

Intradistrict Communication

DATE: March 8, 2021

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 2020-21 year. Please review these dates as they could have a major effect on your location's ability to operate.

INVENTORY REQUISITIONS

Traditional Schools

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| May 21 | Last day to enter and approve FY 2020-21 Inventory Requisitions (posted in current year) for guaranteed delivery by June 4. |
| June 4 | Last day for delivery of FY 2020-21 Inventory orders. |

All Locations

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| May 24 | First day to enter next year startup orders. Use FY 2021-22 to post in next year. Use FY 2020-21 to post in current year. Any Inventory Requisitions entered on or after May 28 for delivery after June 4, enter as a FY 2021-22 Requisition. |
| June 9 | Last day to enter, and for Principals to approve, any FY 2020-21 Inventory Requisitions (posted in current year). |
| June 24 | Last delivery for all non-food FY 2020-21 Inventory orders. |
| July 1 | Continue entering FY 2021-22 Inventory Requisitions. Warehouses resume delivery schedules. |

PURCHASE REQUISITIONS

All Locations

- April 16 All FY 2020-21 Purchase Requisitions using the Special Ed budget must be received by the Special Ed department.
- May 7 All Purchase Requisitions estimated to be \$50,000 or more must be routed to Purchasing.
- May 14 Begin entering FY 2021-22 Purchase Requisitions. Enter the respective year and delivery instructions in the description field as shown below.
- Select Fiscal Year 2020-21 to post in current year.
 - **2020-21 Purchase Requisitions can be entered through June 9.**
 - Select Fiscal Year 2021-22 to post in next year.
 - **2021-22 Purchase Requisitions will not be sent to vendors until after July 2, unless specific delivery instructions are entered into the description field of the purchase requisition.**

The screenshot displays the 'Requisition Master Information' form. The 'Requisition Setup Information' section includes a 'Requisition Group' dropdown set to '111 - Columbia Elementary' and a 'Fiscal Year' dropdown with three options: '2020 - 2021 July 1, 2020 - June 30, 2021', '2021 - 2022 July 1, 2021 - June 30, 2022', and '2020 - 2021 July 1, 2020 - June 30, 2021'. A tooltip points to the '2020 - 2021 July 1, 2020 - June 30, 2021' option with the text 'Select the fiscal year to use for this requisition.' Below this is a checkbox labeled 'This requisition is used to restock a warehouse.' The 'Requisition Information' section has a '* Batch Number:' field with '04' and a '* Description:' field with a light green background. The description text reads: 'Enter fiscal year for order: YR 2020-21 or YR 2021-22' followed by 'Enter delivery requirement. Example: "Product needs to be delivered to school by August 1st"'. On the right side of the form, there are three buttons: 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'.

- June 1 Last day for P-Card purchases for FY 2020-21.
- June 9 Last day to enter, and for Principals to approve, any FY 2020-21 Purchase Requisitions (posted in current year).
- June 11 Last day for Administrator of Schools to approve FY 2020-21 Purchase Requisitions. No guaranteed delivery after this date.
- July 1 Continue entering FY 2021-22 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 P-Card Reconciliations due in Accounting.
- June 1 Last day for P-Card expenditures for FY 2020-21.

Traditional Elementary Schools

- June 10 All items (mileage reimbursements, NPOs, check requests, Journal Entries and “verifications”) to be paid with FY 2020-21 budgets should be entered, approved and received in Accounting by this date. Those received after this date, may be paid with FY 2021-22 budgets.
- June 11 P-Card Reconciliations due in Accounting.

Secondary and Year-Round Schools & Departments

- June 18 P-Card Reconciliations due in Accounting.

Secondary and Year-Round Schools

- June 23 Last day to submit Cash Receipts and Journal Entries.

PAYROLL

All Locations

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| June 2 | May Payroll due. |
| June 4 | True Time submissions due. Nutrition Manager approvals due by the end of the day. |
| June 11 | True Time 1st approvals due. |
| June 15 | True Time final approvals due. |
| July 1 | Begin entering FY 2021-22 time off. |
| July 2 | June Payroll due. |
| July 7 | True Time Submissions due. |
| July 9 | True Time 1st approvals due. |
| July 13 | True Time final approvals due. |

INSURANCE

May 15 – June 15 Open enrollment for September 1 effective. Enrollment elections will be made using our online enrollment system – InfinityHR.

Information will be sent in JAM and JEM as it becomes available.

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