



## BULLETIN

**SUBJECT:** 2024-25 Year-End Closing Checklist **2024-25 NO. BS-27**

**TO:** All School Sites and Departments

**DATE:** June 4, 2025

**PREPARED BY:** Thuy Patrick,  
Office Assistant, Fiscal Services **DEPARTMENT:** Accounting Services

**REVIEWED BY:** Cindy Tao,  
Director III, Accounting Services **APPROVED:** Janea Marking,  
Chief Business Officer

The end of the 2024-2025 fiscal year is fast approaching on June 30<sup>th</sup>! We want to send a reminder of items that will need your attention as we close out the year.

- **Requisition Listing Year-End Process.**
  - There is still time to run your Requisition Listing in Escape
    - Please reference the [2024-25 Year-End Closing Dates Bulletin](#)
  - Your timely attention in notifying Accounts Payable of any requisitions to be closed or carried forward (services/goods received after 06/30/25 will be charged to FY25/26 budget) would be greatly appreciated.
  - Please email Accounts Payable at [invoices@scusd.edu](mailto:invoices@scusd.edu) the list of any requisitions that can be closed following payment or need to be carried forward. Please ensure to title the email subject line as follows: **Requisition Listing for 24/25 Year-End Process [Site/Dept. location code and location name]**. This will help Accounting prepare a smooth, efficient, accurate and successful year-end closing.
  - **Note: Only services/goods received by 06/30/25 can be accrued as expenses to FY24/25**
- **Receive Purchase Order items online in ESCAPE as they are delivered.**
  - It is VERY important to do this before **Monday, June 30<sup>th</sup>** for all items received. This will ensure that the expense will post to this fiscal year. Items not received by June 30<sup>th</sup> 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 time to reach out to the vendors and inform you of the likelihood of delivery before June 30<sup>th</sup>.
  - If you do not know how to receive items, please contact [Purchasing Services](#) at [purchasing@scusd.edu](mailto:purchasing@scusd.edu) for assistance.
- **Send any invoices to Accounts Payable 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 Friday, July 11<sup>th</sup>.**
  - Proof of payment must be attached to the requisition.
  - **Please note that confirming requisitions for reimbursements or invoice payments have a \$400 threshold – NO EXCEPTIONS.**
- **Submit a Y-requisition for reimbursement of petty cash/CALCard accounts by Friday, July 11<sup>th</sup>.**
  - Check that you have attached your **signed** reconciliation and all supporting documents to the requisition.
- Prepare any petty cash to General Accounting and CALCard reconciliations to Accounts Payable by **Friday, July 25<sup>th</sup> and remember to:**
  - Attach your bank statement.
  - Attach your itemized receipts for Cal Card and check register for Petty Cash reconciliations.

### **High School & Elementary School Sites**

- Complete your inventory count on **Friday, June 27<sup>th</sup>** and send a copy of your inventory report to General Accounting.
- 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. Be sure sure to include bank statements.
- File and remit payment for your June sales taxes and send a copy of the filing to General Accounting.
- Complete the **[Request to Carryover ASB Excess Balances](#)**
- If you have any questions about these processes, please contact [General Accounting](#) – reference [Assignment list](#) for assistance.

### **Departments**

- Send all maintenance, postage, and transportation charges for work done before June 30 to Budget Services by **Thursday, July 3<sup>rd</sup>**.
- Please send forms as you complete them to expedite the processing and posting of the transfers.

### **LAST CHECK RUN TO INCLUDE PAYMENTS FOR 2024-25 IS WEDNESDAY, JULY 23<sup>TH</sup>.**

- **Please send all invoices to Accounts Payable by July 3<sup>rd</sup>.**

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

- [Accounts Payable](#) at [invoices@scusd.edu](mailto:invoices@scusd.edu)
- [General Accounting](#) – reference [Assignment list](#)
- [Purchasing Services](#) at [purchasing@scusd.edu](mailto:purchasing@scusd.edu)
- [Budget Services](#) – reference [Assignment list](#)

### **Attachments:**

2024-25 Year-End Closing Dates

Account Analysis Summary

BP 3400 Financial Management System

Request to Carryover ASB Excess Balances

Administrative High School Staff – Year End Closing Workshop

Administrative School Staff – Year End Closing Workshop

Department/Site Staff – Year End Closing Workshop