**To: All Administrators and Supervisors**

**From: Ellen Lyon, Accounts Payable Supervisor**

**Date: May 24, 2012**

**Subject: Annual Year-End Notice for fiscal year 2011/2012**

**Important Notification**

As the fiscal year-end approaches, it’s imperative that expenses be reported in the proper fiscal year. In order to ensure that your invoices will be expensed against the current fiscal year 2011-12 budget, the Accounts Payable department must receive properly *approved* Direct Pay Requests, invoices, and the associated back-up materials no later than July 15 2012.

The external auditors, Vavrinek, Trine, Day & Co., LLP (VTD), perform a number of audit tests at year-end to verify that expenses are reported in the proper fiscal year. Exceptions of a material nature are reported in the annual audit report, which the Board of Trustees reviews in December of each year.

If you know that you have an expense for 2011/2012 but have not received an invoice, please contact your campus budget office so that an accrual can be processed in time for the year-end close.

If you have any questions regarding Direct Pay Requests or the proper handling of invoices, you can reach me at lyonellen@fhda.edu or by phone at extension 6253.

For Foothill Campus, Red Lucas at lucasred@foothill.edu or 7363

For De Anza Campus, Margaret Michaelis at michaelismargaret@deanza.edu or 8857

For Grants, Bret Watson at watsonbret@fhda.edu or 6272

Thank you for your attention to this important matter.