

# Grants Management Professional Learning Community

Session 2

Spring Session: Year-End Closeout Activities and Processes

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# Agenda

- ▶ Purchasing Methods
- ▶ Year-end purchasing cutoff dates
- ▶ Accounts payable cutoff date
- ▶ Munis Monitoring & Reporting Tools
- ▶ Explain “liquidation period”
- ▶ Calculate remaining wages & benefits

# Purchasing Methods

- ▶ Purchase Requisitions > Purchase Orders
- ▶ p-Cards: Individual Employee and Departmental
- ▶ Central Stores Orders

# Year-end Purchasing Cutoff Dates

## – Objectives

- ▶ Gives Purchasing dept. time to solicit bids and issue POs.
- ▶ Gives school/dept. time to follow up on open POs before end of fiscal year (June 30).
- ▶ Insures invoice is received in a timely manner and recorded in the correct fiscal year.
- ▶ Insures p-card statements are reconciled and recorded in correct fiscal year.

# Year-end Purchasing Cutoff Dates

## – Objectives (cont.)

- ▶ Insures there are no surprises after the final budget revision for the fiscal year has been submitted (May 31<sup>st</sup> for federal pass-through grants)
- ▶ If receipt by year-end is not possible, insures item is received and invoice paid by July 31 (to meet final report deadline – federal-pass thru grants)
- ▶ Exceptions: student activity (club) and travel.

# Year-end Purchasing Cutoff Dates

## Schools:

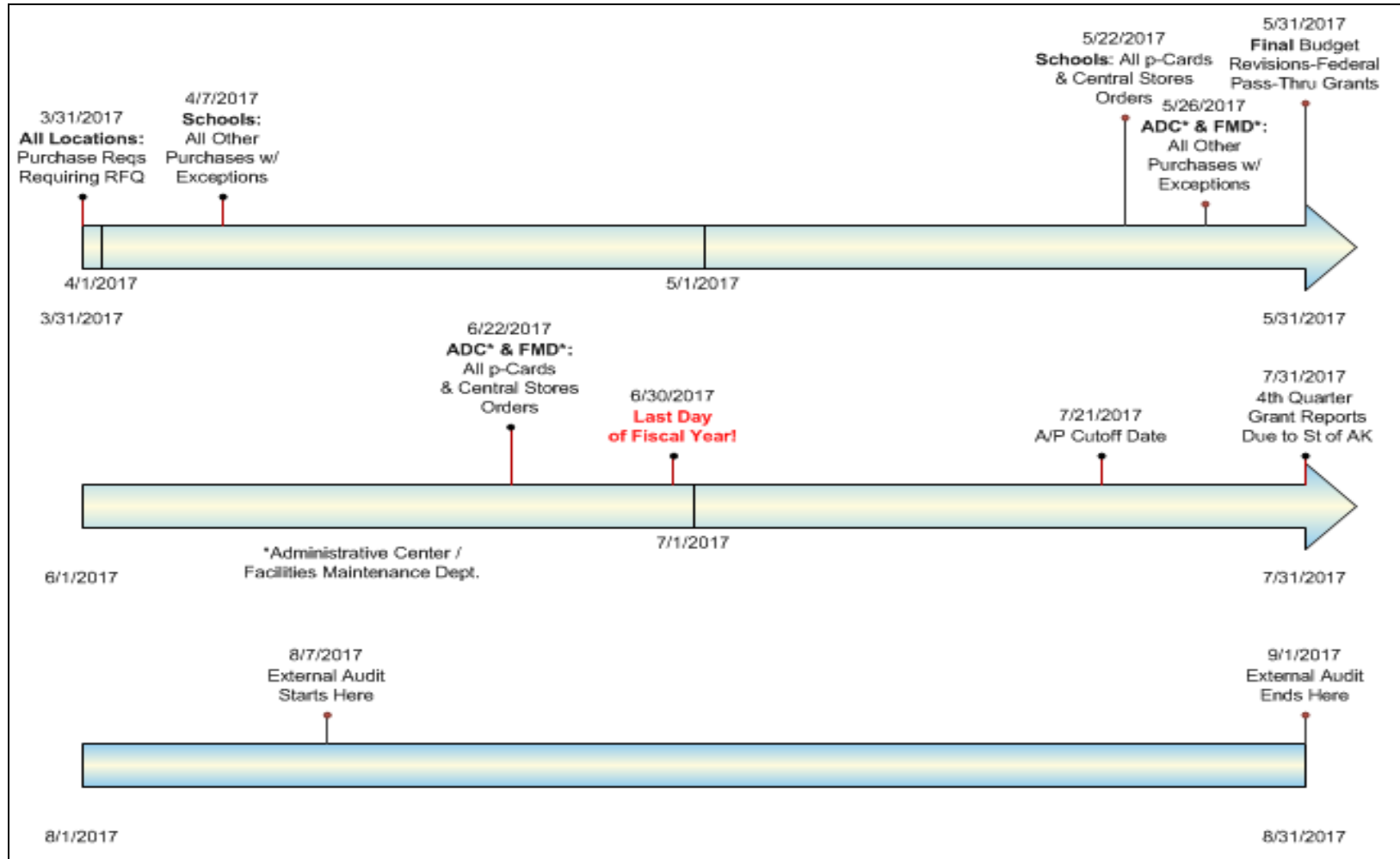
- ▶ Friday, March 31: Purchase requisitions (PRs) requiring written request for quotation.
- ▶ Friday, April 7: All other purchases – includes all remaining PRs. Exceptions: p-Cards (\$500 transaction limit applies), central stores orders.
- ▶ Mon., May 20: Last day to use p-Cards and submit central stores orders. Exception: individual employee p-Card use for travel.

