



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 9 - 23

Originators Serial No.

March 13, 2023

Date

Financial Services

Originating Office

September 30, 2023

Cancellation Date

TO: Executive Cabinet Members
Associate Superintendents
Principals
Account Managers

FROM: Acting Chief Financial Officer

SUBJECT: Fiscal Year 2023 Close of Financial Reporting System and Procurement Cut-Off

1. **PURPOSE:** To announce the fiscal year-end closing schedule and procurement cut-off dates. This should be shared with all relevant staff.
2. **INFORMATION:** Remaining unencumbered discretionary operating funds will not be available to schools or departments following the April 28, 2023 SSP deadline. Requests to encumber funds after April 28 must be approved by the Chief Financial Officer and Chief Executive Officer.

For transactions to be charged against FY 2023 funds and be included in the Financial Reporting System for FY 2023, the following FY 2023 documents must be received on or before the dates scheduled.

Due Date	Document or Activity	Section	Page #
April 13, 2023	Property Claims	2.q.	5
April 28, 2023	All SSP requisitions, including Summer School	2.a.,d.	2
May 12, 2023	iExpense reimbursements and Disbursement Authority (DA) forms for costs incurred through April 30, 2023	2.f.	3
May 19, 2023	Second Assignment requests	2.j.	4
	Time for Workshops held through May 19, 2023	2.k.	4
	Field trip charges sent to schools	2.n.	4
May 26, 2023	SSP requisitions, Grant Funded Programs only	2.b.	2
	SSP requisitions, Capital Projects only	2.c.	2
	All printing job requests	2.e.	2
May 31, 2023	Budget Adjustment Requests (BARs)	2.l.	4
June 2, 2023	iExpense and DA's for costs incurred in May 2023	2.f.	3
	Workshops held through June 2, 2023	2.k.	4
	Correction to account balances	2.o.	5
	Requests for invoice processing, except DCPS & CFSA	2.p.	5
June 13, 2023	FNS petty cash funds – reconciliation form to FNS	2.h.	3
	Change fund deposited to FNS bank account	2.h.	3
June 16, 2023	Part-time employees' time worked before June 16, 2023	2.i.	3
	Part-time employees' time worked June 3 – 16, 2023	2.i.	3
	Workshops held through June 16, 2023	2.k.	4
	Field trip remittances	2.n.	4
	Requests for invoice processing, DCPS & CFSA	2.p.	5
June 21, 2023	FNS petty cash reconciliation form to Accounting	2.h.	3
	Change fund reconciliation form to FNS	2.h.	3
June 30, 2023	Workshops held through June 30, 2023	2.k.	4
July 3, 2023	iExpense and DA's for costs incurred in June 2023	2.f.	3
	Payments against FY 2023 purchase orders	2.g.	3
	Grant funded programs requests for realignment of expenditures	2.m.	4
July 5, 2023	Food Care Provider invoice file for June 2023	2.f.	3
	FNS invoices dated June 30, 2023 and prior	2.f.	3
Sept. 30, 2023	Liquidation of all FY 2023 grant encumbrances	2.b.	2

a. Purchase Requisitions for FY 2023 (All Funds Except Grant Funded and Capital Programs):

The deadline for purchase requisitions to be charged against FY 2023 funds is the **close of business Friday, April 28, 2023**. To meet the deadline, purchase requisitions processed in the iProcurement Self Service Purchasing (SSP) module of the Oracle E-Business Suite must be submitted by the requisitioner, approved by the fiscal authority and electronically submitted to the Purchasing Department by this date. **With the exception of grant funded purchases (see section “2.b.”) and Capital Projects (see section “2.c.”)**, purchase requisitions utilizing FY 2023 funding will not be processed after the cut-off date. Likewise, requisitions submitted in an incomplete status or that have not been properly routed for review and approval by the appropriate fiscal authority will not be processed and will be returned for correction and resubmission, provided resubmission is completed within the cut-off period specified above. Please refer to the notes provided by the buyers within the item regarding corrective action. **Note: FY 2024 purchases** (goods received or services rendered on or after July 1, 2023) should not be submitted with FY 2023 funds.

b. Purchase Requisitions for FY 2023 - Grant Funded Programs ONLY:

In order to allow for the completion of existing activities in process using FY 2023 grant funds, **the SSP module will remain open to enter requisitions to be charged to FY 2023 grant funded programs until Friday, May 26, 2023**. This processing period is limited to grant funded transactions only. All requisitions related to grant funded expenditures must begin with the statement in the note to buyer “Grant Funded”.

