

BALTIMORE COUNTY PUBLIC SCHOOLS

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DIVISION OF BUSINESS SERVICES

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TO: School Principals, Office Heads, and Grant Managers

FROM: Barbara Burnopp
Chief Financial Officer

DATE: October 16, 2009

RE: Advanced Notice - FY2010 YEAR-END CLOSING SCHEDULE
(Excludes Cafeterias, Capital Projects, and School Activity Funds)

In order to help schools and offices plan for the fiscal year-end, this closing schedule is being provided early in the fiscal year to facilitate the smooth completion of FY2010 purchases.

February 12 – 26, 2010

- The Office of Budget and Reporting (OBR) will accept and process budget line transfers (BLTs) from offices.

March 12, 2010

- All FY2010 requisitions/purchase orders that require bids (i.e., projects, goods, services, and/or equipment having an individual or combined dollar value of \$25,000 or more) are due to the Office of Purchasing.
- Begin submitting change orders to cancel unnecessary purchase order balances (operating and grants).

March 26, 2010

- Last day for schools and offices to allocate their third party billing funds.

April 9, 2010

- Schools will be notified if substitute funds will be made available for additional expenditures. A separate memo on this will be issued by the OBR. Regular due dates are below for schools to submit requisitions/purchase orders using these funds to the Office of Purchasing.

April 23, 2010

- Last day to place orders using the *BCPS Online Curriculum Catalog* with FY2010 funds. Schools and offices are responsible to confirm with the vendors that items ordered will be delivered and invoiced before July 6, 2010. Any purchases recorded by the bank after the July 6 closing date will be charged to FY2011.
- All FY2010 ***operating funds*** requisitions/purchase orders are due in the Office of Purchasing. Only requisitions/purchase orders for emergency repairs will be accepted after this date. Orders requiring bids were due on March 12, 2010.
- All extensions or budget amendments for ***grants*** with an end date of June 30, 2010, are due in the Office of Grant Accounting.
- Account managers (excluding grant managers) are encouraged to use their procurement cards to obtain goods and materials for the remainder of the FY2010 until June 4, 2010.

April 30, 2010

- All requisitions/purchase orders funded by ***grants*** with an end date of June 30, 2010, are due in the Office of Grant Accounting. For those grants which have an end date before June 30, 2010, all approved funding should be spent by the grant end date or unspent dollars may be lost.

May 11, 2010

- All change order notices for existing FY2010 requisitions/purchase orders are due in the Office of Purchasing.
- First day that schools and offices can begin to place orders with the FY2011 *BCPS Online Curriculum Catalog*. These orders will be held and released early July 2010.
- Check/reimbursement requests for invoices through April 30, 2010 (***operating and grants***), are due in the Office of Accounting/Grant Accounting.

June 4, 2010

- All reimbursement requests for expenses/invoices dated through May 31, 2010 (***operating and grants***), are due in the Office of Accounting/Grant Accounting.
- All expense reports through May 31, 2010, are due in the Office of Accounting. (This includes mileage reimbursement requests for traveling teachers and regular mileage).
- All funds collected through May 31, 2010, are due in the Office of Accounting with a properly completed remittance report (i.e., non-resident tuition, use of facilities fees, property damage reimbursements, field trips).
- **Last day for FY2010 procurement card purchases for schools and most offices. All charges should be logged and reconciled in *Procure* before 10-month employees leave.** Special permission may be requested in advance to use certain cards for unusual or unexpected purchases after June 4. Recurring monthly charges (i.e., cell phone, bottled water) are exempted from the deadline, but must still be reconciled.

June 14, 2010

- Last day to place FY2010 supply orders through the Office of Distribution.

July 1, 2010

- First date to submit FY2011 supply orders to the Office of Distribution.

July 6, 2010

- Reimbursement requests for expenses/invoices dated through June 30, 2010 (*operating and grants*), are due in the Office of Accounting/Grant Accounting.
- All funds collected through June 30, 2010, are due in the Office of Accounting with a completed remittance report.
- All expense reports for FY2010 are due in the Office of Accounting.
- Closing date for FY2010 procurement card purchases. All purchases recorded by the bank on or before the closing date will be charged to FY2010 funds. Cardholders should make year-end purchases before June 4 to ensure that they are recorded in the proper VISA billing cycle. **Under no circumstances are vendors to “pre-charge” your VISA account.** It is a violation of BCPS procurement card policies to record a charge prior to the shipment of goods.

July 7, 2010

- First date to submit FY2011 (operating and grant) requisitions/purchase order forms to the Office of Purchasing.
- First date to make FY2011 purchases using a procurement card.

July 14, 2010

- June procurement card statements are mailed by US Bank. Cardholders review their statements to ensure that all FY2010 purchases have been recorded. End-of-year purchases on backorder or posted by the bank after July 6, 2010, will be charged to FY2011.

July 30, 2010

- All requisitions/purchase orders funded by *grants* with an end date of September 30, 2010, are due in the Office of Grant Accounting.

September 30, 2009

- All open operating funds purchase orders issued during FY2010 are reviewed by the Office of Purchasing. Begin canceling FY2010 requisitions/purchase orders with unnecessary balances.

Your cooperation with this schedule is greatly appreciated.