



2024-25 Year-End Closing

Principals Agenda
March 5, 2025

Presented by:

Cindy Tao,
Assistant Superintendent of Business Services

Agenda

- Purpose of Year-End
- Key Actions
- Year-End Deadlines
- Submission Guidelines
- Requisition Deadlines
- Year End Workshops



Purpose of Year-End Closing

- ✓ **Financial Accuracy & Compliance** – Ensure all revenues, expenses, and adjustments are properly recorded for compliance
- ✓ **Audit Preparation** – Provide complete and accurate financial statements to reduce audit risks
- ✓ **Budget Integrity & Planning** – Close prior-year budgets and reconcile balances for the new fiscal year
- ✓ **Grant & Categorical Fund Management** – Ensure restricted funds are spent or accrued properly
- ✓ **Stakeholder Reporting** – Generate final reports for transparency and informed decision-making.

Key Actions for Principals

- ✓ **Finalize Purchases** – Process all invoices, reimbursements & POs by district deadlines.
- ✓ **Review Budgets** – Ensure site funds are spent before the cut-off.
- ✓ **Submit Payroll** – Approve timesheets, stipends & extra duty pay.
- ✓ **Audit Prep** – Keep records of expenditures, fundraising & grants.
- ✓ **Plan Ahead** – Unspent funds may affect next year's budget.

Key Year-End Deadlines

- **Friday, April 4, 2025** – Final deadline for POs, Technology, Textbooks, Service Agreements, and Blanket Orders.
- **Friday, April 25, 2025** – Run and verify year-end requisition listings.
- **Monday, May 12, 2025** – 2025-26 requisitions available (processing begins July 1).
- **Monday, June 30, 2025** – Items must be physically received/services must be rendered (ROL) in ESCAPE to charge the **2024-25 budget**.
- **Friday, July 11, 2025** – Deadline for Mileage, Petty Cash, and Confirming Requisitions.
- **Friday, July 25, 2025** – June Petty Cash reconciliations due.



Submission Guidelines

- Submit requisitions early to avoid delays—**NO emergency requisitions allowed.**
- Ensure all purchase orders are received by June 30, 2025, to be charged to the 2024-25 budget.
- Carry forwards are limited to special circumstances/projects
- Verify and submit all invoices to Accounts Payable promptly to avoid processing delays.



Requisition Cut-Off

- **Cut-Off Date - Friday, April 4, 2025**
- Requisition Types
 - Purchase Orders
 - Technology
 - Submit orders asap due to supply chain delays
 - Textbooks
 - Service Agreements
 - Blanket Orders



****Items not received by June 30, 2025 will be charged to your 2025-26 budget**

2025-26 Requisitions

PREPARE AND PLAN AHEAD

- Opens Monday, May 12, 2025
- Will **NOT** be processed until July 1, 2025



Year End Virtual Workshops

- [Tuesday, March 18th - 10:30-11:30AM](#)
 - Office Managers
- [Tuesday, April 8th - 10:30-11:30AM](#)
 - Controllers
- [Tuesday, May 6th - 10:30-11:30AM](#)
 - Department Staff



[2024-25 Year-End Closing Dates Bulletin](#)

Contacts

Budget Services

- [Budget Staff Assignments](#)

Purchasing Services

- Email Purchasing@scusd.edu

Accounting Services

- Email Paola-Lopez@scusd.edu





Thank You!

