

**DATE:** March 4, 2024

**TO:** Campus Employees

**FROM:** Alexander Porter   
Alex Porter (Mar 8, 2024 15:46 PST)  
Vice President of Administration and Finance/CFO

**SUBJECT:** FY 2023 (07/01/2023 to 06/30/2024) Year-End Close Guidelines

In order to ensure the accuracy of the University's financial records, the fiscal year-end financial statements, and to assure an efficient fiscal year-end close, the processing guidelines attached to this memo have been established. All of the processes and timelines have been reviewed and updated as appropriate to provide as much flexibility as possible to the campus community.

All documents are due by the close of business on the dates specified unless otherwise indicated. All requests received after the specified deadline date will be processed in FY 2024 (07/01/2024 to 06/30/2025).

A year-end close workshop has been scheduled to provide an overview of the fiscal year-end close regulations, timelines and reporting requirements. The workshop will be conducted on Tuesday, March 19, 2024, from 1:30 PM to 3:30 AM via [Zoom](#). Registration is not required to attend.

Please feel free to disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Additional communication reminders will be distributed throughout the process.

If you have any questions regarding the year-end close guidelines, please contact:

Michael Au-Yeung, University Controller

Extension: 4075

Email: [mau-yeung@fullerton.edu](mailto:mau-yeung@fullerton.edu)

Lynn Gañac, Director of Accounting Services and Financial Reporting

Extension: 8474

Email: [lganac@fullerton.edu](mailto:lganac@fullerton.edu).

Attachment: FY 2023-2024 Year End Close Guidelines