

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

Circular No. 42
Series 2015/2016

March 29, 2016

Chief Operating Officer
Fiscal 2016 Year-End Financial Deadlines

TO: All Staff

FROM: Renee A. Foose, Superintendent of Schools

In response to the tough economic times, we again ask that you carefully evaluate your fiscal 2016 spending. By continuing to be fiscally prudent, we can repurpose unspent funds to support critical need areas that may be reduced in FY 2016. Little Budget dollars should also be spent effectively, repurposing funds to meet critical needs. We thank you in advance for your cooperation.

In addition, we will be transitioning to Workday Financials in early July, 2016. To minimize the impact of the transition, it is very important to review your open purchase orders in order to close them out.

Fiscal 2016 expenditures, encumbrances, and transfer of funds should be completed by **April 25, 2016**. The cooperation of all account managers and principals in preparing necessary purchase orders or other expenditure requests in advance of this date and complying with other cutoff dates outlined below will help ensure the most effective use of budgeted dollars.

Purchase Orders

April 22, 2016 – Deadline for Purchase Requisitions: All requisitions must be entered into IFAS, approved by the appropriate Account Manager/Principal, and received in the Purchasing Office workflow. **Requisitions received after that date will be rejected.**

May 2, 2016 – Please review your open purchase orders for your school/location and notify the Purchasing Office of any purchase order encumbrances that should be canceled or adjusted. If you have questions about any outstanding purchase orders, please contact Brenda Leitner by email at brenda_leitner@hcpss.org.

June 24, 2016 – Outstanding blanket purchase orders will be canceled or adjusted by the Purchasing Office.

Please review your Purchase Order Status Report (PO600) by school location via IFAS for School Sites Folder found on the IFAS dashboard. Also, please review your school location PO Receiving Report (PO501) in IFAS as well to ensure you have received delivered items so Accounts Payable can pay our vendors.

The IFAS system will be closed for transactions at the end of June 30th as it will be replaced by Workday in FY 2017. However, Workday Finance will go live on July 11th. Staff will have to wait until July 11th to enter new requisitions for FY 2017 into Workday. In the weeks prior to this, training will be available for staff to learn the new system. Quick tips sheets, videos and other work aids will also be available to make the transition as seamless as possible.

July 11, 2016 – Requisitions using FY 2017 funds will entered via Workday.

September 30, 2016 – FY2016 (prior year) purchase orders will be disencumbered.

Purchasing Cards and Office Depot/Staples purchases

May 3, 2016 – Deadline for P-Card Purchases: After May 3, purchasing cards may only be used for the items listed below under **Exemptions**. An example of an exempt purchase would be grants or technology funds. All purchasing card transactions on the June billing statement will be recorded as FY 2016 expenditures. **The card(s) may be used for FY 2017 budget purchases after July 1.**

We recommend schools collect all purchasing cards issued to 10-month employees at the end of the school year and hold them in a secure place.

May 6, 2016 – Deadline for Office Depot and Staples purchases

Deadline Exemptions

1. The Internal Service funds (Printing Fund, Health & Dental Fund, Workers Comp Fund, and Technology Fund) are exempt from the expenditure cutoff.
2. Food Service expenditures are exempt from the cutoff.
3. Capital projects expenditures are exempt from the cutoff.
4. Any grant ending after June 30, 2016. P-cards on grants have a pre-set cut-off date and limit attached to the card. If you have applied for a grant extension, the original end date is in place until HCPSS receives an approved budget amendment from the granting agency.

Direct Payments and Other Expenditure Requests

April 22, 2016 – Deadline for Direct Payment Expenditures: The only direct payment orders and other expenditure requests that will be honored after **May 3** are: employee expense reimbursement requests for local mileage only, legal fees, special education transportation, approved School Improvement Plan expenditures, and non-public placement. Any other direct payment order expenditures, emergency purchase requests, must be pre-authorized by the Director of Finance.

Submission of Final FY 2016 Direct Payment Requests and Employee Reimbursements

July 15, 2016 – Deadline for Direct Payment Requests and Employee Mileage Expense Reimbursement: Authorized direct payment requests and employee expense reimbursement requests for local mileage for fiscal 2016 should be submitted to the Accounting Office. If you have received any invoices from vendors, please forward them promptly to Accounts Payable in the Central Office for processing and payment.

Reimbursement requests after July 1 using fiscal 2017 funds must be submitted via the Workday system. In the weeks prior to this, training will be available for staff to learn the new system. Quick tips sheets, videos and other work aids will also be available to make the transition as seamless as possible.

Temporary Employment

June 30, 2016 – Deadline for Salary Vouchers: Schools and offices with previously approved activities that will require the use of temporary employment should submit salary vouchers to the Payroll Office. Employee salary vouchers must be submitted 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 2, 2016 will be charged to an account manager's FY 2017 program accounts.

Any questions about specific accounts or these deadlines can be directed to Beverly Davis, Executive Director of Budget and Finance, by e-mail at beverly_davis@hcpss.org or by phone, ext. 1530.