

Intradistrict Communication

DATE: April 4, 2019

TO: All Principals
All Budget Directors

FROM: John Larsen, Business Administrator
June LeMaster, Ph.D., Administrator, Human Resources
Daniel Ellis, Director of Accounting, Budgets & Audits
Derek Anderson, Director of Accounting, Budgets & Audits
Cheryl Matson, Director of Insurance Services
Michael Heaps, Director of Information Systems
Sarah Palmer, Director of Payroll
Kurt Prusse, Director of Purchasing

SUBJECT: Year-End Processing Deadlines

Please observe the following critical deadlines regarding the financial year-end processes for the 2018-19 year. Please review these dates as they could have a major effect on your location's ability to operate.

INVENTORY REQUISITIONS

Traditional Schools

- May 20, 2019: Last day to enter and approve FY 2018-19 Inventory Requisition (posted in current year), guaranteed delivery May 31, 2019.
- May 31, 2019: Last day for delivery of FY 2018-19 Inventory orders.

All Locations

- May 24, 2019: First day to enter next year startup orders. Use FY 2019-20 to post in next year. Use FY 2018-19 to post in current year. Any Inventory Requisitions entered on or after May 24, 2019 for delivery after May 31, 2019, enter as a FY 2019-20 Requisition.
- June 11, 2019: Last day to enter, and for Principals to approve, any FY 2018-19 Inventory Requisitions (posted in current year). Inventory Requisitions delivered by June 24, 2019.
- June 24, 2019: Last delivery for all non-food FY 2018-19 Inventory orders.
- July 1, 2019: Continue entering FY 2019-20 Inventory Requisitions. Warehouses resume delivery schedules.

PURCHASE REQUISITIONS

All Locations

- April 12, 2019: All FY 2018-19 Purchase Requisitions using the Special Ed budget must be received by the Special Ed department.
- May 1, 2019: All Purchase Requisitions estimated to be \$50,000 or more must be routed to Purchasing.
- May 17, 2019: Begin entering FY 2019-20 Purchase Requisitions. Select FY 2019-20 to post in next year. Use FY 2018-19 to post in current year. Please enter the respective year in the description field as seen below. **FY 2018-19 Purchase Requisitions can be entered through June 11, 2019. All FY 2019-20 Purchase Requisitions will not be sent to vendors until after July 2, 2019.**

The screenshot shows a web form titled "Requisition Master Information". It has a breadcrumb trail: "Requisition Master Information | Requisition Detail Lines/Accounting". The main section is "Requisition Master Information" and contains a sub-section "Requisition Setup Information".

In "Requisition Setup Information", there are two dropdown menus. The first is "Requisition Group" with the value "111 - Columbia Elementary". The second is "Fiscal Year" with a dropdown menu open showing three options: "2018 - 2019 July 1, 2018 - June 30, 2019", "2019 - 2020 July 1, 2019 - June 30, 2020", and "2018 - 2019 July 1, 2018 - June 30, 2019". The third option is highlighted in blue. A tooltip points to the dropdown with the text "Select the fiscal year to use for this requisition". Below the dropdowns is a checkbox labeled "This requisition is used to restock a warehouse." which is currently unchecked.

On the right side of the form, there are three buttons: "Save and Add Detail", "Save and Mass Add Detail", and "Back".

Below the setup information is a section titled "Requisition Information". It contains a text input field for "Batch Number" with the value "22". Below that is a text input field for "Description" with the value "YR 2018-19" highlighted in green. Below the description field are the words "or" and "YR 2019-20".

- June 3, 2019: Last day for P-Card purchases for FY 2018-19.
- June 11, 2019: Last day to enter, and for Principals to approve, any FY 2018-19 Purchase Requisitions (posted in current year).
- June 14, 2019: Last day for Administrator of Schools level approvals for FY 2018-19 Purchase Requisitions. Not guaranteed after this date.
- July 1, 2019: Continue entering FY 2019-20 Purchase Requisitions.

ACCOUNTS PAYABLE:

As always, the Accounting Department needs “verification” of receipt of goods or services immediately after delivery. What constitutes a “verification” is: 1) a PO#, 2) a signature, 3) a date, and 4) an indication whether Accounting should keep the PO open or closed, (the PO has been only partially filled or all items have been received in full). The “verification” can be on a packing slip, a copy of the PO, or a copy of the invoice.

Summer Product Received at Traditional Elementary Schools Purchased items being delivered by vendors and received at schools over the summer break must remain in a designated holding area. When staff returns they can account for the items properly, verify and submit the proper paperwork in a timely manner to the Accounting Department. This will help eliminate confusion between the schools and vendors on the whereabouts of items delivered.

All Locations

May 19, 2019	P-Card Reconciliations due in Accounting.
June 3, 2019	Last day for P-Card expenditures for FY 2018-19.
June 13, 2019	All items (mileage reimbursements, NPOs, check requests, Journal Entries and “verifications”) to be paid with FY 2018-19 budgets should be approved and received in Accounting by this date. Those received after this date, may be paid with FY 2019-20 budgets.

Traditional Schools

June 7, 2019	P-Card Reconciliations due in Accounting.
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Year-Round Schools & Departments

June 20, 2019	P-Card Reconciliations due in Accounting.
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All Elementary Schools

June 26, 2019	Last day to submit Cash Receipts and Journal Entries.
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PAYROLL

All Locations

June 5, 2019	All True Time submissions due. Nutrition Managers approvals due by the end of the day.
June 4, 2019	May Payroll due.
June 7, 2019	True Time 1 st approvals due.
June 10, 2019	True Time final approvals due.
July 1, 2019	Begin entering FY 2019-20 time off.

July 2, 2019	All Locations: June Payroll due. Year Round Schools: True Time submissions due. Nutrition Managers approvals due by the end of the day.
July 3, 2019	True Time Submissions due.
July 5, 2019	True Time 1st approvals due.
July 9, 2019	True Time final approvals due.

INSURANCE

May 22, 2019	Annual Question and Answer Sessions 4:00 – 5:00 pm, District Office
May 23, 2019	Annual Question and Answer Sessions 5:00 – 6:00 pm, District Office
June 12, 2019	Annual Health Fair 3:30 – 5:30 pm, District Office

Flyers and posters will be sent to all locations.

**Any questions regarding deadlines, please contact either
Kurt Prusse, Purchasing Director, 801-567-8701 or
Michael Heaps, Information Systems Director, 801-567-8737**