Sacramento City
UNIFIED SCHOOL DISTRICT

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

Important Info!
For Year End Closing

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.

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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.

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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 - <u>Friday, April 4, 2025</u>**

- 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

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2025-26 Requisitions

PREPARE AND PLAN AHEAD

- Opens Monday, May 12, 2025

- Will **NOT** be processed until July 1, 2025

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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