

Current Topics Fiscal Services

Spring 2020

SPRING FORWARD

March 8

Don't forget to "spring forward" on Sunday, March 8 at 2:00 a.m. by setting your clocks ahead one hour!



SPENDING CUT-OFF

April 6 – Extended

Just a reminder that the deadline for the April 6 spending cut-off is right around the corner! [Click here](#) to access the email from Drew Sexton outlining the dates and procedures.

Please [contact Drew](#) with any questions regarding the spending cut-off.

SPRING HOUSEKEEPING

Open Purchase Orders

As time permits, please take a moment to review your open purchase orders and determine whether or not they are complete and can be closed. If they can be closed, please indicate "Okay to Close" on the purchase order, sign, date, and forward to Finance.

We appreciate your cooperation as we begin to look ahead to our year-end processes and closing out old purchase orders.

"The spring came suddenly, bursting upon the world as a child bursts into a room, with a laugh and a shout and hands full of flowers."

Henry Wadsworth Longfellow



OFFICE OF INTERNAL AUDIT

Dawn Czajkowski

Did you know . . .

that the principal or principal's designee should be given the FCR form and the deposit ticket (not the currency and checks) to properly verify the deposit?

As outlined in the Procedures Manual for School Funds, each component of the deposit ticket (# of checks, total amount of checks, total currency, and total coin) should be supported with the FCR forms.

Both the preparer and verifier should initial the deposit ticket.

Please feel free to [contact me](#) with any questions!

PRELIMINARY AUDIT

April 2020

The external auditors from CliftonLarsenAllen, LLC will be on site in the Finance Office in April performing the preliminary fieldwork leading up to our annual financial audit in mid-August. Occasionally, they will visit a few schools to meet with administrative staff.

ADMINISTRATIVE PROFESSIONAL'S DAY

Wednesday, April 22

It is once again time to recognize and thank the many *Administrative Professionals* who contribute day in and day out to the success of our school system. Our staff and students are very fortunate to have a group of such talented individuals! THANK YOU and enjoy your special day!



YEAR-END PROCEDURES

Accounts Payable

As we look ahead to June 30, we are requesting that all payables related to FY20 expenditures be submitted to Finance no later than 4:00 p.m. on Friday, July 3.

This includes the following FY20 payables:

- mileage reimbursements
- tuition reimbursements
- invoices for items not purchased via a P-Card
- miscellaneous reimbursements for school/teaching supplies
- any other payables related to FY20 that were not on a purchase order

Should you have any questions regarding payment of FY20 payables, please contact the Finance Office as soon as possible.

CHECK RUN SCHEDULE FOR SPRING

Check Run Date: Tuesday, April 14
Deadline for Paperwork to Finance: Thursday, April 9, noon



Check Run Date: Tuesday, May 26
Deadline for Paperwork to Finance: Thursday, May 21, noon

PROCUREMENT CARD

Year-End Instructions

To avoid problems with year-end cut-off testing performed by our auditors, we are asking that you follow the guidelines listed below:

June 24, 2020 – Last day to use P-Cards for FY20

July 6, 2020 – First day to use P-Cards for FY21

Note: We will need all statements dated 7/2/20 coded, approved online, and the hard copy statements with receipts to Finance by 4:00 p.m. on Wednesday, July 15, 2020.

Staffing Changes

Please contact [Jill Kernan](#) with any staffing changes that relate to procurement card holders at your cost center!

CHECK REQUESTS

Turnaround Time

It is the time of year where we see a lot of check requests for end-of-year activities and field trips. Just a reminder that we need the original documents/signatures prior to releasing the check. Please allow sufficient time for the check request to go through the contract and approval process. We suggest 10 to 14 days lead time before the check is actually due to be mailed from Finance.

CONTRACTS

Contracted Services

Just a reminder that a contract needs to be completed and signed by Nancy Codner, Supervisor of Purchasing, prior to services being rendered. If you are unsure whether or not a contract is necessary, please contact the Purchasing Office and they will be happy to help you through the process.



Annual Financial Meeting

Agenda and details to follow! We will send a date for the annual Financial meeting as soon as the last day of school has been determined!