# Year-end Purchasing Cutoff Dates (cont.)

## Admin Center and FMD:

- ▶ Friday, March 31: Purchase requisitions (PRs) requiring written request for quotations.
- ▶ Friday, May 26: All other purchases – includes all remaining PRs. Exceptions: p-Cards (\$500 transaction limit applies), central stores orders.
- ▶ Thurs., June 22: Last day to use p-Cards and submit central stores orders. Exception: individual employee use for travel.
- ▶ 2 p-Card statements in June: 6/20 and 6/30.

# Cutoff Dates – Timeline at a Glance





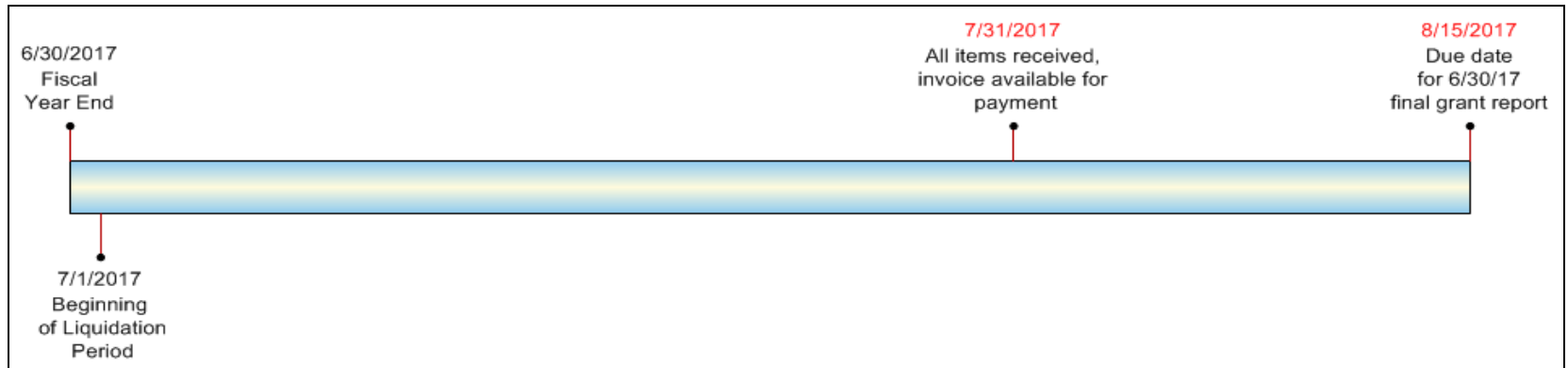
# Accounts Payable Cutoff Date – Objective

