

MEMORANDUM

DATE: April 5, 2023

TO: Principals, Directors, Grant Administrators, Coordinators and Media Specialists, Secretaries, Middle School and High School Bookkeepers

FROM: Jessica Jimenez, Director of Financial Reporting

RE: FY 2022-23 Year-End Closing Schedule

To facilitate a smooth year-end and ensure the receipt of all required documentation necessary for the preparation of the Annual Financial Report, the Program Cost Report, and other reports required by the Department of Education, we have established the following year-end schedule for the processing of transactions associated with purchasing, accounts payable, and accounting:

ITEM	DEADLINE
STIPENDS FOR FY 2022-23	
ALL Stipend PO requests	June 16 2023
Stipend-related training must occur on or before	June 29, 2023
Associated timesheets must be submitted to Payroll	June 29, 2023
PURCHASE ORDERS FOR FY 2022-23	
General and Capital Discretionary Funds	June 16, 2023
Grants closing 6/30/23, with allowable purchases (Grant Approval Required)	June 16, 2023
Grants Note - Purchase orders must indicate "Items must be received by 06/30/23", or expense cannot be charged to FY 2022-23	March 3, 2023
INVOICE & REIMBURSEMENT REQUESTS CHARGED TO 2022-23 BUDGETS	
Invoices – Receive in Skyward or submit to Accounts Payable by	June 16, 2023
Grants that close 6/30/23, with an "expend by 8/20/23 date" - Invoices/PO: Close out PO, receive items in skyward and/or submit invoice/payment request to Accounts Payable Department by - Travel Reimbursements – submit and fully approve by **Any grant related travel not submitted and approved by deadline will be charged against your discretionary funds.	July 20, 2023
Travel reimbursement requests – submit and fully approve by **Any grant related travel not submitted and approved by deadline will be charged against your discretionary funds.	July 3, 2023
Transportation Department bus/trip charges, White Fleet Billing and Fuel Transfer – submit to Accounting Dept. by (JE)	July 3, 2023
Print Shop charges and Fuel Return Data– submit to Accounting Department by	July 3, 2023
P-Card receipts – submit to Accounting Department by	July 3, 2023

THE FINAL 2022-23 CHECK RUN IS SCHEDULED FOR JULY 6, 2023.

DISCRETIONARY BUDGETS FOR 2023-24 WILL BE OPEN FOR REQUISITIONS BY JUNE 20, 2023. FY 23/24 POs WILL NOT BE SENT OUT UNTIL 7/5/23.

All payment information received after the above dates will be applied against your FY 2023-24 school or department budget(s). Should you have any questions related to requisitions or purchase orders, please contact Kim at ext. 3972. For questions regarding Accounts Payable/Accounting, contact Jessica at ext. 3989. For questions regarding payroll, contact Barbara at ext. 3996.