

April 13, 2021

Chief Administrative Officer

Year-End Closing of Financial Records for FY21
REVISED

To: All Staff

From: Jahantab A. Siddiqui
Chief Administrative Officer

The purpose of Circular No. 20 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 FY21 budget close. Please note that this guidance does not apply to state and federal pandemic relief funds (such as, CARES, ESSER, and GEER). As we all work through these extraordinary circumstances, purchasing guidelines as defined in School Board Policy 4050 remain in place.

This year's fiscal year-end close coincides with us continuing to welcome students back to the classroom. We recognize that schools have been operating in a virtual and now hybrid model and that typical supply orders may not yet have been placed and additional time to purchase items may be needed. Therefore, we have extended the year-end deadline for purchasing until mid-May. In addition, there may be exceptional circumstances that warrant the need for purchases after the deadline. To that end, **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 FY20 close, 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 FY21 budget savings to meet HCPSS priorities. Staff are reminded that FY21 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 FY21 financial systems. The following pages provide a summary of deadlines and timelines.

JAS/TY/DP/md
Enclosure

All Expenditures –

Only those related to Reopening, Recovery of Learning or COVID-19 will be approved. In addition, any expenditures of \$10,000 and above will be routed to the Division Chief for approval.

This does not include Grant or Capital Projects Funds

Deadline	Topic	Description
5/14/2021	FY21 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.
5/14/2021	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.
5/28/2021	Logistic Center Supplies	Orders due to Logistic Center.
6/25/2021	FY21 Funds Collected, Schools & Administrative Offices	Funds received must be transmitted with the purpose and the associated program/account codes to the Accounting Office.
6/30/2021	SAF Scards	Last day to use SAF Scards for FY21 expenses.
6/30/2021	FY21 purchase orders for Internal Service Funds.	FY21 purchase orders for internal service funds are closed at year-end unless specifically requested to remain open into FY22.

Deadline	Topic	Description												
7/1/2021	FY21 Salary Vouchers	<p>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 FY21 and one for FY22, the following dates apply.</p> <table border="1"> <tr> <th>Pay Period End</th><th>Google Doc Available</th><th>Data Pulled</th></tr> <tr> <td>6/30/2021</td><td>6/24/2021</td><td>7/1/2021</td></tr> <tr> <td>7/14/2021</td><td>7/8/2021</td><td>7/15/2021</td></tr> <tr> <td>7/28/2021</td><td>7/22/2021</td><td>7/29/2021</td></tr> </table> <p>Questions about specific accounts or these deadlines may be directed to Mary Lou Bowman, by e-mail at mary_bowman@hcpss.org.</p>	Pay Period End	Google Doc Available	Data Pulled	6/30/2021	6/24/2021	7/1/2021	7/14/2021	7/8/2021	7/15/2021	7/28/2021	7/22/2021	7/29/2021
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7/1/2021	Fiscal Year 2022 begins	Approved FY22 budget allocations will be available in Workday. Purchase requisitions and pcard transactions using FY22 funds may be initiated at this time.												
7/16/2021	FY21 Purchase Order Receiving/Invoice Submission	Invoices for deliveries or services provided on or before June 30, 2021 must be submitted immediately upon acceptance to Finance for payment but no later than July 16, 2021. Workday Requestors are responsible for ensuring supplier invoices arrive prior to the deadline.												
7/16/2021	FY21 Direct Pays - expense items that were not ordered through a PO. Provide rationale why a Purchase Requisition was not initiated by 5/14/2021	Invoices for goods or services received June 30, 2021 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 FY21 goods or services received June 30, 2021 or prior. If invoices have not been received on goods or services that are received on or prior to June 30, 2021, expenses need to be communicated with Accounting for timely accrual.												
7/16/2021	Expense - mileage and other employee reimbursements.	Employee Expense requests must be submitted and approved by July 16, 2021 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.												
12/31/2021	Closing of FY21 Purchase Orders that roll over for Operating (General) Fund													