

TO: Administrators & Secretaries
FROM: Marty J. Rose, Fiscal Officer
DATE: December 31, 2008
SUBJECT: 2008-2009 Spending Cut-Off Dates

Cut-off for discretionary spending for the FY 2008-2009 will be Friday, March 21st. It would be helpful if you had a department/school cutoff no later than Friday, March 13th. This would give your secretaries and anyone else that inputs your requisitions the time to get them processed by Friday the 20th and back and in the mail before spring break. In order to meet the deadline, you will need to plan for the rest of the 2008-2009 school year and have all purchase orders entered **NO LATER** than **March 20th**. If an emergency or unusual event comes up, you will need to obtain approval by the Fiscal Officer before a P. O. will be issued.

On all requisitions input/issued after March 20th, 2009 for the 2008-2009 school year, **you must type in "YE" under Type Code**. When you make this entry, "Above items must be received and invoiced by June 1, 2009", will then appear on the Purchase Order. This statement will expedite your order and enable you to finalize and close your outstanding P.O.'s for the 2008-2009 school year before you leave for the summer. This will ease some of the problems when you return in August. In addition, if your order cannot be filled by this given date, it will give you time to decide what action you want to take:

1. Order from another vendor
2. Change the order
3. Cancel the order.

BUILDING - PROGRAM 0100

The P. O. cut-off date does not include the open P.O.'s that have already been processed for such things as food items from the grocery stores. The instructor will be able to purchase from these P O's until the indicated date (the last day of school). The **IMPORTANT** thing to remember is that they **MUST** have all their invoices and slips turned into Accounts Payable before they leave for summer break or those charges may end up being charged to next year's budget.

CIRCLE - PROGRAM 0166

Circle funds are divided into grade levels with their own designated account codes for tracking. You have a three year time line for spending the funds allocated to each grade level and the final year for those that were given an extra year on carryover funds. If you are close to finalizing an order for your circle after the cutoff date, please contact me and we can

decide which Fiscal Year we will put the order in. This should alleviate some of the confusion that we have had in the past couple of years.

<u>GRADE LEVEL</u>	<u>ALLOCATION YR.</u>	<u>1ST YR C/O</u>	<u>2ND YR&C/O</u>
7-9	2002-2003	2003-2004	2008-2009
10-12	2003-2004	2004-2005	2008-2009
K-3	2004-2005	2006-2007	2008-2009
4-6	2007-2008	2008-2009	2008-2009
7-9	2008-2009	2008-2009	2008-2009

SCHOOL GRANTS - PROGRAM 0181

The cut-off for school grants (i.e., Discover E, PTA/PTO,) is the same time line as the discretionary funds. Carryover is dependent on individual grants.

STAFF DEVELOPMENT - PROGRAM 6610 & 6620

There is **NO** carryover for the Staff Development programs. **Individual reimbursements must be into Lynette Low no later than May 26, 2009 for reimbursement, June 12, 2009 for tuition reimbursement and building reimbursement.** If forms with accurate documentation and proper receipts are not in by that date you may not be eligible for reimbursement.

FIELD TRIPS - ALL PROGRAMS

Requests for all field trips for the remainder of 2008-2009 must be received by the transportation dept. by May 1, 2009.

SPECIAL SERVICES

There is **NO** carryover in this program. Expenditures for the 2008-2009 year must **be expended by August 31, 2009, not just encumbered.** See Accounts Payable Cut-Off schedule for your planning. Invoices & approvals **MUST** be in by the cut-off timeline or will come out of your next year's allocation.

GATES

Gates money program 7934 for High Schools will have carryover so make sure you use the correct fiscal year when inputting your req's. ***Please review the updated & corrected budgets for 2008-09 budget revision due to Gates 1 year extension for 2009-2010.***

GRANTS

Carryover is determined by each individual grant (see Grant Cut-Off and SPI worksheet). **All Grants with an 8/31/09 ending date MUST have all expenditures completed including payroll by 8/31/09 - check cut-off dates. This means if you want payroll paid you must have ALL pay turned into Payroll by the August cutoff date.** Grants for summer school will have separate cut-off time lines to be determined at a later date.

**KENNEWICK SCHOOL DISTRICT #17
2008-2009 CUT-OFF SCHEDULE**

	P O CUT-OFF	P/R CUT-OFF	CARRY- OVER
BUILDING 0100	03/20/09	08/07/09	YES
MED MATCH ONE TIME BLDG/ST LIB 0109, 0114 & 0115	03/20/09	08/07/09 for 0109 & 0114	NO
CIRCLE 0166	03/20/09	N/A	NO
SCH GRANTS 0181	03/20/09	08/07/09	YES
STAFF DEVELOP. 6610 & 6620	03/20/09	08/07/09	NO
FIELD TRIPS ALL PROGRAMS	05/01/09 REQUEST TO TRANSP. DEPT	N/A	NO
SPECIAL SERVICES	03/20/09	08/07/09	NO
GATES 7934	03/20/09	08/07/09	Year 4
Student Achievement 66**	03/20/09	08/07/09	NO
GRANTS	03/20/09 OR SPECIFIED DATE	08/07/09	SEE STATE GRANT SCHEDULE