




December 1, 2009

TO: School Finance Directors
FROM: Bradley W. Fralic, CPA 
Interim University Controller
RE: December 31st Hard Close

As has been our practice over the last several years, the University will be performing a mid-year hard close as of December 31. It is important that all salary adjustments, non-salary transfers, and other correcting activity be submitted for transactions for the current fiscal year by the December month-end processing deadlines, which may be found on the Controller's Office web page: <http://www.case.edu/finadmin/controller/deadlines.htm>. **Please note that adjustments for the July to November timeframe cannot be processed after this close.**

The following types of transfers or adjustments should be included as part of this close:

- salary and / or non-salary transfers needed to cover over-expended accounts or other account deficits and
- transfers of income or expense to and from endowments, unrestricted operating or other restricted accounts.

Although the University's cost transfer policy for funded projects provides a ninety day correction period, the mid-year close requires that we enforce **a more restrictive time period** (e.g., a grant-related cost transfer for an October charge must be made by the December 31st mid-year close deadline, not the January 31st date prescribed by the cost transfer policy).

I understand the fact that this requires a bit more effort than a normal month end close; however, **your efforts and those of your department to promote the disciplined review of financial reports and the timely adjustment of variance items are greatly appreciated and are vital to ensuring the accuracy of the University's reported financial information.**

If you have questions regarding this process, please do not hesitate to contact either the Controller's Office or Sponsored Projects Accounting.