

Intradistrict Communication

DATE: April 8, 2020

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 2019-20 year. Please review these dates as they could have a major effect on your location's ability to operate.

INVENTORY REQUISITIONS

Traditional Schools

May 22, 2020: Last day to enter and approve FY 2019-20 Inventory Requisition (posted in current year), guaranteed delivery June 5, 2020.

June 5, 2020: Last day for delivery of FY 2019-20 Inventory orders.

All Locations

May 29, 2020: First day to enter next year startup orders. Use FY 2020-21 to post in next year. Use FY 2019-20 to post in current year. Any Inventory Requisitions entered on or after May 29, 2020 for delivery after June 5, 2020, enter as a FY 2020-21 Requisition.

June 9, 2020: Last day to enter, and for Principals to approve, any FY 2019-20 Inventory Requisitions (posted in current year). Inventory Requisitions delivered by June 24, 2020.

June 24, 2020: Last delivery for all non-food FY 2019-20 Inventory orders.

July 1, 2020: Continue entering FY 2020-21 Inventory Requisitions. Warehouses resume delivery schedules.

PURCHASE REQUISITIONS

All Locations

- April 20, 2020: All FY 2019-20 Purchase Requisitions using the Special Ed budget must be received by the Special Ed department.
- May 1, 2020: All Purchase Requisitions estimated to be \$50,000 or more must be routed to Purchasing.
- May 15, 2020: Begin entering FY 2020-21 Purchase Requisitions. Select FY 2020-21 to post in next year. Use FY 2019-20 to post in current year. Please enter the respective year in the description field as seen below. **FY 2019-20 Purchase Requisitions can be entered through June 10, 2020. All FY 2020-21 Purchase Requisitions will not be sent to vendors until after July 2, 2020.**

The screenshot displays the 'Requisition Master Information' form. The 'Requisition Setup Information' section includes a dropdown for 'Requisition Group' set to '111 - Columbia Elementary' and a 'Fiscal Year' dropdown with three options: '2019 - 2020 July 1, 2019 - June 30, 2020', '2020 - 2021 July 1, 2020 - June 30, 2021', and '2019 - 2020 July 1, 2019 - June 30, 2020'. A button labeled 'Select the fiscal year to use for this requisition.' is positioned to the right of the fiscal year dropdown. Below this is a checkbox labeled 'This requisition is used to restock a warehouse.' The 'Requisition Information' section contains a '* Batch Number:' field with the value '06' and a '* Description:' field with a light green background containing the text 'YR 2019-20' followed by 'or' and 'YR 2020-21'. On the right side of the form, there are three buttons: 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'.

- June 1, 2020: Last day for P-Card purchases for FY 2019-20.
- June 10, 2020: Last day to enter, and for Principals to approve, any FY 2019-20 Purchase Requisitions (posted in current year).
- June 12, 2020: Last day for Administrator of Schools level approvals for FY 2019-20 Purchase Requisitions. Not guaranteed after this date.
- July 1, 2020: Continue entering FY 2020-21 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 15, 2020 P-Card Reconciliations due in Accounting.

June 1, 2020 Last day for P-Card expenditures for FY 2019-20.

Traditional Elementary Schools

June 11, 2020 All items (mileage reimbursements, NPOs, check requests, Journal Entries and “verifications”) to be paid with FY 2019-20 budgets should be entered, approved and received in Accounting by this date. Those received after this date, may be paid with FY 2020-21 budgets.

June 12, 2020 P-Card Reconciliations due in Accounting.

Secondary and Year-Round Schools & Departments

June 18, 2020 P-Card Reconciliations due in Accounting.

Secondary and Year-Round Schools

June 24, 2020 Last day to submit Cash Receipts and Journal Entries.

PAYROLL

All Locations

June 3, 2020	Traditional Schools: All True Time submissions due. Nutrition Managers approvals due by the end of the day.
June 2, 2020	May Payroll due.
June 5, 2020	True Time 1st approvals due.
June 9, 2020	True Time final approvals due.
July 1, 2020	Begin entering FY 2020-21 time off.
July 1, 2020	All Locations: June Payroll due. Year Round Schools: True Time submissions due. Nutrition Managers approvals due by the end of the day.
July 8, 2020	True Time Submissions due.
July 10, 2020	True Time 1st approvals due.
July 14, 2020	True Time final approvals due.

INSURANCE

May 15 – June 30 Open enrollment for September 1 effective. Enrollment elections will be made using our new 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**