



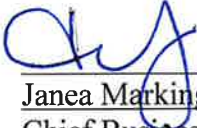
BULLETIN

SUBJECT: 2023-24 Year-End Closing Checklist **2023-24 NO. BS-37**

TO: All School Sites and Departments

DATE: May 17 2024

PREPARED BY: Edward John Tagaca, **DEPARTMENT:** Accounting Services
Office Assistant, Fiscal Services

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

The end of the 2023-2024 fiscal year is fast approaching on June 30th! We want to send a 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 (services/goods received after 06/30/24 will be charged to FY24/25 budget) would be greatly appreciated.
 - Please email Accounts Payable at 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 23/24 Year-End Process [Site/Dept. location code and location name]**. This will help Accounting prepare a smooth, efficient, accurate and successful year-end closing.

- **Receive Purchase Order items online in ESCAPE as they are delivered.**
 - It is VERY important to do this before **Friday, June 28th** 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 time to reach out to the vendors and inform you of the likelihood of delivery before June 30th.
 - If you do not know how to receive items, please contact Purchasing Services at 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 12th.**
 - Proof of payment must be attached to the requisition.
 - **Please note that confirming requisitions for reimbursements or invoice payments have a \$400 threshold.**
- **Submit a Y-requisition for reimbursement of petty cash/CALCard accounts by Friday, July 12th.**
 - 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 26th and remember to:**
 - Attach your bank statement.
 - Attach your itemized receipts for Cal Card and check register for Petty Cash reconciliations.

High School Sites

- Complete your inventory count on **Friday, June 28th** 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.
- 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 **Wednesday, July 3rd**.
- Please send forms as you complete them to expedite the processing and posting of the transfers.

LAST CHECK RUN TO INCLUDE PAYMENTS FOR 2023-24 IS WEDNESDAY, JULY 24TH.

- **Please send all invoices to Accounts Payable by July 10th.**

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

- Accounts Payable at invoices@scusd.edu
- General Accounting – reference Assignment list
- Purchasing Services at purchasing@scusd.edu
- Budget Services – reference Assignment list

Attachments:

2023-24 Year-End Closing Dates

Requisition Listing for Year-End Process

Account Analysis Summary

2023-24 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/Mileage (C-req)	Petty Cash/Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2023-24 Last day to submit including backup	4/5/24	4/5/24 (Chargeback) (6/7/24) Online Orders* placed by 5 pm	5/24/24 (Conf/Travel)	7/12/24	7/12/24	5/17/24	5/31/24
2023-24 Cancel all open status, back orders, and returns	4/8/24	4/8/24 (Chargeback) 6/14/24 (online orders)	5/28/24 (Conf/Travel)	7/15/24	7/15/24	5/20/24	6/3/24
2023-24 Cutoff to increase	5/27/24						
2023-24 Cancel all requisitions not in approved status	5/13/24	5/13/24 (Chargeback)	7/12/24	7/15/24			
2024-25 Requisitions available (Orders will not be processed until 7/1/24)	5/13/24	5/13/24 (Chargeback) 7/8/24 (Online orders)	5/13/24 (For pre-paid travel occurring after 6/30/24)	7/1/24	7/1/24	5/28/24	6/10/24

**Online Orders include Home Depot and Office Depot.*

- By **4/26/24**, follow “Requisition Listing Year-End Process” document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/24/24-6/28/24**.
- All purchase order deliveries received by **6/30/24 must be received online by that date or will be charged against your 2024-25 budget**.
- By **7/5/24**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2024-25 is **7/3/24**.
- June Petty Cash reconciliations are due to General Accounting by **7/26/24**.
- Last check run to include payments for 2023-24 is **7/24/24**.

REQUISITION LISTING for YEAR-END PROCESS

In Escape, 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

Enter search criteria to create the 1st list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
 2. In “**Status**” field, select “**Printed**”
 3. Click “**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 emailed to invoices@scusd.edu.

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	2024 {2023/2024}
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	

Enter search criteria to create the 2nd list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
 2. Click “**Go**” button to populate the list.
 3. Follow directions below depending on the status of the requisition.
- If the req is in “Ready for Payment” status, make sure invoices have been emailed to invoices@scusd.edu.
 - 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 which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to invoices@scusd.edu.

Please also review and confirm documents for the following type of requisitions:

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

Questions regarding this procedure? Contact Paola Lopez at x437892.

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