May 30, 2013

This issue of the Controller’s Connection includes an announcement about the new Assistant Controller – Accounting & Reporting, the Fiscal Year End 2013 Calendar, two new University Policies, important dates for the Fall 2013 semester and an update on vendor enrollment in the JPMC Procure-to-Pay System.

New Assistant Controller - Accounting & Reporting

Effective June 3rd, we will welcome Tammy Folk, CPA to the Controller’s Division as Assistant Controller - Accounting & Reporting. Prior to joining NYU, Tammy was the controller for SEEDCO for six years where she oversaw the accounting, financial reporting, treasury and tax functions. At SEEDCO, Tammy led the preparation of the annual financial statements and served as the primary liaison with the external auditors for the financial statement and pension plan audits. Throughout her career, she has reviewed processes and implemented policies and procedures to strengthen internal controls. While at SEEDCO, Tammy successfully re-engineered and automated the process for reconciling their loan portfolio. Tammy’s prior roles include CFO for the Rodale Institute and accounting and tax roles with regional audit firms.

As Assistant Controller - Accounting & Reporting, Tammy will report directly to me and have 4 direct reports: Morgan Alonso (Manager, Reconciliation & Analysis), Meaghan Hurley (Manager, Global Accounting & Reporting), Kevin Shortt (Manager, General & Restricted Accounting), and Katie Slack (Manager, Financial Reporting). Tammy will be located at 105 East 17th Street, Room 313 and her e-mail will be tf46@nyu.edu. Please feel free to stop in to meet Tammy and tell her about your role with the University.

Fiscal Year End 2013 Calendar

The University's fiscal year is September 1st - August 31st. Therefore, the arrival of Summer brings with it a number of important "end of year" and "beginning of a new year" dates and deadlines.

The FY13 Year-End Close Calendar is attached to this email. This calendar provides important FY13 year-end dates for Accounting, Accounts Payable, Audit, Budget, Payroll and Purchasing. The calendar also provides important dates for the new FY14 fiscal year with respect to Accounting, Budget and Payroll. The FY13 Year-End Calendar is also available on the homepage of the CDV website: www.nyu.edu/cdv.

If you have any questions about the information reported on the calendar, please contact your academic / administrative unit representatives in either the Budget Office or General & Restricted Accounting.
Important Dates for the Fall 2013 Semester

Below are some important dates to remember for the Fall 2013 Semester.

- June/Early Summer: Students receiving financial aid can begin checking their Albert "To Do List"
- June 14: Housing cancellation deadline
- July 16: Fall 2013 tuition statement (UG) available on eSuite
- August 7: Fall 2013 tuition bill due (UG)
- August 25 - September 2: Residence Halls open for continuing student move-in
- September 3: First day of Fall classes (Tuesday Schedule)
- September 14: Last day to change or cancel meal plan
- September 30: Last day to enroll or waive Student Health Insurance

Please visit the new StudentLink site at www.nyu.edu/studentlink for dates, deadlines and student services.

University Policies

The final drafts of the Bank and Securities Account Policy and the Signature Authority Policy are attached to this email. These policies will be submitted to the Board of Trustees for approval in June. We appreciate all of the feedback provided as these policies were developed and look forward to continuing this collaboration as we further codify financial policies for the University.

JP Morgan Chase (JPMC) Procure-to-Pay System

An additional 14 vendors have been enrolled in the JPMC Procure-to-Pay System. For a current list of enrolled vendors, visit the CDV Website. The website is updated on a weekly basis with the newly enrolled vendors.