Year-End Closing Hints & Accrual Review Emails

[Friday, July 24, 2026]

9. Subject: Year-End Closing Hint #9 – Cafeteria Fund (93)

Good morning,

If your **Cafeteria Fund** is maintained as an **AC Account (Fund 93)**, a few additional year-end steps are required to ensure all activity is properly recorded.

Financial Statements

Contact the appropriate cafeteria staff and request that all **FY 2025-26 financial statements** be submitted to the business office. This ensures all Cafeteria Fund activity is properly recorded through journal entries.

Year-End Accruals

Record manual accruals for any outstanding payables and receivables.

Be sure to accrue:

- **Due To Other Fund (Estimated Payable)** in the **Cafeteria Fund (93)**.
- **Due From Other Fund (Estimated Receivable)** in the **General Fund**.

This commonly applies to:

- Indirect costs
- Usage charges
- Unreimbursed payroll

Reminder: Process a journal entry to record the **Fair Market Value of Cafeteria Food Commodities**.

If you need assistance with any of the situations above, please contact your Business Services Advisor.