GRANT ENCUMBRANCES – All grant encumbrances established in FY 2023 (purchase orders dated between July 1, 2022 and June 30, 2023) must be liquidated by September 30, 2023. All purchase orders open against FY 2023 funds on October 1, 2023 will be cancelled. The cancelled purchase orders can be reestablished in FY 2024 if the grant period and funding allow. Please contact your Grant Accountant with any questions.

c. Purchase Requisitions for FY 2023 - Capital Projects ONLY:

In order to allow for the continuity of construction project transactions and the purchase of furniture, fixtures, and equipment (FFE) required for school openings, **the SSP module will remain open to enter requisitions to be charged to FY 2023 funds until Friday, May 26, 2023**. This processing period is limited to Capital Project transactions only. All requisitions related to capital project expenditures must begin with the statement in the note to buyer “Capital Projects” or “Capital Projects – FFE”, as applicable.

d. Internal Warehouse Requisitions for FY 2023:

Internal warehouse requisitions for schools, centers, offices, and the Maintenance Department, using FY 2023 funds, must be submitted, approved and received as an SSP requisition in Shop Stores and Supply Warehouse by **close of business, Friday, April 28, 2023**. **Requisitions for items not in stock, or those received after April 28, 2023, will be processed against FY 2024 funds. Orders will be canceled by Purchasing, and the request must be re-entered on or after July 1, 2023.**

e. Printing Requisitions for FY 2023:

For a printing job to be charged to FY 2023, the printing requests (entered through SSP) must be received in Printing Services by the **close of business Friday, May 26, 2023**, and the **Print Shop must be able to complete the job before June 2, 2023**. Please confirm with the Print Shop that they would be able to complete and bill for the job before June 2, 2023.

f. iExpense and All Vendor Invoices Received by Schools and Departments for FY 2023:

Deadlines for submission of iExpense reimbursements and vendor invoices will be based on the schedule on the following page:

Date Due - COB	Vendor Invoices/DA Refunds/Employee Reimbursements
May 12, 2023	Costs incurred from July 1, 2022 – April 30, 2023
June 2, 2023	Costs incurred from May 1, 2023 – May 31, 2023
July 3, 2023	Costs incurred from June 1, 2023 – June 30, 2023
July 5, 2023	All Food and Nutrition Services invoices dated June 30, 2023 & prior
July 5, 2023	Food Care Provider invoice file for the month of June 2023

NOTE: All FY 2023 expenses must be submitted and approved in iExpense by the dates outlined above. FY 2023 expenses entered against FY 2024 funds will be rejected and not reimbursed by the School System. **The iExpense year-end process in this Bulletin supersedes month end submission process as outlined in Admin Procedure 4133. June iExpense entries must be approved and submitted to Accounts Payable by Monday, July 3, 2023.**

g. Payments Against FY 2023 Purchase Orders:

FY 2023 purchase orders are to be used only for the payment of goods received or services rendered on or before Thursday, June 30, 2023.

All staff that have created requisitions and/or purchase orders during the year should immediately begin a review of all FY 2023 purchase orders currently open. Determine if there are any outstanding invoices for goods received or services rendered through the current period that have not yet been paid.

Continue to monitor open purchase orders and outstanding invoices through June 30, 2023. Vendors should be contacted if invoices have not been received. All outstanding invoices should be forwarded by the originating office or by the vendor to the Accounts Payable Office as soon as possible, but no later than **Monday, July 3, 2023** to be paid before the open balances on the FY 2023 purchase orders are closed out. **FY 2023 invoices should not be held to be paid against FY 2024 purchase orders.**

h. Food and Nutrition Services Change Funds:

All Food and Nutrition Services (FNS) petty cash accounts must be reconciled and closed before June 30, 2023. All recipients of FNS Petty Cash should complete a Petty Cash Reconciliation Form, attach original receipts and/or check or money order instead of cash, and submit to the Manager, Nutrition Services Accounting no later than **Tuesday, June 13, 2023**. The Manager, Nutrition Services Accounting must submit cash receipt vouchers to the Treasury Operations Office no later than **Wednesday, June 14, 2023**, and all reconciliation documents to the Accounting and Financial Reporting Office no later than **Wednesday, June 21, 2023**. Petty cash accounts will be re-established in the new fiscal year upon submission of appropriate documents by the FNS Office.

All Food and Nutrition Service Change funds should be deposited to each school's Food Service Bank account as a separate deposit no later than **Tuesday, June 13, 2023**. The deposit slip, along with the "Change Fund Reconciliation Form" must be submitted to each school's regional FNS Accounting Clerk by **Thursday, June 15, 2023**. The FNS Accounting Clerks must forward the deposit slips and forms to the Manager, Nutrition Services Accounting by **Wednesday, June 21, 2023**. FNS must submit copies of deposit slips and reconciliation of change funds to the Accounting and Financial Reporting Office no later than **Wednesday, June 21, 2023**. FNS Change fund accounts will be re-established in the new fiscal year upon submission of appropriate documents by the FNS Office.

i. Part-time Wages for FY 2023: (including Extended Learning Pay)

All time worked by part-time employees in FY 2023 that was not included in the regular pay period ending timecard, must be electronically entered in the Oracle Payroll module, **NO LATER THAN 12 p.m., Friday, June 16, 2023**. All time worked by part-time employees in FY 2023, between Saturday, June 3, 2023, and Friday, June 16, 2023, **must be included on the Friday, June 16, 2023**, Oracle Timecard.

j. Second Assignments for FY 2023:

All requests for Second Assignments for FY 2023 must be received by the Compensation and Classification Office by **Friday, May 19, 2023**. Requests submitted after this date will be returned. All second assignments end on June 30th.

