



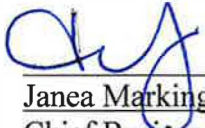
BULLETIN

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