

Fiscal Year-End Edition

FOLLOWING FINANCE

Volume 3, Issue 3



Summer 2018

Fiscal Year 2018 is quickly coming to an end and our season of paying invoices between two fiscal years from July until the first few days of August is approaching. A summary of these changes is found on page 2 and payroll reminders are on page 3. Again this year, we have scheduled five training sessions to cover the temporary fiscal-year AP invoice processing. The sessions will be offered in late June and one date on Tuesday, July 3rd. This training is mandatory for all primary POEs, so please *select a convenient training date and time as soon as possible*.

The Kentucky state income tax withholding rate was changed to 5% during the 2018 legislative session. More information on that change is detailed below and information will be distributed to all employees on June 15th. We are requiring that all employees complete a new Form K4 before July 27th.

New fiscal years always are a logical time to make a

change. Below in the blue box, a couple of updates are listed.

Finally, important dates for the fiscal year-end from June through August are found on page 4. The dates listed correspond to the timelines used in the past and there are no new procedures for this year.

We look forward to starting a new year and welcome your questions and feedback along the way. As always, we appreciate your assistance!

Erin Ballou

Assistant Chief Financial Officer

IN THIS ISSUE:

Payroll Change	1
New for FY19	1
FYE Processes Review	2
FYE Payroll Information	3
FYE Training Information	3
Substitute Vendor Process	3
June - August Calendars	4

PAYROLL CHANGE EFFECTIVE JULY 13TH PAYROLL

During the 2018 legislative session, Kentucky lawmakers passed a change to the State income tax withholding *decreasing the Kentucky income tax rate to 5%* of employee earnings. Previously, the tax rate ranged from 2% to 6%, depending on employee earnings. *This change will be reflected on the Friday, July 13th payroll.*

NEW FOR FY19

- ▶ Shredding Services for all departments is budgeted in **503990 "Other Purchased Services"** accounts
- ▶ May begin use of fillable pdf Travel form that calculates automatically, will cover in FYE training
- ▶ FY2019 Approved budget worksheets can be run **AFTER June 25th**
 - All departments are encouraged to run these to confirm line item account number changes made during the budget process, *such as shredding services being moved to 503990*

Due to the change in state income tax withholdings, a *new K4 form was issued by the State and must be completed by all employees and returned to Payroll by Friday, July 27th*. The new form will be distributed through a short Puresafety training that will be available to all employees after June 15th. An email containing this information and the new tax form will also be sent at this time.

More information on Kentucky and federal tax changes for the tax year beginning January 1, 2018, can be found on the Kentucky Department of Revenue website at <https://taxanswers.ky.gov/Income-Taxes/Pages/default.aspx>.

Please contact April Cosby or Robbi Hammock with any questions.

FYE Invoice Processing Guidelines

PAYING FY18 INVOICES:

1 AP INVOICE BATCHES

DATE = 6/30/2018 (or less)
 Include **ONLY** FY18 Invoices

2 FY18 AP INVOICES

INVOICE & GL DATES <= 6/30/18

- ▶ *Work must have been completed during FY18*
- ▶ *Pay with FY18 (or earlier) PO, OR*
- ▶ *Pay with direct invoice if no PO*

3 PURCHASE ORDERS

NO NEW FY18 Purchase Orders or Change POs AFTER 6/22

*** NO FY19 POs used with FY18 Invoices ***

4 SPECIAL AP BATCH DEADLINES

DUE 4:00 PM, dates below:

- ▶ **FRIDAY, 7/13** (Paid Monday, 7/15)
- ▶ **FRIDAY, 7/27** (Paid Monday, 7/30) **FINAL FY18**

5 PCARDS

Receipts due each Wednesday, 2:00 pm

NO CUTOFF unless imposed by department

ALL Pcard transaction descriptions in AccessOnline MUST begin with fiscal year of the purchase

6 BUDGET TRANSFERS

GL DATE = 6/30/18

- ▶ **SELECT FY2018 FISCAL YEAR**

PAYING FY19 INVOICES:

1 AP INVOICE BATCHES

DATE >= 7/1/2018
 Include **ONLY** FY19 Invoices

2 FY19 AP INVOICES

INVOICE & GL DATES >= 7/1/18

- ▶ *Work must have been completed during FY19*
- ▶ *Pay with FY19 PO*

3 PURCHASE ORDERS

****NO NEW FY18 POs—NO FY18 Change POs—ONLY USE FY19 POs****

****NO FY18 POs used with FY19 Invoices****

- ▶ Can create new FY19 POs & Changes

4 AP BATCH DEADLINES

DUE 2:00 PM, EACH TUESDAY

- ▶ First FY19 AP invoice batch deadline is Tuesday, July 3rd at 4:00 pm
- ▶ Will be paid Thursday, July 5th

5 PCARDS

Receipts due each Wednesday, 2:00 pm

- ▶ **Exception: Thursday, July 5th is deadline** due to July 4th holiday

ALL Pcard transaction descriptions in AccessOnline MUST begin with fiscal year of

6 BUDGET TRANSFERS

GL DATE >= 7/1/18

- ▶ **SELECT FY2019 FISCAL YEAR**

JUNE AND JULY PAYROLLS REMINDERS

\$ The final full payroll of FY2018 will be paid on Friday, June 29th, and the following taxable benefits will be applied:

- Uniforms,
- One-day travel meals, and
- Cell phone stipends.

