



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

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Finance Services

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Purchasing

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ACTION REQUIRED

MEMORANDUM

DATE: May 19, 2017

TO: Principals, Directors, Bookkeepers and Secretaries

FROM: James Class, Interim Director, Finance Services
Nicole Westmoreland, Director, Purchasing

RE: **FINANCIAL CLOSE-OUT FOR 2016-2017**

The following information helps clarify the fiscal year-end close out procedures. Please inform the appropriate personnel of the below schedule so that items which need to be completed for the 2016-2017 school year can be processed in a timely manner.

PURCHASE ORDERS

- May 26** Cut-off date for completion of requisitions to be converted into purchase orders for **all schools and departments** for 2016-2017 Budget. This also includes Grants ending June 30, 2017.
- May 30-
June 22** Emergency purchase orders for Maintenance, Construction and Transportation Services **ONLY** for 2016-2017 Budget.
- June 22** 2016-2017 Requisitions that were started and not fully approved will be deleted from the MUNIS system. On June 26, the deleted purchase requisitions can be re-entered and charged to the new budget for 2017-2018.
- June 26** Budget will be available for the **new** fiscal year (2017-2018) and requisitions can be entered for all schools and departments. In requisition entry, the year defaults to "2018". (The year immediately follows the department field.) All purchase orders generated from these requisitions will begin with "18".
- June 26 –
June 30** All open Purchase Orders are reviewed to ensure balances are correct and requests made to close Purchase Orders no longer needed.

MUNIS RECEIVING

- July 7** All receiving documents and MUNIS data entry for **goods received on or before June 30, 2017** are due in Accounts Payable to ensure payment from the 2016-2017 Budget. Please use the Quick Start Guide procedures for receiving on a MUNIS PO. **Please make sure the receipt date on the receiving entry in MUNIS is June 30, 2017 or prior.** This applies to Grants ending June 30, 2017.

FINANCIAL CLOSE-OUT FOR 2016-2017 (Continued)

CONTRACTS

- June 26** Budget will be available for the **new** fiscal year (2017-2018) and contracts can be entered for all schools and departments. In contract entry before July 1st, the year must be entered “2018” and the period must be entered as “1”. After July 1st the system will default to year “2018” and period “1”. All contracts generated will begin with “2018”.
- June 26 –
June 30** All open Contracts are reviewed to ensure balances are correct and requests made to close Contracts no longer needed.
- July 24** Prior Year contracts that were marked to “roll forward” will be available in new fiscal year (2017-2018).

INVOICE ENTRY

- July 12** Invoices linked to contracts for **goods or services received on or before June 30, 2017** are to be entered into Invoice Entry to ensure payment from the 2016-2017 Budget. **Please make sure the Effective Date and Year/Period of the Batch are: June 30, 2017 and 2017/12.**

P-CARD TRANSACTIONS

- June 22** P-Card transactions for Title I Part A must be completed in order to be included in the 2016-2017 grant year.
- June 30** Purchasing cards (P-Cards) can be used for purchases through the fiscal year end date other than stated above. Any purchases posted at the bank on or before *June 30, 2017* will be charged to the 2016-2017 Budget.
- June 30** For any purchases ordered prior to June 30, but received in Munis with a GL Effective Date after June 30: add “FY17” in the Charge Description location and attach documentation that the order was placed prior to June 30.
- July 1** Any transactions with this purchase date or later will be charged to the **new** fiscal year.
- July 7** Please make sure that P-Card transactions are managed during the month of June and completed by this date so these transactions are expensed as soon as possible.

FOOD & NUTRITION SERVICES CHANGE FUNDS – FNS

- May 26** Cafeteria Manager must prepare a separate bank deposit for the Change Fund from registers and vending machines not remaining open for the summer.
- May 30** Vending machines left running during the summer must have the change fund for that specific machine verified by the school’s bookkeeper by this date. The bookkeeper and manager must sign the Verification Form and return to FNS.

FINANCIAL CLOSE-OUT FOR 2016-2017 (Continued)

SCHOOLS DISCRETIONARY FUNDS

June 30 Charges made on or before June 30 to discretionary projects 01000, 01020, 01030, 01060, and 01080 in excess of budgeted amounts will be charged to the Due to District 114200 object for the 2017-2018 fiscal year.

TRAVEL

July 7 Reimbursement requests for travel during the 2016-2017 fiscal year are due in Accounts Payable. Travel reimbursement requests not in by this deadline will be charged against your 2017-2018 budget.

Please meet these deadlines to avoid audit criticism. Our new Independent Auditor is performing the annual audit and will be here from May to December.

If you have any questions, please call Finance Services at 42268.

cc: Ray Gadd, Deputy Superintendent
Marcy Hetzler-Nettles, Asst. Superintendent
David Scanga Ed.D., Asst. Superintendent
Olga Swinson, Chief Finance Officer
Ann Altman, Purchasing Manager
Sylvia Leeb, FNS Program Manager
Bookkeeping Coordinators

Tammy Berryhill, Asst. Superintendent
Monica Ilse Ed.D., Asst. Superintendent
Elizabeth Kuhn, Asst. Superintendent
Kevin Shibley, Asst. Superintendent
Vanessa Hilton, Asst. Superintendent
Jessica McQuown, Systems Analyst, Information Services
Finance Supervisors