accrued to FY2007 and so that the System Office can roll open purchase orders over to FY2008.

The System Office is currently exploring a new method to address any match exceptions that may still remain as of July 20th. When the new method is finalized, the System Office will communicate to you what steps need to be taken by the campuses to ensure that these items are accrued to FY2007.

**CUTOFF DATE - ALL FY07 MATCH EXCEPTIONS CLEARED BY JULY 20, 2007**

**(2) Purchasing System – Receiving information recorded by June 30**

All items on purchase orders which have been recorded as being received in the Purchasing System but not invoiced as of June 30, 2007 should be accrued and charged to the FY2007 general ledger. The process for accruing such items will depend on whether or not an invoice is vouchered by the cutoff date for accruals:

- If the invoice is vouchered during the July 1 thru July 20 time period, follow the directions in item #4 below.

- Any items that are not vouchered by the cutoff date will be accrued by the System Office via an accrual process in PeopleSoft. The chart field combination indicated on the purchase order will be charged. Prior to the accrual being processed, the System Office will provide a listing of such items to the campuses for their review.
9. A. ACCRUED EXPENSES - ACCOUNTS PAYABLE – (continued)

(3) Purchasing System – Receiving information recorded after June 30

Any goods or services **physically** received on or before June 30, 2007 should be processed as received in the purchasing system using a date of June 30 or earlier. Such receiving must be recorded in the purchasing system by July 20, 2007.

The process for accruing these items as FY2007 expenses will depend on whether or not an invoice is vouchered by the cutoff date for accruals:

- If the invoice is vouchered during the July 1 thru July 20 time period, follow the directions in item #4 below.

- Any items that are not vouchered by the cutoff date will be accrued by the System Office via an accrual process in PeopleSoft. The chart field combination indicated on the purchase order will be charged. Prior to the accrual being processed, the System Office will provide a listing of such items to the campuses for their review.

**CUTOFF DATE - ALL FY07 RECEIVING ENTERED BY JULY 20, 2007**

(4) Invoices Vouchered July 1, 2007 thru July 20, 2007

All invoices vouchered through June 30, 2007 will be recorded in the FY2007 general ledger.

**ALL** invoices (**including construction invoices**) for which material has been received or services have been provided by June 30, 2007 and that have not been vouchered by June 30, 2007 should be processed as FY2007 accruals. To process invoices as accruals, they must be vouchered in PeopleSoft AP using the Voucher Entry screen, Invoice Information tab with an **Accounting Date** of ‘06/30/2007’. Please note that this input field defaults to the current calendar date; therefore, you will need to change the date. Invoices processed in this manner will automatically be posted to FY2007 in the general ledger.

**NOTE:** All invoices received by the Universities July 1 through July 20, 2007 must be annotated indicating the dates materials were received, per recommendation of the Audit Committee, Board of Trustees. Invoices processed after June 30, 2007 will be reviewed by our auditors for inclusion in the accrued expense list.

**CUTOFF DATE - ALL VOUCHERS ENTERED BY JULY 20, 2007**
9. **A. ACCRUED EXPENSES - ACCOUNTS PAYABLE – (continued)**

(5) **Invoices Vouchered after July 20, 2007**

Copies of invoices processed in PeopleSoft AP after the cutoff date of July 20th should be forwarded to the System Accounting Department IF:

- The invoice is for goods or services physically received by the University by June 30, 2007, and
- The invoice amount is $25,000 or more, and
- The item was not manually accrued pursuant to another item under Section 9.A of this document.

These items will be manually accrued to FY2007 by the System Accounting Department. System Accounting will also record the reversing entry for FY2008.

**DUE DATE AUGUST 17, 2007 INVOICES**

(6) **Other Accruals**

Other estimated accruals such as utilities should be prepared on Exhibit V. Please prepare and enter journal entries for the accrued expenses listed on Exhibit V. The chart field combination to be credited for accrued expenses is UMS08-8150100-00-20001 (BU-Dept-Fund-Acct).

**WARNING: DO NOT ADD ANY INVOICES TO EXHIBIT V FOR INVOICES PROCESSED IN PEOPLESOFK WITH AN ACCOUNTING DATE OF JUNE 30, 2007 OR BEFORE, AS THEY WILL BE DUPLICATED.**

**DUE DATE JULY 20, 2007 EXHIBIT V**
9. B. ACCRUED EXPENSES – TRAVEL AND EXPENSE MODULE

The costs of all travel and expenses incurred prior to July 1 should be accrued as FY2007 expenses. Some of the costs for FY2007 will not, however, be paid until after June 30. For these items, the campuses need to ensure that the trip dates recorded in the travel module indicate that the travel occurred prior to July 1. The System Accounting Office will run a process each night to identify the costs paid for pre-July 1 travel and accrue the items to FY2007 in the general ledger. The System Office will also process the needed reversing entries for FY2008.

