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160 South Hollywood Street • Memphis, TN 38112 • (901) 416-5300

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DATE: March 24, 2021

TO: All Locations

FROM: Dr. John Barker, Deputy Superintendent Strategic Operations & Support

CC: Dr. Joris M. Ray, Superintendent

SUBJECT: **FY 2020-2021 SPENDING DEADLINES**

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As part of our annual close out process, we are implementing the following attached year-end spending deadlines that **MUST** be strictly adhered to.

For any questions regarding these requirements, please call or email the following:

Purchase Orders and Contracts	ProcurementServices@scsk12.org	416-5379
Invoices and Payment Requests	APD@scsk12.org	416-5407
Travel Reimbursements	SCSAccounting@scsk12.org	416-5599
Budget Transfers	SCSBudget@scsk12.org	416-5461
Title I Expenditures	currieda@scsk12.org	416-4250

Thank you for your cooperation and assistance as we work together toward a successful year-end close.

## FY 2021 YEAR-END QUICK REFERENCE GUIDE

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### **REQUISITIONS**

April 23, 2021	Deadline for all requisitions, including warehouse and summer school expenditures
April 23, 2021	Out of Town Travel – Currently, there is a moratorium on travel due to COVID-19

### **FY 2020 Purchase Orders**

April 23, 2021	<b>All</b> FY 2020 purchase orders will be closed.
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### **FY 2021 General Fund Purchase Orders**

June 11, 2021	All general fund FY 2021 purchase orders with remaining balances less than \$5,000 and with or without <b>executed</b> contracts will be closed. FY 2021 purchase orders for contracted services with remaining balances greater than \$5,000 <b>and with</b> <b>executed</b> contracts for services will roll forward to next fiscal year.
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### **NOTE:**

- *Contracted services do not include purchases of goods/tangible items.*
- *Goods/tangible items purchased that are ordered prior to June 30<sup>th</sup> and received after June 30<sup>th</sup> will be charged against fiscal year 2022 budget.*
- *Purchase order for goods/tangible items that includes non-professional services, such as electrical, plumbing, drafting, installation, mechanical, or carpentry cost, will be closed June 30, 2021.*

### **MILEAGE CLAIMS**

July 7, 2021	Mileage claims for June 1 <sup>st</sup> – June 30 <sup>th</sup> must be entered on the employee portal, approved, and submitted to Accounting and Reporting. Late mileage submissions will be returned unapproved/denied.
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### **BUDGET TRANSFERS and BUDGET AMENDMENTS**

April 23, 2021	<b>Final budget transfers</b> , to reallocate funds for requisitions that do not require board approval. This includes School-Based Budgeting and Title I funds.
April 23, 2021	<b>Final budget amendments</b> emailed to Budget Services at <a href="mailto:SCSBudget@scsk12.org">SCSBudget@scsk12.org</a> for inclusion in the May budget amendment. Please email Budget Services if you have concerns.

## **Critical Year-End Tasks and Timelines for Closing FY21**

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- In accordance with Board Policy #2001, transfers from salaries and benefits to discretionary accounts are prohibited unless approved by the Board. However, the policy allows the Superintendent (or designee) or Chief Financial Officer to approve the transfer if needed prior to Board approval and requires the transfer be submitted to the Board at the next meeting. Transfers between State Major Function Expenditure Categories (i.e., instructional, operations) must be made upon the recommendation of the Superintendent and approval by the Board and Shelby County Board of Commissioners.

### **PAYMENT OF INVOICES RELATING TO FY21 PURCHASES: Friday, June 11, 2021**

- Schools and departments should follow up with vendors to ensure all invoices for FY21 purchase orders are submitted to Accounts Payable by **Friday June 11, 2021**. This will allow sufficient time to process payments for fiscal year 2021.
- **Submit REIMBURSEMENT Requests for FY21 to Accounts Payable by Friday, June 11, 2021, including employee reimbursements, INTERNAL ACCOUNTS REIMBURSEMENTS, and postage.**
- **REMEMBER: SCHOOLS AND DEPARTMENTS SHALL NOT REQUEST OR RECEIVE GOODS OR SERVICES OVER \$500 WITHOUT A PURCHASE ORDER.**

### **MILEAGE CLAIMS: Monday, June 7, 2021 (May) and Wednesday, July 7, 2021 (June)**

- May mileage claims must be approved and submitted to Accounting and Reporting by Monday, June 7, 2021.
- June mileage must be entered and submitted on the employee portal, approved by the cost center manager and submitted to Accounting and Reporting by Wednesday, July 7, 2021. Mileage claims for June not received by Accounting and Reporting by July 7th will not be processed or rolled forward to FY22.
- Please remember that mileage claims are not submitted to Accounting and Reporting until they have been reviewed and approved by the Cost Center Managers. Please monitor approval queues to ensure mileage claims are approved prior to the deadlines.
- Please, also check your employee portal for returned mileage claims to ensure your claims for June are processed by Wednesday, July 7<sup>th</sup>.

**Per the Travel Expense Policy (#2020), failure to complete and submit the approved mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim.**