

M E M O R A N D U M

TO: Accounting Department ONLY
CC: Greg Wells
FROM: David Pitchford
DATE: December 16, 2015
SUBJECT: 2016 Month End Close

The following is a list of dates for publishing the remainder of 2015 and all of 2016 month end reports including the accounts payable cut off date.

<u>Month</u>	<u>A/P Cut-Off Date</u>	<u>Publish Date</u>	<u>Back Posting Cut-Off Date</u>
DECEMBER 2015	January 12, 2016	January 18, 2016	January 19, 2016
JANUARY 2016	February 5, 2016	February 11, 2016	February 12, 2016
FEBRUARY 2016	March 7, 2016	March 11, 2016	March 14, 2016
MARCH 2016	April 8, 2016	April 14, 2016	April 15, 2016
APRIL 2016	May 9, 2016	May 13, 2016	May 16, 2016
MAY 2016	June 7, 2016	June 13, 2016	June 14, 2016
JUNE 2016	July 11, 2016	July 15, 2016	July 18, 2016
JULY 2016	August 5, 2016	August 11, 2016	August 12, 2016
AUGUST 2016	September 8, 2016	September 14, 2016	September 15, 2016
SEPTEMBER 2016	October 10, 2016	October 14, 2016	October 17, 2016
OCTOBER 2016	November 7, 2016	November 11, 2016	November 14, 2016
NOVEMBER 2016	December 7, 2016	December 13, 2016	December 14, 2016
DECEMBER 2016	January 12, 2017	January 18, 2017	January 19, 2017