It is imperative that all persons traveling prior to July 1, 2007 submit their travel expense reports prior to July 20th so that the travel costs can be appropriately accrued to FY2007.

CUTOFF DATE - ALL VOUCHERS ENTERED BY JULY 20, 2007

9. C. ACCRUED EXPENSES – PURCHASING CARD

The campuses should map all approved transactions to the general ledger by the end of the business day on June 29, 2007.

For mappings made by the campuses to PeopleSoft GL through July 20, 2007 the campus must determine what items should be accrued to FY2007 and what items should be charged to FY2008. As has been done in prior years, two mapper files will need to be created: one for the FY2007 accruals and one for the FY2008 charges. The process for creating these mapper files is similar to what has been done in prior years (i.e., authorizing and unauthorizing items to include or exclude them from the mapper file being created).

After the mapper file for the accrued items has been created you must make a few changes to it before uploading it to PeopleSoft GL. You must change the journal date to 06/30/2007 (it defaults to the current date) and give it a unique journal ID. Based on the 06/30/2007 date, this mapping entry will be posted to FY2007 in PeopleSoft GL.

DUE DATE JULY 20, 2007
9. D. FUNDING MAJOR EQUIPMENT ENCUMBRANCES (E&G ACCOUNTS EXCLUDING SUMMER SESSION)

In compliance with Administrative Practice Letter Section III-B, University Chief Financial Officers may carry over unused departmental funds to pay for major equipment that has been ordered but not delivered during the current fiscal year. To carryover such funds a journal entry should be recorded in the ACTUALS ledger, transferring the money from the applicable department’s chart field combination to the equipment carryover reserve in fund 15. These transfer entries should be dated ‘06/30/2007’ and should be posted by July 13, 2007. To ensure that these transfer entries are reversed in FY2008, please note the following:

When creating the 6/30/2007 entry to transfer the money to the reserve, on the journal header tab click on the hyperlink, “Reversal: Do Not Generate Reversal.” On the new page that is opened, click the radio button for the reversal option called, “On Date Specified By User” and enter 07/01/2007 as the reversal date. Click ‘OK’ and finish your journal entry as usual.

The University Chief Financial Officer must provide to the Office of Finance & Treasurer a listing of all equipment that is being funded by these transfers. The listing should include the name of the department providing the funds and the related chart field combination, a description of the equipment ordered, and the amount of the order. It should be received by the Office of Finance & Treasurer prior to the transfer of funds. If the listing has not been received at SWS by the day following the funds transfer, then the transfer will be reversed by SWS until the listing is provided. If the listing is not received by the time the books are closed, the transfer will not occur.

DUE DATE JULY 13, 2007 JOURNAL ENTRY & LISTING

10. INVENTORIES AND PREPAID EXPENSES

A. Cafeterias, Dining Halls, Commissaries, Unions, University Press, Central Supply

These inventories are required as of June 30, 2007. Exhibit VIIA, or a facsimile thereof, should be used in preparation of inventory detail in the absence of any computer listings or printouts. The value of these inventories should be stated at cost. See the specific requirements for your University for a listing of inventory accounts requiring completion of Exhibit VIIA.

DUE DATE JULY 13, 2007 EXHIBITS VIIA
10. INVENTORIES AND PREPAID EXPENSES – (continued)

B. Bookstores

A physical inventory is required for all Universities as of June 30, 2007. Exhibit VIIA, or a reasonable facsimile, may be used in lieu of computer listings. Stated value is to be at cost. Please note that if your computerized inventory system provides the actual cost of each item in inventory, use the actual cost instead of using cost ratios to roll the inventory back to estimated cost from the retail amount. If it is necessary to roll back the inventory from retail, the percentages used in devaluing to cost should be indicated on Exhibit VIIIB which is the Bookstore Inventory Summary. The following schedules in support of your physical inventory should also be included:

1. Returns, for which credit has not been received using Exhibit VIIC.
2. Received-not billed using Exhibit VIID. This is for inventory which has been counted and included in the physical inventory, but for which the appropriate invoices have not been received and/or processed and included on the June 30 Financial Reports.
3. Any obsolete, damaged or extremely slow-moving inventory should be separately counted, valued and identified by category; i.e. books, novelties, etc. The detail for this inventory should be reported on Exhibit VIIA and the totals carried forward to Exhibit VIIIE. Your estimates of net realizable value and recommendation for disposition should also be noted or commented upon with an attachment to Exhibit VIIIE.

