



November 23, 2020

**MEMORANDUM**

TO: Junior Taxing Districts  
FROM: Brandon Kirkwood, Chief Accountant  
SUBJECT: Year-End Closing Procedures for 2020

The year-end closing procedures for fiscal year 2020 are outlined below. Please share this memorandum with staff members who are responsible for the closing activities.

We appreciate your cooperation with the deadlines indicated. Transaction documents submitted after the deadlines will be processed as 2021 business and will impact your 2021 budget.

**2020 Cash Receipts – Due Thursday, December 31, 2020**

All cash and associated documents for 2020 business must be submitted to the Finance Department by 4:00 p.m. Thursday, December 31, 2020. Cash transactions will be cut off at that time and all cash accounts will be reconciled to the bank. 2020 transactions received after the cutoff will be processed as 2021 business.

**2020 Ad Hoc Payments – Due Wednesday, December 30, 2020**

Supplier Ad Hoc Payments for 2020 business will be accepted in the Finance Department until 8:30 a.m. on Wednesday, December 30, 2020. The document date must reflect the correct year. Transmittals submitted to Finance after the deadline will be processed as 2021 business.

**Final Reports – 2020 Business**

- December reports for school districts will be available on **Tuesday, January 12, 2021**.
- Final reports for districts on a calendar fiscal year should be available by **Monday, February 1, 2021**.

If you have questions about this schedule, please call Brandon Kirkwood at 253-798-7231 or Jessica Mitchell at 253-798-7588.

Best wishes for a wonderful holiday season. We look forward to working with you in the coming year.