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 FY23 revenue.
- Gifts must be allocated from TBD chart strings within 90 days of receipt
  - Endowments in TBD (460 funds) not invested
Endowment Distributions

- FY23 August distributions post to the ledger on Friday, September 8th
- Endowments with automatic reinvestment for unspent income will be processed by Accounting Services on Tuesday, September 12th
- FY23 principal transfers and adjustments due Wednesday, September 13th
- Last day to request changes to endowment spending chart strings effective September FY24 is October 6th
- Fundriver reporting will be available for August FY23 on October 9th
# ACCOUNTING SERVICES

## Key Dates

**FY22 – FY23**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>SEPT 8</strong></td>
<td>FY23 August endowment income distributions posted to the GL</td>
</tr>
<tr>
<td><strong>SEPT 12</strong></td>
<td>Endowments with automatic reinvestment for FY23 unspent income will be posted to the GL</td>
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<tr>
<td><strong>SEPT 13</strong></td>
<td>Last day (12 p.m.) to input FY23 adjustments into CATracks for final interface to NU Financials</td>
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<td>FY23 principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)</td>
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Contacts

• Accounting Services
  o Lauren Armstrong: lauren.armstrong@northwestern.edu | 847.491.4468
  o Margo Tadlock margaret.tadlock@northwestern.edu | 847.491.4725
  o Stephan Dimos stephan.dimos@northwestern.edu | 847.467.2068
  o Leah Mengarelli leah.mengarelli@northwestern.edu | 847.491.4726
  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