FY 2025 CLOSE

# Fiscal Year End Preparation: Accounting Services – *Gifts & Endowments*

WELCOME

# Introduction

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Accounting Manager
Accounting Services

# Agenda

- Key Topics
- Key Dates
- Contacts
- Resources

# Gift Recognition

- Gifts sent to Gift and Records Services (CatConnect) by noon September 11th.
- 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 FY25 revenue.
- Gifts must be allocated from TBD chart strings within 90 days of receipt
  - Endowments in TBD (460 funds) not invested

# Endowment Distributions

- FY25 August distributions post to the ledger on Monday, September 8th
- Endowments with automatic reinvestment for unspent income will be processed by Accounting Services on Tuesday, September 10th
- FY25 principal transfers and adjustments due Thursday, September 11th
- Last day to request changes to endowment spending chart strings effective September FY26 is October 6th
- Fundriver reporting will be available for August FY25 on October 7th

ACCOUNTING SERVICES

# Key Dates

## FY25 – FY26

| | |
|---|---|
| SEPT 8 | • FY25 August endowment income distributions posted to the GL |
| SEPT 10 | • Endowments with automatic reinvestment for FY25 unspent income will be posted to the GL |
| SEPT 11 | • Last day (12 p.m.) to input FY25 adjustments into CATracks for final interface to NU Financials<br>• FY25 principal transfers or adjustments due (requests should be pre-approved, last day to post transactions) |

# Contacts

## Contacts

- Accounting Services
  - Margo Tadlock margaret.tadlock@northwestern.edu | 847.491.4725
  - Leah Mengarelli leah.mengarelli@northwestern.edu| 847.467.4726
  - Alex Stegman alex.stegman@northwestern.edu | 847.491.2068
  - 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

## Resources

- Fundriver
  https://readonlyaccess.fundriver.com/login.aspx?key=125
- Endowment and Gift Training Guides
  https://www.northwestern.edu/controller/accounting-services/endowment-gift/resources.html
- Endowment Reporting Schedule
  https://www.northwestern.edu/controller/accounting-services/endowment-gift/docs/endowment-schedule.pdf
- Endowment Fiscal Year End Website
  https://www.northwestern.edu/controller/accounting-services/endowment-gift/fundriver/fiscal-year-end-planning.html

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# Thank You