

Weekly Bulletin No. 732, Week Commencing Monday 6th August 2018

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1. 2018 Year-end checklist - Important tasks/deadlines for this week

Per the [checklist](#) on page 5 of the Year End procedures manual, departments are reminded of the following:

w/c 6 Aug

Module	Task/deadline	Date
GL	Balance and post petty cash journal for 2017/18	Mon 6 Aug
PO	Action the Open Purchase Order Report - Excel version	Mon 6 Aug
PO	Process all PO transactions (NB PO closes 5pm)	Tue 7 Aug
INV	Process all Inventory transactions (NB INV closes 5pm)	Tue 7 Aug
PAY	Final weekly payroll posting	Wed 8 Aug
FYI	1st interim trust fund statement sent out to departments	Wed 8 Aug
AP	Submit 2017/18 items to Shared Services for processing by c.o.b	Wed 8 Aug
PAY	Final date for UPS payroll posting	Fri 10 Aug
AR	Raise and dispatch 2017/18 internal trading invoices	Fri 10 Aug
FA	Return the Departmental Fixed Asset Register to the Fixed Asset helpdesk with details of any amendments	Fri 10 Aug

[Year-end instructions for 2018](#), as well as complete manual, are available from the Finance Division Policies and Procedures webpage, see Chapter 11.

All enquiries should be directed by email to the relevant module [Helpdesk](#)

Issued by [Christine Rogerson](#) - Finance Training

2. Fixed Assets - Review and Physical Verification - Reminder

As part of departmental year end procedures, physical verification of assets should take place as at 31 July 2018. Each asset should be located so that its existence within the department can be substantiated.

The Fixed Assets report - which was circulated to departments on the 12 July for pre-year end checking - can be a useful document on which to base the verification exercise.

This review report should be returned to the Fixed Assets team in Finance Division by **10 August** and any amendments, including additions or disposals, will be processed to ensure the departmental Fixed Asset Register is accurate at 31 July.

Please note that assets acquired in July-18 will not appear on this document.

If you have any queries on the above please do not hesitate to contact Fixed Assets on 66780 or email UFS_FA@admin.cam.ac.uk

Issued by [David Cook](#) - Central and Research Accounting

3. Cambridge University Endowment Fund - Notification of Distribution Rate for 2018-2019

Distribution 2018-2019

Please note that the Cambridge University Endowment Fund distribution rate for 2018/19 has been set at 207.72p per unit per annum

Any queries please do not hesitate to contact Scott Maclaren on 64216

Issued by [Scott Maclaren](#) - Treasury & Investments

4. Finance Training Course Schedule 2018/19

Please note that our [course schedule](#) for the forthcoming year is now available and open for bookings.

URL: <https://www.training.cam.ac.uk/fin/event-timetable>

Issued by [Christine Rogerson](#) - Finance Training

5. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)