

FY 2024 CLOSE

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

WELCOME

# 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 12<sup>th</sup>.
- 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 9<sup>th</sup>
- Endowments with automatic reinvestment for unspent income will be processed by Accounting Services on Wednesday, September 11<sup>th</sup>
- FY24 principal transfers and adjustments due Thursday, September 12<sup>th</sup>
- Last day to request changes to endowment spending chart strings effective September FY25 is October 7<sup>th</sup>
- Fundriver reporting will be available for August FY24 on October 8<sup>th</sup>

# ACCOUNTING SERVICES

## Key Dates

### FY24 – FY25

- SEPT 9 • FY24 August endowment income distributions posted to the GL
- SEPT 11 • Endowments with automatic reinvestment for FY24 unspent income will be posted to the GL
- SEPT 12 • Last day (12 p.m.) to input FY24 adjustments into CATracks for final interface to NU Financials
  - FY24 principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)

## Contacts

- Accounting Services
  - Lauren Armstrong: [lauren.armstrong@northwestern.edu](mailto:lauren.armstrong@northwestern.edu) | 847.491.4468
  - Margo Tadlock [margaret.tadlock@northwestern.edu](mailto:margaret.tadlock@northwestern.edu) | 847.491.4725
  - Leah Mengarelli [leah.mengarelli@northwestern.edu](mailto:leah.mengarelli@northwestern.edu) | 847.491.4726
  - Maggie Mincheva [magdalena.mincheva@northwestern.edu](mailto:magdalena.mincheva@northwestern.edu) | 847.491.1374
- Alumni Relations & Development
  - Gift and Records Services: [giftupdate@northwestern.edu](mailto:giftupdate@northwestern.edu)
  - Gift and Records Services (new gifts only): [giftclearing@northwestern.edu](mailto:giftclearing@northwestern.edu)
  - Gift Acceptance & Fund Management: [ardgiftacceptance@northwestern.edu](mailto:ardgiftacceptance@northwestern.edu)

### 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**