Fiscal Year End Preparation: Accounting Services – Gifts & Endowments
Introduction

Lauren Armstrong
Accounting Manager
Accounting Services
Agenda

• Key Topics
• Key Dates
• Contacts
• Resources
Gift Recognition

• Gifts sent to Gift and Records Services (CATracks) by noon September 13th.
• Gift clearing chart string is 320-no Department ID-30000002-01-26301
  • Gifts may not be posted directly to a revenue chart string.
• Gifts received or postmarked by 8/31 are FY22 revenue.
• Gifts must be allocated from TBD chart strings within 90 days of receipt
  – Endowments in TBD (460 funds) not invested
Endowment Distributions

- FY22 August distributions post to the ledger on Friday, September 9\textsuperscript{th}.
- Endowments with automatic reinvestment for unspent income will be processed by Accounting Services on Monday, September 12\textsuperscript{th}.
- FY22 principal transfers and adjustments due Tuesday, September 13\textsuperscript{th}.
- Last day to request changes to endowment spending chart strings effective September FY23 is October 6\textsuperscript{th}.
- Fundriver reporting will be available for August FY22 on October 6\textsuperscript{th}.

Northwestern | FISCAL YEAR END
**ACCOUNTING SERVICES**

**Key Dates**

**FY22 – FY23**

- **SEPT 9**
  - FY22 August endowment income distributions posted to the GL

- **SEPT 12**
  - Endowments with automatic reinvestment for FY22 unspent income will be posted to the GL

- **SEPT 13**
  - Last day (12 p.m.) to input FY22 adjustments into CATracks for final interface to NU Financials
  - FY22 principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)
Contacts

• Accounting Services
  o Lauren Armstrong: lauren.armstrong@northwestern.edu | 847.491.4468
  o Nayeli Herrera: nayeli.herrera@northwestern.edu | 847.491.4726
  o Stephan Dimos stephan.dimos@northwestern.edu | 847.467.2068
  o Margo Tadlock margaret.tadlock@northwestern.edu | 847.491.4725
  o Maggie Mincheva magdalena.mincheva@northwestern.edu | 847.491.1374

• Alumni Relations & Development
  o Gift and Records Services: giftupdate@northwestern.edu
  o Gift and Records Services (new gifts only): giftclearing@northwestern.edu
  o Gift Acceptance & Fund Management: ardgiftacceptance@northwestern.edu
Resources

• Fundriver

• Endowment and Gift Training Guides
  https://www.northwestern.edu/controller/accounting-services/endowment-gift/resources.html

• Endowment Reporting Schedule

• Endowment Fiscal Year End Website
  https://www.northwestern.edu/controller/accounting-services/endowment-gift/fundriver/fiscal-year-end-planning.html
Thank You