
Chief Administrative Officer

Year-End Closing of Financial Records for FY24

To: All Staff

From: Jahantab A. Siddiqui
Chief Administrative Officer

FY24 Year-End Budget Management and Financial Close Guidance

The purpose of Circular No. 26 is to provide guidance related to year-end financial closures. As the fiscal year-end approaches, this circular provides the guidelines for an orderly, successful, and solvent FY24 close of the budget and financial records. Purchasing guidelines, as defined in School Board Policy 4050, remain in place.

Based on current expenditure trends, it is likely that HCPSS will need to spend beyond the budgeted authority level for certain categories. As a result, a categorical transfer and a supplemental appropriation may be necessary from the HCPSS General Fund unassigned fund balance to ensure the current budget year has sufficient funding to close our financial books. The unassigned fund balance is currently proposed to be used, in its entirety, to balance the FY 2025 budget and any use of it in FY 2024 will reduce the amount available for FY 2025, leading to additional difficult choices. In order to help ensure that we maximize the savings possible during the current budget year, a spending freeze is being instituted for non-school based expenditures. Division leaders will be responsible for reviewing expenditures within their divisions. Any expenditure in the Operating Fund that may be considered discretionary should be reviewed and reevaluated. Beginning April 15, 2024, all expenditure requests should be routed for Division leader approval.

Cost Management Measures

- Implementation of spending controls on all requisitions \$5,000 or greater.
- The approval form, FY2024 Non-School Based Freeze Exception Request Form (Attachment A), must be uploaded into Workday for each requisition or supplier invoice request (DP) greater than \$5,000.
- No new FY2024 contractual commitments may be made with the exception of emergency repairs, school-based services, and Student Transportation contracts. Offices may accept delivery of previously ordered contractual services. Each office must review contractual service encumbrances to see if they can be canceled.
- Conferences and travel approved in accordance with conference funding provided as part of the negotiated agreements, Article XII, Article 12.2 and Article 13, may continue in accordance with the established approval processes.

We have set the year-end deadline for purchasing on **May 31, 2024**. However, we realize there may be circumstances that warrant the need for purchases after this deadline. Expenditures to deliver instruction to students or to ensure the health, safety and protection of students, staff, and property will be reviewed and approved on a case-by-case basis.

Please review this document with all employees who may have a part in this process. Please also note that some offices may have purchasing deadlines prior to the May 31, 2024, deadline. Please consult with your supervisor if you have any questions about your office's internal purchasing deadlines or procedures.

This year-end schedule is critical to closing our FY24 financial records and the preparation of financial statements. The following pages provide a summary of deadlines and timelines.

JAS/SSP/NHL
Enclosure

All Expenditures –**This does not include Grant or Capital Projects Funds.**

Deadline	Topic	Description
5/10/2024	P-card Purchases	<p>Purchases made using P-cards allows for the posting and approval of transactions via Workday prior to the last day of school.</p> <p>Individual cardholders may request an exception to allow the P-card to remain open beyond the deadline with approval by the Purchasing Office. This includes Office Depot and all other P-card transactions. Request for individual P-Card extensions beyond this date must be submitted to the Purchasing Office in writing by 4/30/2024 via purchasing@hcpss.org.</p> <p>*Please note this circular does not change individual department deadlines set earlier than 5/10/2024. Please check with your department manager for additional guidance.</p>
5/24/2024	Logistic Center Supplies	Orders due to Logistic Center.
5/31/2024	FY24 Purchase Requisitions	<p>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.</p> <p>No Blanket Purchase Orders will be accepted after 4/15/2024.</p>
5/31/2024	Modifications to Existing Purchase Orders	Any modifications or change orders must be completed by 5/31/2024.
6/21/2024	FY24 Funds Collected, Schools & Administrative Offices	Funds received must be transmitted with the purpose and the associated program/account (e.g. fine arts, student devices, recorders, CO transcripts, etc.) codes to the Accounting Office.
6/28/2024	SAF S-cards	Last day to pay SAF S-cards for FY24 expenses.
6/28/2024	FY24 purchase orders for Internal Service Funds	FY24 purchase orders for internal service funds are closed at year-end unless specifically requested to remain open into FY25.

Deadline	Topic	Description
7/11/2024	FY24 Salary Vouchers	All Salary Vouchers for FY24 (work performed on 06/30/24 and prior) must be submitted and approved no later than 07/11/24 via the salary voucher process.
7/01/2024	Fiscal Year 2025 begins	Approved FY25 budget allocations will be available in Workday. P-card transactions using FY25 funds may be initiated at this time.
7/05/2024	FY25 Purchase Requisitions	Purchase requisitions using FY25 funds may be initiated at this time.
7/12/2024	FY24 Purchase Order Receiving/Invoice Submission	<p>Invoices for deliveries or services provided on or before June 30, 2024 must be submitted immediately upon acceptance to Finance for payment but no later than July 12, 2024.</p> <p>Workday Requestors are responsible for ensuring supplier invoices arrive prior to the deadline.</p>
7/12/2024	<p>FY24 Direct Pays - expense items that were not ordered through a PO.</p> <p>Purchasing may request a rationale for why a Purchase Requisition was not initiated by 5/31/2024.</p>	Invoices for goods or services received June 30, 2024 or prior must be submitted in Workday for approval by the Purchasing office as a Supplier Invoice Request (Direct payment). Please ensure the vendor issues invoices for FY24 goods or services received June 30, 2024 or prior. If invoices have not been received on goods or services that are received on or prior to June 30, 2024, expenses need to be communicated with Accounting for timely accrual.
7/12/2024	P-Card and G-Card transaction verification	Purchasing Cards (P-cards) and Grant Cards (G-cards) transactions must be verified by July 12, 2024 to ensure recording the expenditure in the proper fiscal year.
7/15/2024	Expense - mileage and other employee reimbursements	Employee Expense requests must be submitted and approved by July 15, 2024 to ensure recording the expenditure in the proper fiscal year.
July/August	School Activity Fund Audit	Select schools will be audited and specific dates of those schools' audits will be provided upon finalization with the audit firm.
9/30/2024	Begin closing FY24 Purchase Orders that rolled in the Operating (General) Fund	Best practices call for closing out prior year purchase orders within 90 days of the start of the new fiscal year. Exceptions to this rule will only be made for genuine extenuating circumstances.

HCPSS

FY 2024 Freeze Exception Request – Non-School Based – Expenditures over \$5,000

Office/Department Name: _____

Requestor: _____

Item Description: _____

Directions: Use a separate form for each request. You may attach additional information on a separate sheet.
Submit to the appropriate Chief or Deputy Superintendent for approval.

Cost Center	Program #	State Category#	Spend Category	Balance Available Y/N	Requested Amount
TOTAL					

***Request Criteria**

- 1. Expenditure for emergency repairs.
- 2. Expenditure for school-based services.
- 3. Expenditure for student transportation contracts.
- 4. Expenditure without which essential operations/programs could not continue.
- 5. Expenditure for uncontracted commitments (violation of policy 4050).

Why is this expenditure necessary/critical to operations?

If denied, what are the consequences?

Recommended by: _____
Executive Director/Director (Name)
Executive Director/Director (Signature)
Date

Approved by: _____
Deputy Superintendent/Chief
Date

Note:

Form must be digitally signed or include an actual signature for it to be accepted.
Scanned document must be attached to Workday requisition or supplier invoice request (DP).