



BULLETIN

SUBJECT: 2022-23 Year-End Closing Checklist **2022-23 NO. BS-29**

TO: All School Sites and Departments

DATE: May 19, 2023

PREPARED BY: Nai Saelee, **DEPARTMENT:** Accounting Services
Office Assistant, Fiscal Services

REVIEWED BY: Cindy Tao, **APPROVED:** Rose Ramos
Director III, Accounting Services Rose F. Ramos,
Chief Business Officer

The end of the fiscal year is fast approaching. We wanted to send a gentle reminder of items that will need your attention as we close out the year.

- Requisition Listing Year-End Process.
 - You can start this process now to get a head start on the list of outstanding items that might need your attention.
 - Your timely attention in notifying Accounts Payable of any requisitions to be closed or carried forward would be greatly appreciated.
- Receive Purchase Order items online in ESCAPE as they are delivered.
 - Make sure to do this before **Friday, June 30th** for all items received. This will ensure that the expense will post to this fiscal year. Items not received by June 30th will be charged to the next fiscal year's budget.
 - Contact Purchasing for items that were ordered and not received promptly. This will give the Purchasing Department ample time to reach out to the vendors and inform you of the likelihood of delivery before June 30.
- Send any invoices to Accounts Payable at invoices@scusd.edu for payment as you receive them.
 - Make sure submitted invoices for Blanket Orders, Service Agreements, and Non-Public schools include an approval signature.
- Submit confirming requisitions for employee reimbursements by **Tuesday, July 11th**.
 - Make sure proof of payment is attached to the requisition.
- Prepare any petty cash and CALCard reconciliations and send them to General Accounting by **Tuesday, July 11th**.
 - Make sure to attach your bank statements
 - Make sure to attach your itemized receipts.

- Submit a Y-requisition for reimbursement of petty cash/CALCard accounts by **Tuesday, July 11th**.
 - Make sure to attach your signed reconciliation and all supporting documents to the requisition.

High School Sites

- Do your ASB inventory count on **Friday, June 30th** and send a copy of your inventory report to General Accounting, Box 0802.
- Prepare your annual financial statements including your inventory report and forward copies to General Accounting.
- Prepare your cash reconciliations for all accounts and forward copies of June and July to General Accounting.
 - Make sure to include bank statements.
- File and remit payment for your June sales taxes and send a copy of the filing to General Accounting.

Departments

- Send all maintenance, postage, and transportation charges for work done before June 30 to Budget Services by **Wednesday, July 5th**.
- Please send forms as you complete them to expedite the processing and posting of the transfers.

If you have any questions regarding this information, please direct your questions to the following departments:

- [Accounts Payable](#) at invoices@scusd.edu
- [General Accounting](#) at accounting@scusd.edu
- [Purchasing Services](#) at purchasing@scusd.edu

Attachments: Requisition Listing for Year-End Process
Account Analysis Summary

REQUISITION LISTING for YEAR-END PROCESS

In Escape Online go to **Finance - Requisitions - Vendor Requisitions**

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	
3 - Status Information	
Status	Printed
Status Comment	

Enter search criteria to create the 1st list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
2. In “**Status**” field, enter or select “**Printed**”

Click the “**Go**” button to populate the list

- Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
- Make sure invoices have been email to invoices@scusd.edu and cc A/P Fiscal Technician as needed.

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	2023 {2022/2023}
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	
3 - Status Information	
Status	
Status Comment	

Enter search criteria to create the 2nd list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
2. Click the “**Go**” button to populate the list
3. Follow directions below depending on the status of your requisition.
 - If your req is in “Ready for Payment” status, make sure to send invoices to Accounts Payable.
 - Make sure invoices have been emailed to invoices@scusd.edu and cc A/P Fiscal Technician as needed.
 - If the req is in “Approved” status, contact Purchasing to print PO.
 - If the req is in “Submitted” status, please contact Budget for approval.
4. Export, review and indicate if Reqs needs to be paid/closed or carryover to new fiscal year. When done reviewing, email your list to Paola-Lopez@scusd.edu.

Please also confirm documents for the following type of requisitions:

- Petty Cash: Make sure forms are signed
- Confirming for employee reimbursements: Make sure proof of payments are attached
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact Paola Lopez at ext. 43-7892.

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2021 through 6/30/2022

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1010 CASH- CHECKING	17,356.90	18,957.75	3,498.23		32,816.42
Total Cash Accounts	17,356.90	18,957.75	3,498.23	0.00	32,816.42
Other Accounts					
2000 UNCLAIMED DEPOSITS	0.00				0.00
2400 STUDENT STORE	0.00				0.00
2410 MUSIC CLUB	469.00				469.00
2420 YEARBOOK	4,741.05	5,400.00	2,357.15		7,783.90
2425 SCIENCE CLUB	3,936.89				3,936.89
2430 PE	169.83	3,280.00			3,449.83
2435 SENIOR CLASS	1,740.67	4,380.00	600.00		5,520.67
2440 JUNIOR CLASS	0.00				0.00
2445 GSA (GAY, STRAIGHT ALLIANCE)	129.00				129.00
2450 SPIRIT	250.00				250.00
2455 ARTS CLUB	1,485.73				1,485.73
2460 CRABFEED	0.00				0.00
2465 COLLEGE GOING CULTURE CLUB	11.35				11.35
2470 GARDEN CLUB	500.00				500.00
2475 BSU	333.75				333.75
2480 GENERAL STUDENT BODY	3,589.63	5,897.75	541.08		8,946.30
3000 STUDENT BODY RESERVE	0.00				0.00
4025 INTEREST INCOME	0.00				0.00
5000 SALES TAX PAYABLE	0.00				0.00
5999 RETURNED CHECK EXPENSE	0.00				0.00
6100 AUTO MOTOR (SCIENCE PROJECT)	0.00				0.00
9999 CLEARING ACCOUNT	0.00				0.00
Total Other Accounts	17,356.90	18,957.75	3,498.23	0.00	32,816.42