\$ All signed taxable benefit forms should be submitted to

Payroll no later than Monday, June 25th.

\$ The final FY2018 Police and Fire Incentive payroll will also be paid Friday, June 29th.

\$ The first July payroll will contain both FY18 and FY19 pay rates.

Please see the summary to the right for more information.

Pay Date	FY18 Rates	FY19 Rates
7/13/18	<u>7 Days:</u> 6/24-6/30	<u>7 Days:</u> 7/1-7/7
7/27/18	NONE	ALL

FISCAL YEAR-END TRAINING *(Mandatory for all primary POEs)*

Fiscal Year-End training has been scheduled for the end of June and the first week of July. The training is mandatory for all primary POEs; if you do not signup, we will contact you and assign a day and time.

New this year, we are introducing a fillable pdf for the Travel form that will calculate your entries. This will be covered during training and will be made available on the CLICK afterward.

Tentative Agenda for FYE Training

- Substitute Vendor Review
- Travel calculated pdf Form
- Year-End Calendar & Processes
- Year-End Payroll
- Logos Inquiries & Reminders

Please contact us if you have any

suggestions for additional items to be covered.

Training Dates & Times

- Wednesday, 6/20, 9:00-10:30 am
- Thursday, 6/21, 9:00-10:30 am
- Wednesday, 6/27, 2:00-3:30 pm
- Thursday, 6/28, 2:00-3:30pm
- Tuesday, 7/3, 9:00-10:30am

Did you know that the City was awarded a **GFOA 2018 Award for Excellence in Government Finance** for the biennial Physical Inventory Process as an Exceptionally Well Implemented Best Practice? **Big thank you to all that participated in the process this year and in the past!**

SUBSTITUTE VENDOR PROCESSING

A new cheat sheet has been created to assist with the Substitute Vendor process. The process for adding a Substitute Vendor to a PO to actually paying the Substitute Vendor will be reviewed during FYE training. After the FYE training, the cheat sheet will be added to the CLICK.

A quick review follows:

1. In the Change PO process, add the correct vendor as a Substitute Vendor to the PO.
2. Validate, approve, save. The correct vendor will NOT be shown as the main vendor on the PO, but under Substitute Vendors.

3. In AP invoice processing when searching for POs, **check the Substitute Vendor POs checkbox.**
4. Search for the Vendor that should be paid, which was added as the Substitute Vendor. **DO NOT search by PO number.**
5. Select the PO to be used for the invoice and make any changes to the invoice number, amount, description, etc.
6. Process AP invoice as usual.

Please contact April or Erin with any questions if you have problems when attempting to process.

Following Finance: Year-End Edition

JUNE

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
		P-Card receipts are due each Wednesday at 2:00 pm, unless otherwise noted (July 5th)		
11	12	13	14	15
	Use Document #652694 to sign-up for Year-End Training*			Pay Date Asset listings to departments (est.)
18	19	20	21	22
		FYE Mandatory* Training 9:00-10:30 am PO review exceptions due	FYE Mandatory* Training 9:00-10:30 am	LAST DAY to post FY18 POs & PO changes *No P-card cutoff*
25	26	27	28	29
Dept. asset listing verifications due	LAST FY18 Regular AP Invoice deadline	FYE Mandatory* Training 2:00-3:30 pm	FYE Mandatory* Training 2:00-3:30 am	Pay Date
* Contact Erin if you cannot attend one of the scheduled FYE training sessions.				

JULY

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
FY19 Budget Available, may issue FY19 POs P-card Manager approvals due for cycle-end	4:00 pm deadline for FY19 AP Invoice Process FYE Mandatory* Training 9:00-10:30 am	Closed 4th of July Holiday	P-Card receipts due by 2:00 pm First FY19 Invoice Process	Payroll Pay Date 7/13 Split Payroll: 7 days FY18, 7 days FY19
9	10	11	12	13
	2:00 pm deadline: FY19 Regular AP Invoice Process			4:00 pm deadline for Special FY18 AP Invoice Process Project Carryforwards
16	17	18	19	20
Special FY18 AP Invoice Processing	2:00 pm deadline: FY19 Regular AP Invoice Process			CIP out-year project sheet submissions due
23	25	25	26	27
	2:00 pm deadline: FY19 Regular AP Invoice Process			4:00 pm deadline for Special FY18 AP Invoice Process Pay Date—100% FY19
30	31	August		
Final Special FY18 AP Invoice Processing	2:00 pm deadline: FY19 Regular AP Invoice Process Internal Serv. Survey completion due date	1 P-card Manager approvals due for cycle-end	2 FYE Closing Process NO un-posted FY18 POs or invoices	3 Fiscal Year-End Process complete Begin entry of FY19 invoices w/ FY18 POs
		Project carryforwards will be posted Monday, 8/6		