- ▶ Insure invoice is recorded in the correct fiscal year
- ▶ Why is this important?
  1. EDGAR 75.703 states, “A grantee may use grant funds only for obligations it makes during the grant period.” (See table in 75.707 for when obligations are made.)
  2. Generally accepted accounting standards (GAAP) require us to record the invoice in the fiscal year in which we receive the goods or services.

# Accounts Payable Cutoff Date

- ▶ FY17 AP Cutoff date: July 21, 2017.
- ▶ Translation: all invoices for goods or services received on or prior to June 30 must be entered into Munis A/P and workflow approval complete by July 21<sup>st</sup>.
- ▶ The Accounting Services dept will record the invoice in June in compliance with grant regulations and GAAP.

# Liquidation Period – Federal Pass–Thru Grants



- ▶ The liquidation period for POs outstanding on June 30<sup>th</sup> starts on July 1<sup>st</sup> and ends August 31<sup>st</sup>.
- ▶ The goods must be received and paid for by July 31, 2017 so we have time to prepare and submit the final report.
- ▶ The final grant report for federal pass–thru grants ending June 30, 2017 is due August 31, 2017.

# Munis Monitoring & Reporting Tools

- ▶ *Account Inquiry* program
- ▶ YTD Budget Report
- ▶ Purchase Orders by GL Account Report (open PO Report)
- ▶ Flexible Period Earnings Report

# Calculating Wages & Benefits thru Fiscal Year–End

- ▶ Information You Need:
  - Hourly Employees – School Term
    1. Hourly rate of pay
    2. Hours worked per pay period
    3. Number of paydays left in school year
    4. Last day of work in the school year
  - Hourly Employees – 12 Month
    1. Hourly rate of pay
    2. Hours worked per pay period
    3. Number of paydays left in fiscal year
    4. Don't forget the “accrual” for June days paid in July

# Calculating Wages & Benefits thru Fiscal Year–End (cont.)

## ▶ Information You Need (cont.):

### ➤ Teachers

1. Bi-weekly salary amount
2. Number of paydays left in school year
3. Paycheck option – 21 or 26 paychecks

### ➤ Exempt Salaried Employees

1. Bi-weekly salary amount
2. Number of paydays left in fiscal year
3. Don't forget the “accrual” for June days paid in July

# Calculating Wages & Benefits thru Fiscal Year–End (cont.)

- ▶ Where to find the Information You Need – Hourly Employees:
  1. Hourly rate of pay and Hours worked per pay period – [contact Payroll Department](#)
  2. Last day of work in the school year – [Classified Start and End Dates \(published by HR dept. each year\)](#)
  3. Number of paydays left in fiscal year – [School Calendar & slide 19](#)
  4. Accruals – [number of June days paid on 1<sup>st</sup> paycheck in July: 5 \(slide 19\)](#)

# Calculating Wages & Benefits thru Fiscal Year–End (cont.)

- ▶ Where to find the Information You Need – Teachers and Exempt Employees:
  1. Bi-weekly salary amount – [contact Payroll department](#)
  2. Paycheck option – 21 or 26 paychecks – [contact Payroll department](#)
  3. Number of paydays left in fiscal year – [School Calendar & slide 19](#)
  4. Accruals – [number of June days paid on 1<sup>st</sup> paycheck in July: 5 \(see slide 19\)](#)




# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

ESSA Start and End Dates (on HR web page):

