

**Simon Fraser University
Month End Close Off Schedule
2011/2012**

Working days after month end:	0	3	4	5	6
Last payday	Month end	JV's and BT's	Processing	Close off	Notification
May 20, 2011	May 31, 2011	Jun 03, 2011	Jun 06, 2011	Jun 07, 2011	Jun 08, 2011
Jun 17, 2011	Jun 30, 2011	Jul 06, 2011	Jul 07, 2011	Jul 08, 2011	Jul 11, 2011
Jul 29, 2011	Jul 31, 2011	Aug 04, 2011	Aug 05, 2011	Aug 08, 2011	Aug 09, 2011
Aug 26, 2011	Aug 31, 2011	Sep 06, 2011	Sep 07, 2011	Sep 08, 2011	Sep 09, 2011
Sep 23, 2011	Sep 30, 2011	Oct 05, 2011	Oct 06, 2011	Oct 07, 2011	Oct 11, 2011
Oct 21, 2011	Oct 31, 2011	Nov 03, 2011	Nov 04, 2011	Nov 07, 2011	Nov 08, 2011
Nov 18, 2011	Nov 30, 2011	Dec 05, 2011	Dec 06, 2011	Dec 07, 2011	Dec 08, 2011
Dec 16, 2011	Dec 31, 2011	Jan 04, 2012	Jan 05, 2012	Jan 06, 2012	Jan 09, 2012
Jan 27, 2012	Jan 31, 2012	Feb 03, 2012	Feb 06, 2012	Feb 07, 2012	Feb 08, 2012
Feb 24, 2012	Feb 29, 2012	Mar 05, 2012	Mar 06, 2012	Mar 07, 2012	Mar 08, 2012

*A separate year end closing schedule will be issued for March 2011

**The month end close may be subject to snow closures, system issues and other unforeseen delays

Last payday	On average, it takes 3-4 working days after the end of the pay period for payroll to interface to the General Ledger
Month End	At the end of the month, AP, expenses and Purchasing will be closed off
JV's and BT's	JV's and BT's received up until noon of the 3rd working day after the month end will be processed and included into the month end
Processing	Up until the 4th working day, Financial Services will be processing and posting entries
Close off	On the 5th working day after the month end, all funds will be balanced, budget interfund entries posted and the GL will be closed off
Notification	On the 6th working day, upon confirmation of FAST update, an email will be sent out to the community the the GL has been closed for the month

Holidays and University Closures

Good Friday	Apr 22, 2011
Easter Monday	Apr 25, 2011
Victoria Day	May 23, 2011
Canada Day	Jul 1, 2011
BC Day	Aug 1, 2011
Labour Day	Sep 5, 2011
Thanksgiving	Oct 10, 2011
Remembrance Day	Nov 11, 2011
Christmas	Dec 25, 2011
Boxing Day	Dec 26, 2011
University Closure	Dec 27, 2011
University Closure	Dec 28, 2011
University Closure	Dec 29, 2011
New Year's Day	Jan 1, 2012