

NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT

TO: All Administrators and Project Coordinators
FROM: Teresa Napier, Treasurer
REF: FY2010 Year End Procedures
DATE: September 21, 2009

To meet the necessary deadlines imposed upon the Treasurer's office by the County and State Auditors we will use the following timetable to close our fiscal year end. Please notify members of your staff so they may have adequate time to plan.

April 30, 2010

All requisitions for fiscal year 2010 budgets must be submitted.

All federal project money must be encumbered by this date. Dollars not encumbered by this date will be returned to the Federal Office of Grants Management.

Building Budgets are due for fiscal year 2011. These must be submitted using the expense worksheet (BUDWRK) format and approved by the Superintendent. These forms are available on Fiscweb.

May 28, 2010

Last day for approval to pay for goods you have received during fiscal year 2010.

Student activity budgets must be received for all student activities, funds 200 and 300, the buildings plan to have in operation during fiscal year 2011. These must be submitted using the expense worksheet (BUDWRK) and the revenue worksheet (REVWRK) and approved by the Superintendent. These forms are available on Fiscweb.

Student activity accounts – all sales project potentials must be finalized. If we do not receive the finalized sales project report, that student activity cannot have any additional sales projects until the forms are completed.

June 1, 2010 – 4:00 p.m.

Time sheets and reports are due for the June 11, 2010 payroll.

All supplemental contracts and any remaining adjustments are to be included with this payroll.

Time sheets and reports received on June 2nd or later will be processed with the June 25, 2010 payroll.

June 11, 2010 – 2:00 p.m.

Last day to make bank deposits at the building level. Please be sure to deposit all vending machine receipts. Please bring any money you receive after June 12th to my office.

Be sure all staff members have submitted meeting and mileage reimbursements for the school year

Last day to process accounts payable checks for the fiscal year. If a check is needed for any special program between June 15 and July 1, 2010, you must contact me to make special arrangements.

All purchase orders that *are not item and price specific must be closed*. Please forward the pink copies of your purchase orders that are not *item and price specific* to the Treasurer's office with the annotation "close".

Review all purchase orders that have been outstanding more than 30 days. If the goods are not in the process of being delivered, the order must be cancelled, and reordered next fiscal year..

June 11, 2010 – 4:00 p.m.

Payroll must be received for June 25, 2010.

Time sheets and reports received on June 14th or later will be processed with the July 9, 2010 payroll.

June 15, 2010

Requisitions for fiscal year 2011 will be received by the Treasurer's office. Orders will be processed in the order they are received.

July 1, 2010

Buildings should resume making daily deposits at RiverHills Bank.

Thanks,

Teresa