



# Rialto Unified School District Fiscal Services

Diane Romo, Senior Director

(909) 820-7700, Ext. 2232

**DATE:** May 28, 2015  
**TO:** Site Administrators, Secretaries  
**FROM:** Diane Romo, Senior Director  
**SUBJECT:** *Fiscal Services 2014-2015 Year-end Deadlines*

We are fast approaching the end of our fiscal year (June 30) and need to begin the process of closing our books by asking for your assistance in adhering to the following deadlines:

- May**
- 5/29 Last Day to Turn in Conference (B-20's)/Mileage (B-31's) Forms for payment prior to July
  - 5/29 Last Day to Turn in Receiving Documents to ensure vendor payment prior to July\*
- June**
- 6/05 Last Day to Turn in Petty Cash for All Schools – please return purple folder. Money should be submitted in "money bag" or hand-delivered.
  - 6/05 Last Day for Schools to Submit Cash Collections (B-28) for Textbooks, Library Books, Telephone Charges, Etc.
  - 6/05 Must Receive Open Purchase Order Form (Attached) at Fiscal Services
  - 6/12 Last Day to Submit Deposit Receipts/Backup (BU-100)\*
  - 6/30 Last Day to Turn in Receiving Documents through June 30th for FY 14/15\*
  - 6/30 Conference (B-20's)/Mileage (B-31's) Forms Final Date\*

## **PETTY CASH FUND – No Later Than the Last Day of School**

*(If the responsible party will be on a break, retiring or leaving, the Petty Cash is due prior to the last day of service by that person.)*

- ✓ **Balance** your ledgers to your cash on hand and receipts. *(This amount must equal your initial petty cash check.)*
- ✓ **Return** your **2014-2015** ledger, cash, and receipts to Fiscal Services, Attn: Sandy Vogt in the purple folder. Remember to use your money bags when forwarding any cash or checks.
  
- ❖ **Do not hold any 2014-2015 receipts. They may not be charged to 2015-2016.**

## **INVOICES & RECEIPTS/RECEIVING DOCUMENTATION**

Please note the County will not process any commercial warrants between June 8<sup>th</sup> & July 1<sup>st</sup>.

- ✓ **Invoices and Receipts/Receiving Documentation** must show purchase order number. Receipts/receiving documentation must also have the "**DATE**" of receipt, the word "**RECEIVED**" when the item is received, and a **signature**; **initials are not acceptable.**

## CONFERENCE/ MILEAGE REIMBURSEMENTS – 2015\*

- ✓ All **Conference (B-20s)** and **Mileage (B-31s) Reimbursement** forms must be completed accurately with required original receipts and approving signatures. Paperwork for conferences attended in the month of June should be submitted within 10 days of return. Mileage cards *for the current fiscal year* should be returned when the last trip on the mileage card is complete but, **no later than July 10th**.
- ❖ **Do not hold any 2014-2015 Conference/Mileage Reimbursements. They may not be charged to 2015-2016 fiscal year.**

## CASH COLLECTIONS – 2015\*

**Textbooks, Library Books, Telephone Calls, etc.** ALL cash/checks received must be submitted with BU-100 form. Remember to use your **money bags** when forwarding any cash/checks. All Deposit Receipts/Backup are due from all schools.

## OPEN PURCHASE ORDERS - 2015

- ✓ **For all “Open” Purchase Orders** complete the attached Open Purchase Order Log. List all Open Purchase Orders No's, Vendor Names and total amount used during June. If the Open Purchase Order was not utilized during June, please note the information and put \$0 in the amount field.

Thank you for your assistance in meeting these established deadlines.

\*Items should be submitted to Fiscal as received prior to the deadline

