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TO: Finance Officers; Department and Grant Administrators

FROM: Rose Kelly, University Controller

DATE: November 6, 2024

RE: December 31 Hard Close – FY 2025

As in the past, the University will be performing a mid-year hard close as of December 31. It is important that all adjustments, transfers, and other correcting activity be submitted for the current fiscal year by the December month-end processing deadline, which is Thursday, January 2<sup>nd</sup>. This deadline can also be found on the Controller's Office web page: <https://case.edu/controller/>

All originating and correcting entries for transactions that occurred between July and November must be submitted by the December close. Please note that adjustments and corrections for items occurring within the July to November timeframe will only be processed after the December close on an exception basis with appropriate justification/authorization. The following types of transfers or adjustments should be included as part of this close:

- any transfers needed to cover suspended accounts or other account deficits,