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

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Accounting Services
Agenda

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

- Gifts sent to Gift and Records Services (CATracks) by noon September 12th.
- 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 FY24 revenue.
- Gifts must be allocated from TBD chart strings within 90 days of receipt
  - Endowments in TBD (460 funds) not invested
Endowment Distributions

- FY24 August distributions post to the ledger on Monday, September 9th
- Endowments with automatic reinvestment for unspent income will be processed by Accounting Services on Wednesday, September 11th
- FY24 principal transfers and adjustments due Thursday, September 12th
- Last day to request changes to endowment spending chart strings effective September FY25 is October 7th
- Fundriver reporting will be available for August FY24 on October 8th
ACCOUNTING SERVICES

Key Dates

FY24 – FY25

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>SEPT 9</td>
<td>FY24 August endowment income distributions posted to the GL</td>
</tr>
<tr>
<td>SEPT 11</td>
<td>Endowments with automatic reinvestment for FY24 unspent income will be posted to the GL</td>
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<tr>
<td>SEPT 12</td>
<td>Last day (12 p.m.) to input FY24 adjustments into CATracks for final interface to NU Financials</td>
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<td>FY24 principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)</td>
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Contacts

- **Accounting Services**
  - Lauren Armstrong: lauren.armstrong@northwestern.edu | 847.491.4468
  - Margo Tadlock: margaret.tadlock@northwestern.edu | 847.491.4725
  - Leah Mengarelli: leah.mengarelli@northwestern.edu | 847.491.4726
  - Maggie Mincheva: magdalena.mincheva@northwestern.edu | 847.491.1374

- **Alumni Relations & Development**
  - Gift and Records Services: giftupdate@northwestern.edu
  - Gift and Records Services (new gifts only): giftclearing@northwestern.edu
  - 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