



**ACCOUNTING DEPARTMENT**

Date: October 6, 2011

Subject: Accounting Closing Schedule for FY12

DOE requires a Summary of Cash report on the 1<sup>st</sup> workday by Noon and a successfully transmitted STARS file on the 2<sup>nd</sup> workday by Noon.

To meet these deadlines, all cost transfer requests, chargeback adjustments, and service accruals from the Divisions and Sections must be received by Accounting throughout the month. All final requests are to be received in Accounting **by 10:00 a.m. on the dates listed below for the closing month. These dates represent the third to the last work day of each month (except September {see note below})**. Usually entries must have an expenditure item date in the current month and no later than the dates indicated below. If you are using an expenditure item date outside of these parameters, please include the reason in your submission.

Cost transfer, chargeback adjustments and service accrual requests should be sent to the email address: [monthendclose@fnal.gov](mailto:monthendclose@fnal.gov).

**FY12 Accounting Closing Schedule**

| <b>Month to be Closed:</b> | <b>Day transactions are due from the Field by 10:00 a.m.</b> | <b>Expenditure Item Date no later than</b> | <b>STARS File to DOE @ Noon</b><br><br>(2nd workday of the next month) |
|----------------------------|--|--|--|
| October                    | October 27   | October 23                                 | November 2   |
| November                   | November 28  | November 27                                | December 2   |
| December                   | December 27  | December 25                                | January 4  |
| January                    | January 27   | January 22                                 | February 2   |
| February                   | February 27  | February 26                                | March 2  |
| March                      | March 28   | March 25                                   | April 3  |

|              |           |              |             |
|--------------|-----------|--------------|-------------|
| April        | April 26  | April 22     | May 2       |
| May          | May 29    | May 27       | June 4      |
| June         | June 27   | June 24      | July 3      |
| July         | July 27   | July 22      | August 2    |
| August       | August 29 | August 26    | September 5 |
| September ** | See below | September 23 | October 2   |

\*\* For the September Close (fiscal year-end close) service receipts are due COB (close of business) September 24<sup>th</sup> and cost transfers are due COB September 25<sup>th</sup>.

E-mail [Webmaster](#)  
[Security, Privacy, Legal](#)  
[Fermilab Notice to Users](#)