DUE DATE JULY 13, 2007 EXHIBITS VIIA, B, C, D, E
10. INVENTORIES AND PREPAID EXPENSES – (continued)

C. Capital Equipment Inventory

All information needed to update your capital equipment inventories should be forwarded to the System’s Capital Asset Accountant by August 1, 2007. Here are a few reminders:

- Capital equipment (including furniture and motor vehicles) includes any items with a unit cost of $5,000 or more with a useful life of more than one year.
- Equipment should be recorded in the inventory system only if it has been received and should be recorded at actual cost, not at the purchase order amount.
- The chart field combination to be entered in the inventory system is the combination that was charged for the purchase. Thus, if the equipment was purchased with grant money, the grant project combination should be entered, not the department’s fund 00 combination.

Please refer to the System’s Administrative Practice Letter Section I-G.2, “General Accounting for Capital Assets” for more information on the equipment inventory and capital equipment.

DUE DATE AUGUST 1, 2007 CAMPUS FORM

D. Prepaid Expenses - General

Only the cost of materials or services received by the University during FY2007 (July 1 to June 30) should be recorded in the general ledger as expenses (account codes 6xxxx). If you paid for items in FY2007 that you will not receive in whole or in part until after FY2007, you should record these items as an asset called prepaid expenses (account code 15000). An example of an item that is generally prepaid, at least in part, is software support or maintenance costs. The bill is paid in one fiscal year; however, the period covered by the maintenance agreement falls partly in the current fiscal year and partly in the next fiscal year. The dollar amount of the invoice should be prorated so that the costs allocable to the next fiscal year are recorded as a prepaid expense. See the System’s Administrative Practice Letter Section I-A, “Prepaid Expenses and Deferred Revenues” for more information.

Exhibit VIIA should be completed, detailing the items that comprise prepaid expenses.

DUE DATE JULY 13, 2007 EXHIBIT II
10. INVENTORIES AND PREPAID EXPENSES – (continued)

E. Prepaid Travel

The Prepaid travel account (15101) should be reconciled with the balance in the PeopleSoft travel and expense module. Please feel to contact the System Procurement Office or the System Accounting Office for help with these items.

DUE DATE JULY 13, 2007 EXHIBIT II

11. GIFTS PENDING AND GIFT CLEARING ACCOUNTS

A. These accounts must be reconciled at June 30, 2007. The reconciliations should be prepared on Exhibit II, and any differences adjusted by journal entries.

DUE DATE JULY 13, 2007 EXHIBIT II

B. A listing must be provided to support the June 30, 2007 balance in these accounts. The listing should include the following information: date of gift, donor’s name, amount of gift, title of the fund to be created/chart field combination to which the gift will eventually be credited, and restrictions.

DUE DATE JULY 13, 2007

12. OTHER LIABILITY ACCOUNTS

Most Universities are responsible for certain liability accounts in our general ledger, and although they should be reconciled monthly, they must be reconciled at June 30, 2007. The reconciliation should be prepared on Exhibit II, and any differences adjusted by journal entries. Detail support should be available upon request.

See the specific requirements for your University for a listing of accounts requiring reconciliation.

DUE DATES JULY 13, 2007 EXHIBIT II
13. STUDENT ACTIVITY ACCOUNTS

Balance sheets and trial balances are to be completed for each student activity bank account still open as of June 30, 2007.

NOTE: Exhibit XI should balance to Exhibit XII. Exhibit XII should include all Exhibit I Agency Bank Account checkbook balances and all Exhibit III savings and other investment balances.

DUE DATE JULY 13, 2007 EXHIBIT XI and EXHIBIT XII

14. STATEMENT OF INCOME

All journal entries for bank deposits made on or before June 30, 2007 should be recorded in the general ledger by the end of the day on June 30.

DUE DATE JUNE 30, 2007

15. PAYROLL

A. CLASSIFIED PAYROLL ACCRUALS

(1) Payroll BW0713 (period ending 6/16/2007), which will be paid to employees on June 22, 2007, will be charged to FY2007.

(2) 100% of payroll BW0614 (period ending 6/30/2007), which will be paid to employees on July 6, 2007, will be charged directly to FY2007.

B. STUDENT EMPLOYEE ACCRUALS

Student wage accruals for FY2007 will be made available by program generated labor distribution entries as follows:

(1) STUDENT WAGES FOR FUND 00, 03, 10, AND 13 CHART FIELD COMBINATIONS

(a) Payroll ST0713 (period ending June 23, 2007) which will be paid to students on June 29, 2007 will be charged to FY2007. Transactions will be processed June 26, 2007.

