Fiscal Support and Connections Network Newsletter - April 2021

Fiscal Announcements and Reminders

**Fiscal Year-End Memo (FY21)**
To assist with your fiscal year-end planning we encourage departments to plan purchases, payments, and/or deposits so that sufficient time is available to meet the university’s fiscal year-end (June 30, 2021). Please review the Fiscal Year-End Deadline memo for more information at [http://fiscal.gmu.edu/wp-content/uploads/FY21-Year-End-Memo.pdf](http://fiscal.gmu.edu/wp-content/uploads/FY21-Year-End-Memo.pdf).

**General Accounting Cost Transfer Memo (FY21)**
To assist with year-end processing, the following deadlines for cost transfers between federal or non-federal sponsored funds and non-sponsored organizations (i.e. E&G, F&A, and Pools) may be found on the [Cost Transfer FY21 Memo](http://fiscal.gmu.edu/). The federal government recognizes that there are instances when it is appropriate to transfer expenditures to a federally sponsored project if there is sufficient justification and the transfer is completed in a timely manner. University Policy 4005 – Cost Transfer Policy, provides additional guidance on cost transfers for federal awards and the expectation that all PIs and responsible departmental staff charge the correct sponsored project initially.

**ARMICS and Internal Control**
Each Unit that maintains a “significant fiscal process,” as defined by the university, is required to have an up-to-date process and transaction-level assessment or Risk Control Matrix (RCM) that reflects the key risks facing its significant fiscal processes, its assessment of those risks, and the type and nature of controls it has in place to mitigate the risks. An ARMICS overview and several guides to assist units are available at [https://fiscal.gmu.edu/controllers/armsc/](https://fiscal.gmu.edu/controllers/armsc/).
**Vendor Maintenance Online Form**

We are transitioning all vendor maintenance submissions to an online form in April 2021. This includes submission of Substitute W-9 and W-8BEN for new vendors and/or updates for existing vendors, and Non-Mason individuals who will receive an honorarium, participant support payment, or reimbursement for travel. This form should be completed by the Vendor or individual payee and not by Mason staff. This step will allow our team to contact the vendor with questions, provide timely updates, and ensure that all Vendors understand Mason’s payment processes. Please direct all Vendors and individual payees to visit the [Do Business with Mason](#) webpage to complete the important registration steps and submit their Substitute W-9/W-8BEN.

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**Upcoming FSCN Meeting and Opportunities to Connect**

**Next Meeting:** April 20, 2021 - 1:00 pm - 2:00 pm

[Click here to join the meeting](#)

Or call in (audio only): +1 571-397-2084,,506407423#

Phone Conference ID: 506 407 423#

**Agenda:**

- ARMICS and Internal Controls
- Vendor Maintenance Form
- Cashless Campus
- FY21 Deadlines and Cost Transfers

To join our FSCN - MS Teams Space click here: [FSCN Team-GRP](#)

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**Fiscal Administration Sessions**
Please register for all training opportunities through MasonLEAPS.gmu.edu. The Virtual meeting information will be sent to all registrants one-two business days prior to training.

**Fiscal Walk-ins**

**Wednesday Walk-Ins 1:30 - 3:30. Click, here to SCHEDULE ONLINE, NOW!!**

**Check the Calendar for upcoming meetings and events!**

As always, please review the official Mason Return to Campus page for notifications and communication at https://www2.gmu.edu/safe-return-campus.