

## END OF YEAR PROCEDURES OVERVIEW

All campus/department secretaries are responsible for the following end-of-year procedures before the end of their contract year:

### 6.01 Purchase Orders

The District requires all encumbrances to be current by year end. The cut-off date to process purchase orders for the current school year is **the first Monday of April**. All orders need to be billed and items received by the last business day of June. Please communicate these deadlines with campus/department staff. These deadlines apply to purchases made from the General Fund (199) and Special Revenue Funds (200-400). **The Campus Activity Fund (461) is excluded from this deadline.** Anything that can be reasonably anticipated should be ordered no later than the first Monday of April. Any perceived exceptions require special approval from Business Services.

Any POs that have not been received and signed off for payment as of the last business day of June will be canceled, so it is important to order those items by the April deadline, and **to make sure they are received and all paperwork is in Business Services for payment no later than the last business day of June.**

**The new budget year begins on July 1, so the 2022-23 budget will be accessible for use on July 1, 2022.**

### 6.02 Payroll Authorization

Payroll Authorization Forms for extra duty or supplemental pay for the current budget year must be completed and submitted to the Payroll Department prior to the payroll deadline for June pay dates as found on the Business Services webpage, Payroll Information.

### 6.03 Travel Reimbursements

Please ensure all campus/department employees have submitted travel reimbursements by the last business day of June. The District does not reimburse employees for travel past 60 days from the date of travel.

### 6.04 Budget Amendments

All budget transfer requests needing Board approval (cross-functional) are due in Skyward by the **first Friday of May**. No transfers requiring Board approval will be accepted after this date.

## DEADLINES SUMMARY

Deadlines	Description
April 4, 2022	Last date to enter a PO Requisition into Skyward
May 6, 2022	Last date budget transfers will be accepted
June 29, 2022	Last check cycle for 2021-22 fiscal year
June 30, 2022	Last date A/P will fulfill check requests & travel reimbursements
June 30, 2022	Last date to sign off on the receipt of ordered items

Administrative Assistants and Bookkeepers should share the deadline information with their campus or department staff.