

TO: School Support Services Staff  
FROM: Peter Kopcha  
RE: Year End Considerations - 2007-08 Fiscal Year  
DATE: April 28, 2008

### **General Fund**

All general fund purchase requisitions are due to Peter's WinCap account by the close of business on Wednesday, May 21, 2008.

Throughout May and June, invoices and PO's should be turned in on a daily basis so payments are not held up in the rollover. Otherwise payment won't be made until at least the 3<sup>rd</sup> week in August.

Please review open po lists-if purchase orders are open and you believe that you turned them in through March, they should definitely be paid by now. If they are not, there may be a problem, so you should get a list together to review with Heather at your June AP/OE appointment. You should contact Heather in May to schedule your appointment on June 2<sup>nd</sup> – 4<sup>th</sup> to go over your list. (See the Designation of 07-08 purchase orders (AP or OE) section on page 2 for explanations of each)

The same criteria used to determine General Fund accounts payables will apply to the Special Aid Fund, regardless of when the grant year ends. Although if a grant ends June 30, 2008, you may not have a carryover purchase order-**ALL GOODS MUST BE RECEIVED BY JUNE 30<sup>th</sup>!!**

### **Special Aid Fund (Grants)**

In addition to the info above:

For all projects that have an end date of June 30<sup>th</sup> OR July 31<sup>st</sup>, purchase requisitions are due to Peter's WinCap account by the close of business on Wednesday, June 25<sup>th</sup>.

For grant projects that have an end date of August or later, purchase orders already entered in FM should be designated an AP or OE. (See the Designation of 07-08 purchase orders (AP or OE) section on page 2 for explanations of each) New requisitions cannot be typed until the rollover of funds, which is anticipated to occur around the third week in August. Please plan accordingly. In addition, payments to vendors will be held until this rollover. During the month of June, please hand all federal po's and invoices to Heather for payment, so the fewest number of vendors are held up in this process.

Throughout May and June, invoices and PO's should be turned in on a daily basis so payments are not held up in the rollover

As stated in the General Fund instructions, please review your open purchase orders and make an appointment to designate purchase orders as an AP or OE. (See below for the designation rules)

\*\*\* Please review the attached list of grants that the Business Office has provided to make sure that ALL of your grants are listed and the end dates are correct. \*\*\*

### **Designation of 07-08 purchase orders (AP or OE)**

- (AP) Accounts payable items are considered liabilities due to vendors for goods or services received by the BOCES by June 30, 2008, but for which the invoice has not been processed for payment. (It is important to note that in the past, many items are designated A/P when in fact they remain unpaid or cancelled in the following year. This should not be the case if the rule is followed. Remember, it cannot be designated an A/P unless the goods/services are received.)
- (OE) Carry over encumbrances represent commitments for commodities or services, which have not been delivered or performed as of June 30, 2008. (This designation is only available to general co-sers or grants that end AFTER June 30<sup>th</sup>. When using a grant that ends on June 30<sup>th</sup>, if you do not receive the goods or services by June 30<sup>th</sup>, the purchase order **MUST** be canceled and reissued in the following grant year.)

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### **Set Up of 2008-09 Grants**

**When preparing budgets for 2008-09 grants, please be aware of the following:**

1. In order to be coded as equipment, the item must be \$5,000 or more, otherwise it should be coded as materials and supplies.
2. Any payments that will be made to another BOCES or this BOCES out of a grant, must be coded to a 497 and be placed under the 49 category in your budget.

### **Billing Information**

- All final 2007-08 billing information must be submitted to the Business Office no later than **May 23, 2008**, in order to prepare an accurate final invoice and contract. For those services that occur after the June billing is sent to schools, there will be a supplemental invoice issued at the end of the month, therefore all supplemental billing information should be to Julie by **June 16<sup>th</sup>**.
- Inter-division Transfers need to be submitted to Vicky no later than **Tuesday, May 23<sup>th</sup> at noon**.
- GRANTS - Divisions should issue purchase orders immediately to reimburse the General Fund with monies from specific Special Aid Fund projects. The late issuance of the purchase order may result in the funds not being recorded for the 2007-08 school year and a deficit may result. These P.O.'s must be paid prior to June 30, 2008 so the Co-Ser providing the services gets credited, therefore all invoices should be submitted directly to Heather no later than **June 13<sup>th</sup> with an expedited payment request & explanation**, to make the last June federal check run.

## **Travel Expenses**

**Shortly you will be receiving a memo from Central Administration regarding the Year End process. The dates in that memo are for transmission to the Business Office. You are to follow the dates outlined below. These dates allow for Division review and processing before submission to the Business Office.**

Managers and Support Staff should review travel patterns of their staff and project future trips to make sure they will have enough money left on their purchase orders for travel incurred through June. Purchase orders for people no longer employed at BOCES should be canceled immediately. Please also remember to reduce encumbrances where possible.

Travel expense/reimbursements for **Teachers** need to be submitted to their division office by June 24<sup>th</sup>.

Travel expense/reimbursements for the **Service Unit** need to be submitted to their division office by noon on June 24<sup>th</sup>. Travel incurred from June 24<sup>th</sup> through June 30<sup>th</sup>, should be turned into Heather by NOON on June 27<sup>th</sup> with projections for June 30<sup>th</sup>. If you DO NOT travel on June 30<sup>th</sup>, it is your responsibility to let Heather know BY noon on Monday, June 30<sup>th</sup>.

▪ Travel expense/reimbursements for **PAO's** need to be submitted to the division office by June 25<sup>th</sup> at noon for mileage incurred through June 15<sup>th</sup>. Mileage incurred from June 15<sup>th</sup> through June 30<sup>th</sup> must be submitted to the division office by June 27<sup>th</sup> at noon with projections for your travel on Monday, June 30<sup>th</sup>. If you DO NOT travel that last day of June, it is your responsibility to let Heather know BY NOON on June 30<sup>th</sup> by e-mail.

Claims submitted after July 1<sup>st</sup> for the prior year will not be paid unless covered by grant funds which extend past June 30<sup>th</sup>.

All claims must be approved by the respective Program Manager prior to these dates.

If you have any questions, please see Vicky or Heather

**SCHOOL SUPPORT GRANTS**

| <b><u>GRANT</u></b> | <b><u>GRANT END DATE</u></b> | <b><u>PO PROCESSED</u></b> |
|---------------------|------------------------------|----------------------------|
| F811008             | 6/30/2008                    | 6/30/2008                  |
| F821008             | 6/30/2008                    | 6/30/2008                  |
| F838008             | 6/30/2008                    | 6/30/2008                  |
| F031008             | 7/31/2008                    | 6/30/2008                  |
| F854008             | 6/30/2008                    | 6/30/2008                  |
| F856008             | 7/31/2008                    | 6/30/2008                  |
| F850008             | 9/30/2008                    | ROLLOVER                   |
| F857008             | 11/30/2008                   | ROLLOVER                   |
| F859008             | 12/31/2008                   | ROLLOVER                   |
| F822000             | CONT                         | ROLLOVER                   |
| F870008             | 6/30/2009                    | ROLLOVER                   |
| F822000             | CONT                         | ROLLOVER                   |
| F823008             | 6/30/2009                    | ROLLOVER                   |
| F860008             | 6/30/2008                    | 6/30/2008                  |