

Intradistrict Communication

DATE: April 18, 2023

TO: All Principals
All Budget Directors

FROM: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting, Budgets & Audits
June LeMaster, Ph.D., Administrator, Human Resources
Michael Heaps, Director of Information Systems
Bonnie Brennan, Director of Insurance Services
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 2022-23 year. Please review these dates as they could have a major effect on your location's ability to operate.

INVENTORY REQUISITIONS

Elementary Schools

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| May 26 | Last day to enter and approve FY 2022-23 Inventory Requisitions (posted in current year) for guaranteed delivery by June 9. |
| June 9 | Last day for delivery of FY 2022-23 Inventory orders. |

All Locations

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| May 22 | First day to enter next year startup orders. Use FY 2023-24 to post to next year. Use FY 2022-23 to post in current year. <ul style="list-style-type: none">• Departments & secondaries-Any FY 2023-24 Inventory Requisitions entered on or after May 22 will be delivered after July 1.• Elementaries-All deliveries will be after July 31 unless requested on requisition. |
| June 12 | Departments & secondaries -Last day to enter, and to approve, any FY 2022-23 Inventory Requisitions (posted in current year) for guaranteed delivery by June 27. |
| June 26 | Last day for delivery of all non-food FY 2022-23 Inventory orders. |
| July 5 | Continue entering FY 2023-24 Inventory Requisitions. Warehouses resume delivery schedules. |

PURCHASE REQUISITIONS

All Locations

- May 5 All Purchase Requisitions estimated to be \$80,000 or more must be routed to Purchasing.
- May 12 May begin entering FY 2023-24 Purchase Requisitions. Enter the respective year and delivery instructions in the description field as shown below.
- Select Fiscal Year 2022-23 to post in current year.
 - **2022-23 Purchase Requisitions can be entered through June 7.**
 - Select Fiscal Year 2023-24 to post in next year.
 - **2023-24 Purchase Requisitions will not be sent to vendors until after July 1, unless specific delivery instructions are entered into the description field of the purchase requisition.**

Delivery requirements must be on requisition.

The screenshot displays the 'Requisition Master Information' form. The 'Requisition Setup Information' section includes a 'Fiscal Year' dropdown menu with options: '2022 - 2023 July 1, 2022 - June 30, 2023', '2023 - 2024 July 1, 2023 - June 30, 2024', and '2022 - 2023 July 1, 2022 - June 30, 2023'. A callout box points to this menu with the text: 'Select the fiscal year to use for this requisition.' Below this, the 'Requisition Information' section has a 'Description' field with a red border. The text in the description field reads: '* Description: Enter fiscal year for order: YR 2022-23 or YR 2023-24' and 'Enter delivery requirement. Example: "Product needs to be delivered to school by August 1st"'. Buttons for 'Save and Finish Later' and 'Back' are visible in the top right corner.

- June 1 Last day for P-Card expenditures for FY 2022-23.
- June 7 Last day to enter, and to approve, any FY 2022-23 Purchase Requisitions (posted in current year).
- June 9 Last day for Administrator of Schools to approve FY 2022-23 Purchase Requisitions.
- July 5 Continue entering FY 2023-24 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 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 return 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

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| May 19 | P-Card Reconciliations due in Accounting. |
| June 1 | Last day for P-Card expenditures for FY 2022-23. |
| June 21 | Last day to submit check requests and mileage. |
| June 22 | Last day for Principals and Administrator of Schools to approve check requests. |
| July 19 | P-Card Reconciliations due in Accounting. |

Elementary Schools

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| June 8 | All items (mileage reimbursements, journal entries and check requests and “verifications”) to be paid with FY 2022-23 budgets should be entered, approved and received in Accounting by this date. Those received after this date may be paid with FY 2023-24 budgets. |
| June 8 | P-Card Reconciliations due in Accounting. |

Secondary and Departments

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| June 20 | P-Card Reconciliations due in Accounting. |
| June 21 | Last day to submit electronic Cash Receipts and electronic Journal Entries. |

PAYROLL

All Locations

May 2	April Payroll due.
May 3	True Time Submissions due.
May 5	True Time 1st approvals due.
May 9	True Time final approvals due.
June 2	May Payroll due.
June 2	Nutrition True Time submissions due. Nutrition Manager approvals due by the end of the day.
June 7	True Time Submissions due.
June 9	True Time 1st approvals due.
June 13	True Time final approvals due.
July 3	Begin entering FY 2023-24 time off.
July 5	June Payroll due.
July 5	True Time Submissions due.
July 7	True Time 1st approvals due.
July 11	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.

HUMAN RESOURCES

May 5 Special Calendars due to Human Resources

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