DATE: February 24, 2020

TO: Campus Employees

FROM: Danny C. Kim
Vice President of Administration and Finance/CFO

SUBJECT: FY 2019-2020 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 detailed in 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 2020-2021.

Two year-end close workshops have been scheduled to provide an overview of the fiscal year-end close regulations, timelines and reporting requirements. To register for a workshop click on the link below for the session you’d like to attend.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>March 20, 2020</td>
<td>9:00AM to 10:30AM</td>
<td>CP-730 Training Room</td>
<td>Attend Session</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 24, 2020</td>
<td>9:30AM to 11:00AM</td>
<td>CP-730 Training Room</td>
<td>Attend Session</td>
</tr>
</tbody>
</table>

Please 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 Steven Yim, Assistant Vice President/University Controller, at extension 4075, or by email at syim@fullerton.edu.