

## Intradistrict Communication

DATE: April 1, 2024

TO: All Principals  
All Budget Directors

FROM: John Larsen, Business Administrator  
Daniel Ellis, Director of Accounting, Budgets & Audits  
June LeMaster, Administrator, Human Resources  
Steffany Ellsworth, Manager, 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 2023-24 year. Please review these dates as they could have a major effect on your location's ability to operate.

### INVENTORY REQUISITIONS

#### Elementary Schools

- |        |   |
|--------|---|
| May 24 | Last day to enter and approve FY 2023-24 Inventory Requisitions (posted in current year) for guaranteed delivery by June 7. |
| June 7 | Last day for delivery of FY 2023-24 Inventory orders.   |

#### All Locations

- |         |   |
|---------|---|
| May 20  | First day to enter next year startup orders. Use FY 2024-25 to post to next year. Use FY 2023-24 to post in current year. <ul style="list-style-type: none"><li>• <b>Departments &amp; secondaries</b>-Any FY 2024-25 Inventory Requisitions entered on or after May 20 will be delivered after July 1.</li><li>• <b>Elementaries</b>-All deliveries will be after July 25 unless requested on requisition.</li></ul> |
| June 10 | <b>Departments &amp; secondaries</b> -Last day to enter, and to approve, any FY 2023-24 Inventory Requisitions (posted in current year) for guaranteed delivery by June 24.   |
| June 24 | Last day for delivery of all non-food FY 2023-24 Inventory orders.  |
| July 2  | Continue entering FY 2024-25 Inventory Requisitions. Warehouses resume delivery schedules.  |

## PURCHASE REQUISITIONS

### All Locations

- May 3 All Purchase Requisitions estimated to be \$80,000 or more must be routed to Purchasing.
- May 10 May begin entering FY 2024-25 Purchase Requisitions. Enter the respective year and delivery instructions in the description field as shown below.
- Select Fiscal Year 2023-24 to post in current year.
    - **2023-24 Purchase Requisitions can be entered through June 5.**
  - Select Fiscal Year 2024-25 to post in next year.
    - **2024-25 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 the following options: '2023 - 2024 July 1, 2023 - June 30, 2024', '2024 - 2025 July 1, 2024 - June 30, 2025', and '2023 - 2024 July 1, 2023 - June 30, 2024'. A callout box with an arrow points to the dropdown menu, containing the text: 'Select the fiscal year to use for this requisition.' The 'Requisition Information' section shows a 'Batch Number' of 20 and a 'Description' field with the text: 'Enter fiscal year for order: YR 2023-24 or YR 2024-25' and 'Enter delivery requirement. Example: "Product needs to be delivered to school by August 1st"'. The description field is highlighted with a red border. Buttons for 'Save and Finish Later' and 'Back' are visible in the top right corner.

- June 3 Last day for P-Card expenditures for FY 2023-24.
- June 5 Last day to enter, and to approve, any FY 2023-24 Purchase Requisitions (posted in current year).
- June 7 Last day for Administrator of Schools to approve FY 2023-24 Purchase Requisitions.
- July 2 Continue entering FY 2024-25 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**

- |         |   |
|---------|---|
| May 20  | P-Card Reconciliations due in Accounting.                                       |
| June 3  | Last day for P-Card expenditures for FY 2023-24.                                |
| June 19 | Last day to submit check requests and mileage.                                  |
| June 20 | Last day for Principals and Administrator of Schools to approve check requests. |
| July 19 | P-Card Reconciliations due in Accounting.                                       |

### **Elementary Schools**

- |        |  |
|--------|--|
| June 6 | All items (mileage reimbursements, journal entries and check requests and “verifications”) to be paid with FY 2023-24 budgets should be entered, approved and received in Accounting by this date. Those received after this date may be paid with FY 2024-25 budgets. |
| June 6 | P-Card Reconciliations due in Accounting.  |

### **Secondary and Departments**

- |         |   |
|---------|---|
| June 19 | P-Card Reconciliations due in Accounting.                                   |
| June 19 | Last day to submit electronic Cash Receipts and electronic Journal Entries. |

## **PAYROLL**

### **All Locations**

May 2	April Payroll due.
May 8	True Time Submissions due.
May10	True Time 1st approvals due.
May 14	True Time final approvals due.
May 31	Nutrition True Time submissions due. Nutrition Manager approvals due by the end of the day.
June 4	May Payroll due.
June 5	True Time Submissions due.
June 7	True Time 1st approvals due.
June 11	True Time final approvals due.
July 2	Begin entering FY 2024-25 time off.
July 2	June Payroll due.
July 3	True Time Submissions due.
July 5	True Time 1st approvals due.
July 9	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 3              Special Calendars due to Human Resources

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