FY2014 Audit Timetable

March 3, 2014	Closing Memo to Departments
March 12, 2014	Open PO Letter to Departments
April 7, 2014	Preliminary Audit Field Work Begins
April 11, 2014	Last Day to Submit Online FY2014 Purchase Requisitions
April 11, 2014	Last Day to Purchase items from WB Mason & World Travel
April 18, 2014	Preliminary Audit Field Work Ends
April 25, 2014	Cut-off for FY2014 P-Card Expenses
	*NOTE: the transaction must be **POSTED** on your P-Card statement to be expensed in FY2014 – all transactions which are still pending or not processed on your P-Card statement as of the 25th will be expensed in FY2015*
April 30, 2014	**Fiscal Year Ends**
May 5, 2014	Last Day to Submit Invoices / Payment Requests to AP through WebNow (accountspayable@american.edu)
May 5, 2014	Last Day to Deposit Cash Receipts at Capital One
May 8, 2014	Requisitions for FY2015 can be entered into Datatel
	NOTE: Purchase orders will start May 12th if all required documentation (quotations, proposals, etc) is received by PCD
May 8, 2014	Last Day to Submit to Development FY2014 Gifts
May 8, 2014	JE Corrections Due
May 12, 2014	Last Check Run for FY2014
May 12, 2014	**First Closing**
May 14, 2014	Run Internal Reports
May 16, 2014	Final JE Corrections & Accruals are Due

May 19, 2014	**Second Closing**
May 21, 2014	Run Internal Reports
June 2, 2014	Audit Field Work Begins
June 30, 2014	Draft Financial Statements
July 25, 2014	Financial Ratios Review
August 1, 2014	Audit Sign-off
August 2014	Audit Committee Review