



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Michelle Williams
Director Finance Services
813/ 794-2294 727/ 774-2294
352/ 524-2294 Fax: 813/ 794-2266
e-mail: emwilli@pasco.k12.fl.us

MEMORANDUM: ACTION REQUIRED

DATE: April 14, 2022
TO: All Administrators, Bookkeepers and Secretaries
CC: Assistant Superintendents, Finance and Purchasing
FROM: Michelle Williams, Finance Services Director
James Class, Purchasing Director
SUBJECT: **2021-2022 Financial Close-Out**

The information below outlines fiscal year-end close-out procedures for both Finance and Purchasing. Please inform the appropriate personnel of the schedule below so that items which need to be completed for the 2021-2022 fiscal year can be processed in a timely manner.

PURCHASE ORDERS

- April 18** Review the ***Purchase Order Close Out Memo*** to identify those no longer needed and which can be closed. As closeable purchase orders are identified, send the list to Accounts Payable using the ***Request to Close Purchase Order*** form. Accounts Payable will confirm there are no invoices pending payment and then forward to Purchasing to close the purchase orders. Deadline to submit the form to Accounts Payable is May 31.
- May 20** Cut-off date for entry and release of requisitions to be converted into purchase orders for all schools and departments for 2021-2022 Budget.
- May 27** Title I Part A cut-off date for entry and release of requisitions to be converted into purchase orders for **all schools and departments** for 2021-2022 Budget.
- May 23 – June 16** Emergency purchase orders for Maintenance, Construction, and Transportation Services ONLY for 2021-2022 Budget with prior approval by the CFO. The email approval from the CFO should be uploaded with the requisition in Munis.
- June 21** 2021-2022 Requisitions that were started and not fully approved will be deleted by Purchasing from the MUNIS system. On June 27, the deleted purchase requisitions can be re-entered by schools and departments and charged to the new budget for 2022-2023.

June 27 Budget will be available for the NEW fiscal year 2022-2023 and requisitions can be entered for all schools and departments. In requisition entry, the year defaults to 2023. The year immediately follows the department field. All purchase orders generated from these requisitions will begin with 23.

MUNIS RECEIVING

July 13 All receiving documents and MUNIS data entry for **goods received on or before June 30, 2022** are due in Accounts Payable to ensure payment from the 2021-2022 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, 2022 or prior.**

CONTRACTS

May 20 Cut-off date for entry and release of contracts for all schools and departments for 2021-2022 Budget.

June 21 2021-2022 Contracts that were started and not fully approved will be deleted by Purchasing from the MUNIS system. On June 27, the deleted contracts can be re-entered and charged to the new budget for 2022-2023.

June 27 Budget will be available for the **new** fiscal year 2022-2023 and contracts can be entered for all schools and departments. If you are entering a contract for the new fiscal year, please make sure the year entered in Munis is 2023 and the period is 1. After July 1, the system will default to year 2023 and period 1. All contracts generated will begin with 2023.

July 1 For prior year contracts that roll to fiscal year 22-23 payments and change orders for the **new** fiscal year 2022-2023 cannot be entered on prior year contracts from July 1 – July 24.

July 25 Prior year contracts that were marked to “roll forward” will be available in new fiscal year 2022-2023.

P-CARD TRANSACTIONS

June 16 Purchasing cards (P-Card) transactions for Title I Part A must be managed and completed to be included in the 2021-2022 grant year.

June 29-30 No P-Card purchases on these two days. Purchase Cards will be frozen for all users. ***Please notify all school and department p-card holders.***

June 30 Any purchases reflected in the bank statement on or before *June 30, 2022* will be charged to the 2021-2022 Budget.

July 1 For any purchases ordered prior to June 30, 2022 but received in Munis with a GL Effective Date after June 30, 2022: add “FY22” in the Charge Description location and attach documentation that the order was placed prior to June 30, 2022.

July 1 Any transactions with this purchase date or later will be charged to the **new** fiscal year 2022-2023.

INVOICE ENTRY

July 19 Invoices linked to contracts for **goods or services received on or before *June 30, 2022*** are to be entered into Invoice Entry to ensure payment is expensed to the 2021-2022 Budget. **Please make sure the Effective Date and Year/Period of the Batch are: June 30, 2022 and 2022/12.**

SCHOOL DISCRETIONARY FUNDS

June 30 Charges made on or before June 30, 2022 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 2021-2022 fiscal year. Overages for consolidated schools will be charged to the account provided by the bookkeeper.

TRAVEL

July 8 Reimbursement requests for Title I Part A for travel during the 2021-2022 fiscal year are due in the Grants Department.

July 8 Reimbursement requests for travel during the 2021-2022 fiscal year are due in Accounts Payable. Travel reimbursement requests not received by this deadline will be charged against the 2022-2023 budget.

EMPLOYEE PAYMENTS

July 8 All curriculum contracts, stipends, and employee payments for work completed on or before June 30, 2022, must be received in Finance no later than July 8, 2022.