<u>POSITION</u>	<u>Start Date</u>	<u>End Date</u>
Administrative Secretaries (High)	July-18	May-26
ANE Program Tutors (High)	August-16	May-17
Career Guidance Specialists**	August-12	May-18
Counseling Technicians	July-18	May-26
Library Assistants (High)	August-3	May-24
Nurses	August-3	May-17
Secretaries (grade 5) (High)	July-29	May-24
Administrative Secretaries (Middle)	August-1	May-26
ANE Program Tutors**	August-16	May-8
Library Assistants (Middle)	August-3	May-24
Nurses	August-3	May-17
Secretaries (grade 5) (Middle)	August-3	May-24
Administrative Secretaries (Elementary)	August-1	May-26
ANE Program Tutors**	August-16	May-8
Day Custodians (Two Rivers & Salcha)	August-1	May-26
Library Associates (Elementary)	August-3	May-23
Nurses	August-3	May-17
Secretaries (grade 5) (Elementary)	August-3	May-23




# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

Certified Start and End Dates (on HR web page):

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT			
			
<b>CERTIFIED</b>			
<b>Start and End Date Calendar</b>			
<b>2016 - 2017</b>			
START DATE	July 18 <i>Monday</i>	August 1 <i>Monday</i>	August 10 <i>Wednesday</i>
END DATE	May 26 <i>Friday</i>	May 26 <i>Friday</i>	May 19 <i>Friday</i>
<b>Certified Teaching staff</b> (184 Days)			<b>XX</b>
<b>Sr. High Principal</b> (206 Days)	<b>XX</b>		
Gr. High Assistant Principal (196 days)		X	
<b>Middle School Principal</b> (196 days)		<b>XX</b>	
Middle School Assistant Principal (196 days)		X	
<b>Elementary Principal</b> (196 days)		<b>XX</b>	
Elementary Assistant Principal (196 days)		X	

# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

## School Calendar:

-  Last payday-school employees\*
  -  Last payday-all other employees
  -  Split Payroll: 1st payday in FY18  
5 days to June / 5 days to July
- \*except EEs whos last day >5/28

Note: Pay periods begin on Monday of the first week and end on Sunday of the second week of a two-week period.

2017													
April							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	3
2	T	T	T	T	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">T</span>	8	4	5	6	7	8	9	10
9	T	T	T	T	T	15	11	12	13	14	15	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">16</span>	17
16	17	18	19	20	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">21</span>	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	<span style="border: 1px solid green; padding: 2px;">26</span>	<span style="border: 1px solid green; padding: 2px;">27</span>	<span style="border: 1px solid green; padding: 2px;">28</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">29</span>	<span style="border: 1px solid green; padding: 2px;">30</span>	
30													
May							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	6							1
7	8	9	10	11	12	13	2	3	<span style="background-color: #cccccc;">4</span>	5	6	7	8
14	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">15</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">16</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">17</span>	<span style="background-color: #cccccc;">18</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">19</span>	20	9	10	11	12	13	<span style="border: 1px solid green; border-radius: 50%; padding: 2px;">14</span>	15
21	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">22</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">23</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">24</span>	25	26	27	16	17	18	19	20	21	22
28	<span style="background-color: #cccccc;">29</span>	<span style="background-color: #cccccc;">30</span>	<span style="background-color: #cccccc;">31</span>				23	24	25	26	27	28	29
							30	31					

# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

## Calculation for Hourly School Term Employee:

Hours per Pay Period:	70
Hourly Rate:	<u>\$24.90</u>
Gross Pay per Pay Period:	<u>\$ 1,743.00</u>
Daily Rate:	\$ 174.30
Number of Full Paydays Until End of Year:	3
Gross Pay:	<u>\$ 5,229.00</u>
No of Paid Days in Last Paycheck:	6
Gross Pay Remaining:	<u><u>\$ 6,274.80</u></u>

## Calculation for Hourly 12 Month Employee:

Hours per Pay Period:	75
Hourly Rate:	<u>\$ 22.55</u>
Gross Pay per Pay Period:	<u>\$ 1,691.25</u>
Daily Rate:	\$ 169.13
Number of Paydays Until End of Year:	7
Gross Pay	<u>\$11,838.75</u>
No of June Days Paid in July	5
Gross Pay Remaining	<u><u>\$12,684.38</u></u>

# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

## Calculation for Teacher:

### 21 Pay Option:

Gross Pay per Pay Period: \$ 3,510.85

Number of Paydays Until  
End of Year: 5

Gross Pay Remaining: \$17,554.25

### 26 Pay Option:

Gross Pay per Pay Period: \$ 3,548.50

Number of Paydays Until  
End of Year: 5

Plus five Paychecks: 5

Gross Pay Remaining: \$35,485.00

## Calculation for Exempt Salaried:

Gross Pay per Pay Period: \$ 3,200.00

Daily Rate: \$ 320.00

Number of Paydays Until  
End of Year: 7

Gross Pay: \$22,400.00

No of June Days Paid in July: 5

Gross Pay Remaining: \$24,000.00

# Calculating Wages & Benefits thru Fiscal Year-End (cont.)

## FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT - BENEFIT CALCULATOR

STATE COA	MUNIS OBJECT CODES	Enter Wage Here	FY16-17 PROJECT# GRANT TITLE			
310		35,485.00	CERTIFICATED SALARIES			
313	13130		Principal / Assistant Principal	47.86%	Cert	TRS
314	13140		Director/Coordinator/Manager Exempt	47.86%	Cert	TRS
315	13150	35,485.00	Certified Teacher/Specialists	47.86%	Cert	TRS
	13150		Certified Extended Contracts	15.16%	Cert	TRS
	13170		Certified Stipends/MOA	2.60%	Cert	TRS
320		-	NON-CERTIFICATED SALARIES			
321	13210		Director/Coor/Mgr/Admin Staff/Exempt	63.50%	Class	PERS
322	13240		Specialists	63.50%	Class	PERS
323	13240		Aides/Support Staff/Paraprofessionals	63.50%	Class	PERS
324	13240		Support Staff	63.50%	Class	PERS
329	13245		Overtime	63.50%	Class	PERS
	13270		Substitutes for certified/classified	8.80%	Sub	N/A
	13290		Temporaries	8.80%	Sub	N/A
360		16,983.13	EMPLOYEE BENEFITS			
	13610	11,603.60	Health & Life Insurance			
	13620	53.23	Unemployment			
	13630	354.85	Workers Comp			
	13640	514.53	FICA			
	13650	4,456.92	TRS			
	13660	-	PERS			

	FY16-17	FY16-17	FY16-17	FY16-17	FY16-17
	Certified Percent	Certified Amount	Classified / Exempt Percent	Classified / Exempt Amount	Classified Overtime Percent
		35,485.00		0.00	0.00
Hlth Ins 13610	32.70%	11,603.60	32.70%	0.00	0.00
Unemp 13620	0.15%	53.23	0.15%	0.00	0.15%
Wk Comp 13630	1.00%	354.85	1.00%	0.00	1.00%
FICA Med 13640	1.45%	514.53	7.65%	0.00	7.65%
TRS 13650	12.56%	4,456.92		0.00	0.00
PERS 13660		0.00	22.00%	0.00	22.00%
	47.86%	\$16,983.13	63.50%	\$0.00	30.80%

	Extended Contract	Extended Amount	Sub/Temp	Sub/Temp Amount	Stipends Percent	Stipends Amount	Total Benefit Amount
		0.00		0.00		0.00	35,485.00
Hlth Ins 13610		0.00		0.00		0.00	11,603.60
Unemp 13620	0.15%	0.00	0.15%	0.00	0.15%	0.00	53.23
Wk Comp 13630	1.00%	0.00	1.00%	0.00	1.00%	0.00	354.85
FICA Med 13640	1.45%	0.00	7.65%	0.00	1.45%	0.00	514.53
TRS 13650	12.56%	0.00		0.00		0.00	4,456.92
PERS 13660		0.00		0.00		0.00	0.00
	15.16%	\$0.00	8.80%	0.00	2.60%	0.00	\$16,983.13

# Evaluation

- ▶ Please take the time to complete an evaluation.
- ▶ We welcome your feedback and use it to improve our training program.