

### **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**

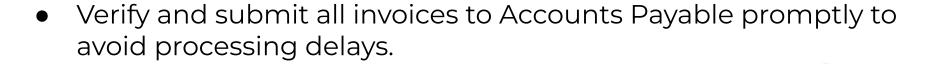


- **Friday, April 4, 2025** Final deadline for POs, Technology, Textbooks, Service Agreements, and Blanket Orders.
- Friday, April 25, 2025 Run and verify year-end requisition listings.
- Monday, May 12, 2025 2025-26 requisitions available (processing begins July 1).
- Monday, June 30, 2025 Items must 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





## **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 <u>Purchasing@scusd.edu</u>

#### **Accounting Services**

• Email <u>Paola-Lopez@scusd.edu</u>



