

Memo



To: All Staff

From: Kimberly J. Reynolds
Director of Business Operations

Date: April 24, 2020

Subject: 2019-2020 Fiscal Year End Memo

The past six weeks have been an extraordinary time due to the COVID-19 pandemic. With the announcement by Governor Wolf that all schools are closed through the end of the school year, we need to close out the district's finances earlier than usual to assist with the budget process. There are many fiscal issues that are now affecting the district's current budget as well as the 2020-2021 budget. Our fiscal year (FY) begins July 1 of each year and ends the following June 30, therefore, the current 2019-2020 FY ends June 30, 2020. The 2020-2021 FY begins July 1, 2020.

District & Grant Purchases

Purchase requisitions utilizing this year's budgeted funds must be entered on or before Thursday, April 30. This includes grant funded items that are not already encumbered through a purchase order (e.g. educational & financial contracts). No "new" educational or financial contracts will be approved for this fiscal year unless pre-approved by the CFOO. All items must be physically received in the District by June 30 to be charged to the current budget.

Consumables / Warehouse Purchases

Warehouse orders are closed. If an emergency order is needed, please contact Drew Schenk at ajschenck@sdlancaster.org. We will reorder new items **after Wednesday, July 1** when bid prices are available.

Employee Reimbursements

All reimbursements for the 2019-2020 school year must be submitted **on or before Thursday, April 30** through the Employee Self Service portal.

- Go to Employee Self Service/MUNIS and log-in to your account. Click on Expense Reports to submit an electronic claim. The online process allows you to receive your reimbursement on your next paycheck once it is approved. Use a driving directions website for mileage proof. Mileage reimbursement must be from the closest starting point of travel either home or school/office to the location and the return. The mileage reimbursement rate will calculate your mileage using the current IRS allowable rate. All travel reimbursement related to External Professional Development must adhere to the Expense Reimbursement Procedure.
- **Required items:**
 - Detailed copies of receipts of purchases
 - Proof of attendance, i.e. name badge, agenda [no internet copies] or sign-in sheet
 - Your approved Pre-Approval to Attend an External PD form that was returned to you when you were approved if you have an electronic copy.

Your supervisor or building principal must approve your reimbursement request in MUNIS to process.

Employee Extra Pay Sheets

All extra pay sheets for work completed before March 13, 2020 must be approved by your principal or supervisor and submitted via email to payroll@lanaster.k12.pa.us **on or before Thursday April 30**. This payroll item will be processed on the next payroll cycle after submission. No extra pay sheet should be submitted for work after March 13, 2020.

External Professional Development Pre-Approval to Attend Requests

For the remainder of this school year, all requests to attend an external professional development occurring before June 30 are cancelled. Please verify that all refunds have been received by contacting Renee Buehler at rlbuehler@sdlanaster.org. If a cost was incurred by the employee due to cancellation, submit through the Employee Self Service portal.

Field Trip Transportation Requests

All field trip transportation requests for this school year are cancelled. Please contact Renee Buehler at rlbuehler@sdlanaster.org to obtain any refunds and verify that transportation has been cancelled. Please contact Transportation Specialist, Vanessa Colon at vmcolon@sdlanaster.org if you have further questions.

Purchase Orders

Requisitions for our next fiscal year, 2020-2021 will be permitted once the Board approves a Proposed Final Budget, which must occur prior to May 31, 2020. An email will be sent after it is approved with instructions on the process on or before Thursday, June 25.

Questions

Please feel free to contact me at kjreynolds@sdlanaster.org with questions.

Together We Can!