

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston ♦ Superintendent ♦ 6901 Charles Street ♦ Towson, MD ♦ 21204

TO: School Principals, Office Heads, and Grant Managers

FROM: Barbara Burnopp
Chief Financial Officer

DATE: September 9, 2011

RE: Advanced Notice - FY2012 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 FY2012 purchases.

January 13, 2012

- Last day for schools to request a Third Party Billing declining balance procurement card.

February 10 – 24, 2012

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

February 24, 2012

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

March 9, 2012

- All FY2012 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) and/or board approval (e.g. large textbook/curriculum orders) are due to the Office of Purchasing.
- Begin submitting change orders to cancel unnecessary purchase order balances (operating and grants).

March 30, 2012

- Upon approval by the superintendent, 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.
- Last day for schools and offices to spend third party billing funds.

April 13, 2012

- Last day to place orders using the *BCPS Online Curriculum Catalog* with FY2012 funds. Schools and offices are responsible to confirm with the vendors that items ordered will be delivered and invoiced before July 6, 2012. Any purchases recorded by the bank after the July 6 closing date will be charged to FY2013.
- All FY2012 *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 9, 2012.
- All extensions or budget amendments for *grants* with an end date of June 30, 2012, 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 FY2012 until June 1, 2012.

April 27, 2012

- All requisitions/purchase orders funded by *grants* with an end date of June 30, 2012, are due in the Office of Grant Accounting. For those grants which have an end date before June 30, 2012, all approved funding should be spent by the grant end date or unspent dollars may be lost.

May 11, 2012

- All change order notices for existing FY2012 requisitions/purchase orders are due in the Office of Purchasing.
- First day that schools and offices can begin to place orders with the FY2013 *BCPS Online Curriculum Catalog*. These orders will be held and released early July 2012.
- Check/reimbursement requests for invoices through April 30, 2012 (*operating and grants*), are due in the Office of Accounting/Grant Accounting.

June 1, 2012

- **Last day for FY2012 expenditures (operating and grants) to be reimbursed through a check/reimbursement request.** Special permission may be requested in advance to make urgent or emergency purchases after June 1. All reimbursement requests for expenses/invoices dated through May 31, 2012 (*operating and grants*), are due in the Office of Accounting/Grant Accounting.
- All expense reports through May 31, 2012, are due in the Office of Accounting. (This includes mileage reimbursement requests for traveling teachers and regular mileage).
- All funds collected through May 31, 2012, are due in the Office of Accounting with a properly completed remittance report (i.e., nonresident tuition, use of facilities fees, property damage reimbursements, field trips).
- **Last day for FY2012 procurement card purchases for schools and most offices. All charges should be logged and reconciled before 10-month employees leave.** Special permission may be requested in advance to use certain cards for unusual or unexpected purchases after June 1. Recurring monthly charges (e. g., bottled water) are exempted from the deadline, but must still be reconciled.
- Last day to place FY2012 supply orders through the Office of Distribution.

July 2, 2012

- First date to submit FY2012 supply orders to the Office of Distribution.

July 6, 2012

- Reimbursement requests for urgent and emergency expenses/invoices dated from June 1 through June 30, 2012 (*operating and grants*), are due in the Office of Accounting/Grant Accounting.
- All funds collected through June 30, 2012, are due in the Office of Accounting with a completed remittance report.
- All expense reports for FY2012 are due in the Office of Accounting.
- Closing date for FY2012 procurement card purchases. All purchases recorded by the bank on or before the closing date will be charged to FY2012 funds. Cardholders should make year-end purchases before June 1 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, 2012

- First date to submit FY2013 (operating and grant) requisitions/purchase order forms to the Office of Purchasing.
- First date to make FY2013 purchases using a procurement card.

July 14, 2012

- June procurement card statements are mailed by US Bank. Cardholders review their statements to ensure that all FY2012 purchases have been recorded. End-of-year purchases on backorder or posted by the bank after July 6, 2012, will be charged to FY2013.

July 27, 2012

- All requisitions/purchase orders funded by *grants* with an end date of September 30, 2012, are due in the Office of Grant Accounting.

September 28, 2012

- All open operating funds purchase orders issued during FY2012 are reviewed by the Office of Purchasing. Begin canceling FY2012 requisitions/purchase orders with unnecessary balances.

Your cooperation with this schedule is greatly appreciated.