

Spring 2021

FINANCE OFFICE

Current Topics

SPENDING CUTOFF

March 19, 2021

Just a reminder that the deadline for the March 19 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 Sexton](#) with any questions regarding the spending cut-off.

Spring Forward

March 14, 2021

Don't forget to "spring forward" on Sunday, March 14 at 2:00 AM by setting your clocks ahead one hour!

Administrative Professionals Day

April 21, 2021

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!

Annual Financial Meeting

TBD

Agenda and details to follow!



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.

CHECK REQUESTS - TURNAROUND TIME

It is the time of year where we see a lot of check requests for end-of-year activities. As a reminder, 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

Please note that a contract needs to be completed and signed by Nancy Codner, Supervisor of Purchasing, prior to services being rendered. Please contact the Purchasing Office with any questions and they will be happy to help you through the process.

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Year-End Procedures

PRELIMINARY AUDIT

April 2021

The external auditors from CliftonLarsenAllen, LLC will be on site in the Finance Office 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.



Spring Check Run Schedule

Check Run Date:
Tuesday, April 6, 2021
Deadline for Paperwork to Finance:
12:00 PM on Thursday, April 1, 2021

Check Run Date:
Tuesday, June 1, 2021
Deadline for Paperwork to Finance:
12:00 PM on Thursday, May 27, 2021

PROCUREMENT CARD

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

June 25, 2021 - Last day to use P-Cards for FY21
July 5, 2021 - First day to use P-Cards for FY22

Note: We will need all P-Card statements dated 7/2/2021 coded, approved online, and the hard copy statements with receipts to Finance by 4:00 PM on Friday, July 16, 2021.

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

ACCOUNTS PAYABLE

As we look ahead to June 30, we are requesting that all payables related to FY21 expenditures be submitted to Finance no later than 4:00 PM on Friday, July 9, 2021.

This includes the following FY21 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 FY21 that were not on a purchase order

Should you have any questions regarding payment of FY21 payables, please contact the Finance Office as soon as possible.