

Chief Administrative Officer

Year-End Closing of Financial Records for FY22

To: All Staff  
From: Jahantab A. Siddiqui  
Chief Administrative Officer

The purpose of Circular No. 33 is to provide guidance related to year-end financial closures, especially as HCPSS continues adapting to the COVID-19 pandemic, school reopening, and recovery of learning.

As the fiscal year-end approaches, this circular provides the guidelines for an orderly, successful, and solvent FY22 close of the budget and financial records.

We have set the year-end deadline for purchasing on May 20, 2022. However, as we realize there may be exceptional circumstances that warrant the need for purchases after this deadline, **expenditures that support recovery of learning, the delivery of instruction to students, approved responses to the COVID-19 event or expenditures to ensure the health, safety and protection of students, staff and property will be reviewed and approved on a case-by-case basis.**

Similar to the FY21 close, during this fiscal year-end we will strategically manage year-end spending, and budget controls will remain in place to ensure the coordinated and intentional use of FY22 budget savings to meet HCPSS priorities. Staff are reminded that FY22 funds are not to be used to pre-purchase for next year unless approved by the Division Chief and Chief Administrative Officer. In addition, any expenditure requests \$10,000 and above will continue to be approved by the Division Chief and the Executive Director of Budget.

Please review this document with all employees who may have a part in this process

This year-end schedule is critical to the closing of our FY22 financial systems. The following pages provide a summary of deadlines and timelines.

JAS/TY/md  
Enclosure

**All Expenditures –**

**This does not include Grant or Capital Projects Funds.**

<b>Deadline</b>	<b>Topic</b>	<b>Description</b>
5/20/2022	FY22 Purchase Requisitions	All requisitions must be entered into Workday, and received in the Purchasing Office workflow. Requisitions received after that date will be cancelled/closed. Mission critical items and services which must be purchased after the deadline will be routed to the Division Chief and the Chief Administrative Officer for approval.
5/20/2022	Pcard Purchases	Purchases made using pcards allows for the posting and approval of transactions via Workday prior to the last day of school. Individual cardholders may request an exception to allow the pcard to remain open beyond the deadline with approval by the Purchasing Office. This includes Office Depot and all other pcard transactions.
5/27/2022	Logistic Center Supplies	Orders due to Logistic Center.
6/24/2022	FY22 Funds Collected, Schools & Administrative Offices	Funds received must be transmitted with the purpose and the associated program/account codes to the Accounting Office.
6/30/2022	SAF Scards	Last day to use SAF Scards for FY22 expenses.
6/30/2022	FY22 purchase orders for Internal Service Funds	FY22 purchase orders for internal service funds are closed at year-end unless specifically requested to remain open into FY23.

Deadline	Topic	Description
7/1/2022	FY22 Salary Vouchers	Schools and offices with previously approved activities must submit salary vouchers via the Google Doc provided for each pay period end date. The PPE's in July will include 2 documents, one for FY22 and one for FY23 Questions about specific accounts or these deadlines may be directed to Mary Lou Bowman, by e-mail at mary_bowman@hcpss.org.
7/1/2022	Fiscal Year 2023 begins	Approved FY23 budget allocations will be available in Workday. Pcard transactions using FY23 funds may be initiated at this time.
7/5/2022	FY23 Purchase Requisitions	Purchase requisitions using FY23 funds may be initiated at this time.
7/15/2022	FY22 Purchase Order Receiving/Invoice Submission	Invoices for deliveries or services provided on or before June 30, 2022 must be submitted immediately upon acceptance to Finance for payment but no later than July 15, 2022. Workday Requestors are responsible for ensuring supplier invoices arrive prior to the deadline.
7/15/2022	FY22 Direct Pays - expense items that were not ordered through a PO. <b>Provide rationale why a Purchase Requisition was not initiated by 5/20/2022</b>	Invoices for goods or services received June 30, 2022 or prior must be approved and submitted for processing to the Purchasing office on a direct payment (DP) request. Please ensure the vendor issues invoices for FY22 goods or services received June 30, 2022 or prior. If invoices have not been received on goods or services that are received on or prior to June 30, 2022, expenses need to be communicated with Accounting for timely accrual.
7/15/2022	Expense - mileage and other employee reimbursements	Employee Expense requests must be submitted and approved by July 15, 2022 to ensure recording the expenditure in the proper fiscal year.
7/15/2022	P-Card and G-Card transaction verification	Purchasing Cards (Pcards) and Grant Cards (Gcards) transactions must be verified by July 15, 2022 to ensure recording the expenditure in the proper fiscal year.
July/ August	Student Activity Fund Audit	Select schools and specific dates of each school's audit will be provided upon finalization with the audit firm.
12/30/2022	Begin closing of FY22 Purchase Orders that roll over for Operating (General) Fund	