Please refer to Administrative Procedure 4107 for Second Assignments procedures.

<https://offices.pgcps.org/generalcounsel/index.aspx?id=162596>

k. Workshop Payments for FY 2023:

Workshop time and attendance must be entered in the Oracle Workshop Timecard based on the schedule on the following page.

Date Due - Noon	Period Workshop(s) Held
May 19, 2023	Workshops held through Friday, May 19, 2023
June 2, 2023	Workshops held through Friday, June 2, 2023
June 16, 2023	Workshops held through Friday, June 16, 2023
June 30, 2023	Workshops held through Friday, June 30, 2023

l. Budget Adjustment Requests (BARS):

All requests for budget adjustment requests (BARS) of FY 2023 appropriations must be submitted and approved by the program manager by **Wednesday, May 31, 2023**. Your budget adjustment request should be consistent with the Equity Strategic Plan. Budget adjustment requests can only be submitted using the Oracle financial system. Account managers can view current appropriations, expenditures, and account balances, on-line, using Oracle. Go to www.pgcps.org, click on Favorites and select Oracle Production Instance. Once you log in, select your Finn Apps User, then GL Funds Inquiry to view and export your account balances or select your BAR or BUDGET User to create a revision.

Please contact your budget analyst for any needed assistance in accessing and reviewing your current financial status or completing your FY 2023 budget revisions at <https://www.pgcps.org/offices/budget-and-management-services/staff>.

m. Grant Funded Programs for FY 2023:

Budget changes and/or grant extensions – request for budget changes and/or grant extensions for grants **must** be submitted to the Strategic Planning & Resource Management Office for review no later than **60 days** before the expiration date (i.e., April 30, 2023, for grants ending June 30, 2023).

Expenditure adjustments – Requests for realignment of expenditures in grant-funded programs **must** be submitted to the Grants Financial Management Office **no later than close of business, Monday, July 3, 2023**.

n. Field Trip Remittances:

All electronic field trip charges via email should be sent to schools by the Accounting and Financial Reporting Office no later than **Friday, May 19, 2023**, to allow schools time to submit remittances of funds collected for field trips by **Friday, June 16, 2023**.

All manual field trip charges should be sent to schools by the Transportation Office no later than **Friday, June 2, 2023**, to allow schools time to submit remittances of funds collected for field trips by **Friday, June 16, 2023**. The Transportation Office must also submit the respective journals for the manual charges to the Accounting and Financial Reporting Office by **Friday, June 16, 2023**.

The Treasury Operations Office must receive remittances of all funds collected by schools for field trips held before the end of the school-year 2022 - 2023, by **Friday, June 16, 2023**.

o. Corrections to Account Balances:

Account Managers must identify all known errors and corrections that impact upon their respective FY 2023 account balances via memoranda, with appropriate supporting documentation, and submit them to the Accounting and Financial Reporting Office by **Friday, June 2, 2023**.

p. Requests for Invoice Processing for the Billing of Services Rendered:

All requests for invoice processing for materials and services rendered by the school system to other agencies in FY 2023, except for DC Public Schools (DCPS) and Child & Family Service Agency (CFSA) must be submitted via memoranda to the Treasury Operations Office no later than **Friday, June 2, 2023**. Billing information for DCPS and CFSA covering second-semester tuition should be submitted to the Treasury Operations Office by **Friday, June 16, 2023**.

q. Property Claims:

All requests and supporting documentation for items to be replaced due to theft and destruction must be submitted to the Office of Risk Management as soon as possible, but no later than **Thursday, April 13, 2023**.

r. Please address questions to:

Subject	Contact	E-mail @pgcps.org
Purchasing and Warehouse Requisitions	Director of Purchasing and Supply Services	keith.stewart
Printing Requisitions	Manager, Printing Services	harry.hammond
Disbursements Authorities, Invoices, iExpense	Manager, Accounts Payable	esther.bush
Petty Cash, Cash Remittances, Accounts Receivable	Treasury Operations	sharif.weithers
Budget Adjustments (BARS)	Director of the Budget Office	lisa.howell
Time and Attendance Reports	Director of Payroll	frieda.waithe
Workshops	Director of Payroll	frieda.waithe
Expenditure Adjustments Account Balance	Accounting and Financial Reporting	peggy.harrison
Grant Extensions	Strategic Planning and Resource Management	andrea.bedenbaugh
Grant Funded Programs Expenditure Adjustments	Grants Financial Management Office	dhaley
Field Trips	Transportation Office	farrah.proctordarbo
Food and Nutrition Services	Manager, Nutrition Services Accounting	sharon.morrison
Second Assignments	Compensation & Classification	hr.temp2ndassign
Property Claims	Risk Management	philip.hughes

3. **FILING INSTRUCTIONS:** Retain until September 30, 2023.

Lisa Howell
Acting Chief Financial Officer

Distribution Lists: 1, 2, 3, 4, 5, 6, 10 & 11
Account Managers