



To: CEO and Executive Staff
Administration Building Staff
School Leaders and Secretaries

From: Josh Hill

Re: Timetable for closing FY 2018-2019 and Opening FY 2019-2020

Date: March 12, 2018

As we come to the end of the fiscal year and begin planning for FY 2019-2020, the following information and timetable will be needed by the Treasurer's office to ensure timely closing of the current fiscal year and the opening of FY 2019-2020 so that you can properly conduct business beginning July 1, 2019.

Closing of Fiscal Year 2018-2019

- Last day for new vendor requests will be **Friday, May 3, 2019.**
- Requisitions for **all** funds for the remainder of FY 2018-2019 should be entered into the accounting system by **Friday, May 10, 2019.** This item affects year end close estimates and grant cash drawdown issues with ODE.
- The final Accounts Payable run for Lorain City Schools and OSFC will be on **Friday, June 7, 2019.** Please review your outstanding purchase orders and make sure they are properly closed (ex: packing slips and yellow copies sent to accounts payable, back orders cancelled if applicable). This does not include "blanket" or "super blanket" purchase orders that may need to remain open past June 30, 2019, where applicable. Because of year end close, there will be no special accounts payable runs after June 7, 2019.
- Completed actual work calendars for administrators that work less than 260 days (i.e. Assistant Principals, Psychologist) for FY 2018-2019 will be needed by **Friday, June 28, 2019.**
- Time and Effort Logs through May 31, 2019 will be needed by **Monday, June 3, 2019.**
- Vacation Balance Reconciliation for July – June employees will be needed by **Friday, July 5, 2019.**
- Vacation Balance Reconciliation for August – July employees will be needed by **Friday, August 2, 2019.**



Opening of Fiscal Year 2019-2020

- Generic Work Calendars for FY 2019-2020 for each group of employees, i.e. Teachers, 10 month staff, Assistant Principals, Psychologist, etc..., will be needed by **Friday, May 3, 2019.**
- Individual Work Calendars (planned work days) for administrators that work less than 260 days (i.e. Assistant Principals, Psychologist) for FY 2019-2020 will be needed by **Friday, July 5, 2019.**
- Building assignments, Salary and/or Rate of Pay for FY 2019-2020 will be needed by:
 - **Friday, April 26, 2019 (for July 1 personnel)**
 - **Thursday, May 31, 2019 (for August 1 personnel)**
 - **Friday, June 28, 2019 (for balance of personnel).**
- Principal Funds, Student Activity Funds, Athletics, Food Service, OSFC and Maintenance Fund budget sheets for FY 2019-2020 will be distributed by the Treasurer's office the week of March 25, 2019. These are to be completed and returned to the Treasurer's office by **Friday, April 12, 2019.**
- Grant budgets for FY 2019-2020 that follow the fiscal year (July 1 to June 30) will need to have detailed budgets submitted to the Treasurer's office as submitted for approval. Please include staff positions and personnel assigned to these grants.
- As soon as your budgets are inputted into the system, you will be able to enter FY 2019-2020 purchase requisitions as "futures" with a SCView fiscal date of 7/1/19 and thus reducing your chances of having to place purchase orders before the CEO for approval. The Treasurer's office will let you know when the budgets have been inputted.

Thank you for your compliance with these matters.