

Fiscal Year End (FYE) 2025 Closing Schedule

Please take special note of the closing dates on the schedule and plan in advance.

Preliminary financial reports as of June 30, 2025, will be available on Thursday July 17, 2025. Please examine this information closely and submit corrections or adjustments to General Accounting by Monday, July 21, 2025.

For further clarification or questions related to this year-end schedule, view contact info on Page 3.

System close related to departments:

Cash Close	Friday, June 27, 2025
Period 12 Close	Wednesday, July 16, 2025
Period 13 Final Close	Wednesday, July 30, 2025

FY25 deadlines related to departments:

June 5, 2025 - June 27, 2025	Petty Cash Audits will be conducted by the General Accounting and Bursar teams. Please ensure that your Petty Cash Fund is reconciled as of June 30.
Tuesday, June 10, 2025	Follow-up with customers on any unpaid receivables due in FY25.
Tuesday, June 10, 2025	Last day to complete payroll related updates to: <ul style="list-style-type: none"> • Tax election changes – W4 • Extra pay & activity pay changes • One-time payments
Friday, June 13, 2025	All Purchase Requisitions due for items expected to be <i>received</i> and expensed this FY. Please note that any requisition received after Friday June 13, 2025, will be automatically entered for FY26, unless it has been clearly marked for FY25 and the goods or services can be guaranteed to be received by June 30, 2025. <i>Note: General Fund budgets (fund 11) do not roll forward. Any purchases intended to be charged against FY25 General Fund budgets need to meet this deadline.</i>
Monday, June 16, 2025	FY26 Open for Purchase Requisitions
Thursday, June 19, 2025	Adjustments to student accounts are due to the Bursar's Office to meet the June 30, 2025 deadline for FY25. The student side does not have the ability to back-date entries; therefore, any adjustments to student accounts (such as Graduate Research Assistant and Teaching Assistant award funding changes) made after June 30, 2025 will be recorded in the next FY.
Friday, June 27, 2025 (4 p.m.)	Any cash deposits need to be submitted to the Cashier's Office by 4 p.m. Any cash received after this date will be recorded in the next FY.

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Friday, June 27, 2025 (5 p.m.)	FY25 Outstanding Cash Advance balances must be reconciled, repaid, and approved by 5 p.m.
Monday, June 30, 2025	Last business day to receive goods and services for FY25.
Thursday, July 3, 2025 (5 p.m.)	Last day to submit expense reports for FY25. All expenses must be allocated and submitted by this date. Expense lines cannot have a July 2025 date.
Monday, July 7, 2025	Last day to approve timesheets for employees' time between June 16 – 30, 2025.
Tuesday, July 8, 2025 (5 p.m.)	Last day to process any Financial Aid payroll adjustments. All state and federal work-study should be reconciled.
Tuesday, July 8, 2025 (5 p.m.)	Last day to submit Internal Service Deliveries (ISDs) for goods and services provided to campus customers on or before June 30 by 5 p.m.
Tuesday, July 8, 2025	Last day to submit FY25 Cash Transfer & Budget Amendment Requests
Tuesday, July 8, 2025	Last day to submit all adjusting journal entries: <ul style="list-style-type: none"> • Research Related - TDX Service - ORA: Sponsored Research Worktag Journal Voucher • Non-Research Related - Email General Accounting
Friday, July 11, 2025 (5 p.m.)	Last day to approve expense reports for FY25.
Monday, July 14, 2025 (5 p.m.)	<p>Deadline to submit invoices, vouchers, or direct pay requests to MAPS for goods and services received on or before June 30, 2025, to be posted directly to your account for the current fiscal year.</p> <p><i>If you have expenses that were incurred prior to June 30, 2025 but have not yet received an invoice, please contact Mary Dady, AP Supervisor, at mary.dady@mines.edu so that we can include it in the year-end close process and reflect the expense in the correct year.</i></p>
Thursday, July 17, 2025	Begin review of Period 12 reports. Any corrections or adjustments should be sent to the Office of the Controller by Monday, July 21, 2025.
Monday, July 21, 2025	Last day to submit payroll reallocations for non-financial aid worktags: TDX Service - Submit Payroll Reallocation / Redistribution
Monday, July 21, 2025	Notify General Accounting of any outstanding FY25 uncollected receivables for services provided on or before June 30, 2025.
Monday, July 21, 2025	Notify Mary Dady, AP supervisor, at mary.dady@mines.edu of any outstanding expenses for goods and services received on or before June 30, 2025.
Wednesday, July 30, 2025	Period 13 (Final) Closes at Noon

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After July 30, 2025	Please contact Mary Dady, AP Supervisor, at mary.dady@mines.edu with any invoices for FY25 not received by the deadline.
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For further clarification or questions related to this year-end schedule please contact:

Office of the Controller:

- Erik Burge, *Associate Controller, Operations* – Campus Accounting, erik.burge@mines.edu
 - General Accounting – co-accounting@mines.edu
 - Jason Shuck, Auxiliaries
 - Ann Hourihan, Grants, ISDs
 - Jessie Whitcher, Capital Assets, CIP
 - Alison Angermeier, Capital Assets, CIP
 - Phyllis Walker, Change fund, customer deposits, Petty Cash Audit, Cash Receipts, PD & RD
 - Amalia Queller, General Accounting
 - Andrea Amundson, General Accounting, Cash Receipts, Foundation
- Justin Church, *Associate Controller, Financial and Tax Reporting* – justin.church@mines.edu
 - Sharon Schwab, *Financial Reporting Manager*
- Jenny Phou, *Bursar* – Cash Receipts, bursar@mines.edu
 - Stanley Cheung, *Accounting Manager*
- Jennifer Tate, *Director of Payroll & Employment Services* – Payroll, Intake Operations
maps@mines.edu or [Payroll/HR Operations](#)
 - Melisa Grady, *Payroll & Employment Manager*

Procure to Pay:

- Johanna Olson – *Senior Director of Business Services & Research Administration*,
jeagan@mines.edu
- Danielle Davis, *Director of Procurement & Contracts*, ddavis@mines.edu
 - Procurement Services, procurement@mines.edu
- Mary Dady, *Accounts Payable Supervisor* – maps@mines.edu
 - Expense Reports – expenseteam@mines.edu

Business Systems and Functional Support:

- Corrie Bozung, *Director of Business Systems*, cbozung@mines.edu

Office of Budget and Financial Planning: budget@mines.edu

- Chris Stoppel – *Director of Budget and Financial Planning*, cstoppel@mines.edu

Office of Research Administration: <https://ora.mines.edu/home/connect/>

- Johanna Olson – *Senior Director of Business Services & Research Administration*,
jeagan@mines.edu
- Rose Segawa – *Asst Director Post-Award*, rsegawa@mines.edu