



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

Dave Jones

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TO: All Administrators
Administrative Support Staff

FROM: Dave Jones, Assistant Superintendent

SUBJECT: Business Office Year-End

Payroll

Please email or call in all personal leave, annual leave, and/or leave without pay used after May 15. All timesheets must be delivered to the payroll department on or before June 10, or the last workday for your location.

Accounts Payable

Submit all invoices for payment by June 10, or the last workday for your location.

Include the most recent petty cash bank statement and reconciliation form when submitting your last petty cash reimbursement request for this fiscal year. Any cash on hand should be forwarded to Accounts Payable in the Finance Department, along with your final petty cash reimbursement request.

Pro-card statements need to be reconciled and sent to Accounting no later than June 10, or the last workday for your location, whichever comes first. **Procurement cards will be deactivated effective May 15. Do not destroy your procurement cards.** They will be reactivated August 1 for the next year's transactions. Please contact Accounting if an emergency situation arises over the summer, necessitating the use of your pro-card.

Pupil Activity Funds

Submit all Pupil Activity Fund (710's) deposit paperwork by June 10, or the last workday for your location.

Available Current Year Funds

Current year balances for the general fund and student activity fund can be found on the INQUIRY screen of APECs. For more detailed reports on those accounts you manage (no salary, benefits, utilities or telephone accounts), you can run BAT GL DEPEXP for department expense reports, or BAT GL TEMPLATE for general ledger summary reports.

Budget Transfers

The last day to administrator approve budget transfers is June 10.