(b) For funds 00, 03, 10, and 13, 50% of Payroll ST0713 will be accrued and posted to the FY2007 general ledger files on June 26, 2007. This accrual will be reversed in the FY2007 general ledger files during the week ended July 13, 2007.
15. PAYROLL – (continued)

B. STUDENT EMPLOYEE ACCRUALS – (continued)

(2) CWS FEDERAL FUNDS

All federal work-study wages for student payroll ST0713 (period ending June 23) will be charged to the FY2007 grant project (C300070).

In processing payroll ST0714 (period ending July 7, 2007), 100% of the first week in this payroll period will be charged to the FY2007 grant project and the remainder will be charged to the FY2008 grant project (C300080).

During FY2007, special distribution rules were established within the payroll system to aid in tracking and accounting for federal work study awards. **By July 1, 2007** the **applicable campus** Payroll Department needs to update each of its distribution rules to include the project number for the FY2008 grant project (C300080). This is accomplished by adding a new row to each rule with an effective date of July 1, 2007 and changing the project code to C300080. For assistance in updating the distribution rules, please contact the System Payroll Department.

**DUE DATE JULY 1, 2007**

C. LABOR DISTRIBUTION ADJUSTMENTS

Labor distribution adjustments processed July 1, 2007 thru July 20, 2007 will be pointed to FY2007 if they are for a payroll period that ends on or before June 30, 2007.

**DUE DATE JULY 20, 2007**

D. OFF-CYCLE PAYROLL, VOID CHECKS

Void checks and off-cycle payroll checks processed July 1, 2007 thru July 20, 2007 will be pointed to FY2007 if they are for a payroll period that ends on or before June 30, 2007.

**DUE DATE JULY 20, 2007**
15. PAYROLL – (continued)

E. PAYROLL SUSPENSE ACCOUNTS

FY2007 payroll suspense accounts must be brought to a zero balance prior to
the general ledger being closed for FY2007. To accomplish this, all needed
labor distribution adjustments must be processed by July 20, 2007 to move the
FY2007 labor to the appropriate chart field combinations.

DUE DATES    JULY 20, 2007    EXHIBIT II

16. PROFESSIONAL EMPLOYEE VACATION ACCRUALS – JUNE 30

ALL vacation usage for FY2007 should be entered in PeopleSoft and approved by
June 22, 2007. This includes your expected usage for June 23rd thru June 30th.

DUE DATE    JUNE 22, 2007    ON-LINE

17. OTHER SUSPENSE AND CLEARING ACCOUNTS

Most Universities are responsible for certain suspense and clearing accounts in our
general ledger, and although they should be reconciled monthly, they must be
reconciled at June 30, 2007 and the balances brought to zero. See the specific
requirements for your University for a listing of accounts requiring reconciliation.

DUE DATE    JULY 13, 2007    EXHIBIT II

18. LEASES (UNIVERSITY IS LEASING PROPERTY FROM ANOTHER ENTITY)

Generally accepted accounting principals (GAAP) require that the University
capitalize leases that meet certain criteria and disclose in its financial statements
certain information regarding both capital and operating leases. Exhibit XV should
be completed to provide the needed information for all noncancellable leases with a
term of more than 1 year.

Copies of the actual lease agreements are not needed at this time; however, we
may request a copy of certain agreements after review of the schedule.

Please note that we need this schedule as of June 30.

DUE DATES    JULY 13, 2007    EXHIBIT XV
19. LEASES (UNIVERSITY IS LEASING PROPERTY TO ANOTHER ENTITY)

Generally accepted accounting principals (GAAP) also require that the University disclose in its financial statements certain information regarding leases for which it is receiving payments. Exhibit XVI should be completed to provide the needed information for all noncancellable leases with a term of more than 1 year.

Copies of the actual lease agreements are not needed at this time; however, we may request a copy of certain agreements after review of the schedule.

Please note that this schedule should include all leases that were in effect as of June 30, 2007.

DUE DATES    JULY 13, 2007    EXHIBIT XVI

20. CAPITAL PROJECTS

During the month of June we will forward a listing of all capital projects to the Facilities Departments for their review. The listings will have the project costs tentatively allocated to the various capital asset categories: building, improvements other than building, land, and equipment. The following information should be sent back to the System Accounting Department:

- Adjustments needed to correct allocation of costs to the various asset categories.
- Status of the project (e.g., completed, in service, not in service)
- Expected useful life of the buildings

DUE DATES    JULY 13, 2007    SPECIAL REPORT

**END**