

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 40
Series 2019-2020

April 7, 2020

Chief Administrative Officer

Year-End Closing of Financial Records for FY20

To: All Staff

From: Jahantab A. Siddiqui
Chief Administrative Officer

The purpose of this memorandum is to provide guidance related to year-end closures, especially as HCPSS faces new challenges related to the response to the COVID-19 pandemic and implements a new Continuity of Learning model.

As the fiscal year end is fast approaching, the following guidelines are necessary for the successful and solvent closing of Fiscal Year 2020. As we all work through these extraordinary circumstances, purchasing guidelines as defined in School Board Policy 4050 remain in place.

Effective with the date of this Circular, only expenditures that support 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 approved. In addition, any expenditure requests \$10,000 and above must be routed to the Division Chief and to the Chief Administrative Officer for review and approval and submitted in accordance with the timeline provided in this circular.

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 FY20 financial systems. The following pages provide a summary of deadlines and timelines.

JAS/TY/DP/md
Enclosure

All expenditures –

Only those related to Continuity 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
5/1/2020	FY20 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.
5/15/2020	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.
5/15/2020	Logistic Center Supplies	Orders due to Logistic Center.
6/26/2020	FY20 Funds Collected, Schools & Administrative Offices	Funds received must be transmitted with purpose and the associated program/account codes to the Accounting Office.
6/30/2020	SAF Scards	Last day to use SAF Scards for FY20 expenses.
7/1/ 2020	FY20 Salary Vouchers	Schools and offices with previously approved activities must submit salary vouchers on a timely basis in accordance with the pay schedule established by the Payroll Office. The Payroll Office will only accept the original salary voucher signed by the appropriate supervisor. Faxes and emails cannot be accepted. Salary vouchers that are submitted after July 1, 2020 will be charged to an account manager's FY21 program accounts. Any questions about specific accounts or these deadlines may be directed to Mary Lou Bowman, by e-mail at mary_bowman@hcpss.org .

7/1/2020	Fiscal Year 2021 begins	Approved FY21 budget allocations will be available in Workday. Purchase requisitions and pcard transactions using FY21 funds may be initiated at this time.
7/17/2020	FY20 Closing Adjustments to Budget	Adjustments to budget necessary to process FY20 year-end expenditure transactions (necessary for budget check in Workday).
Deadline Date	Topic	Description
7/17/2020	FY20 Purchase Order Receiving/Invoice Submission	Invoices for deliveries or services provided on or before June 30, 2020 must be submitted immediately upon acceptance to Finance for payment but no later than July 17, 2020. Workday Requestors are responsible for ensuring Supplier invoices arrive prior to the deadline.
7/17/2020	FY20 Direct Pays - expense items that were not ordered through a PO. Provide rationale why a Purchase Requisition was not initiated by 5/1/2020	Invoices for goods or services received June 30, 2020 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 FY20 goods or services received June 30, 2020 or prior.
7/17/2020	Expense - mileage and other employee reimbursements.	Employee Expense requests must be submitted and approved by July 17, 2020 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.
12/31/2020	Closing of FY20 Purchasing Orders	All purchase orders will be closed.