



## Year End Close Out

Print Form

Business and Operations  
 Mat-Su Borough School District  
 501 N. Gulkana St.  
 Palmer, AK 99645  
 P: (907) 761-4001 || F: (907) 761-4091

### Location

**Special Instructions:** Complete and check off the below required tasks and reminders prior to the principal's last contracted working day. Departments will verify completion.

Sign and submit this completed form to Brenda Hotchkiss (Instruction).

**Tasks:** You do not have to contact the department associated with each task after it is completed.

Complete	Incomplete	Item	Department
		Submit final performance report on grants	Accounting
		Approve all p-card transactions	Accounting
		Student activities accounts must be in balance with bank statement	Accounting
		Submit all student activities p-card reimbursements	Accounting
		Complete petty cash final year-end balance sheet	Accounting
		All PO's received in, invoices submitted, closed out	Accounting
		Approve pending employee expense reimbursements	Accounting
		Complete capital asset inventory files	Purchasing
		All Special Education teachers have checked out with SSS, per email from SSS	SSS
		Submit any transportation scheduling adjustments for next year	Transportation (Crystal)
		Submit all final transportation services payments	Transportation
		<u>Title I Principals: Completed and signed Timeline for Title I Administrators</u> document uploaded to STEPP	Federal Programs
		Submit staff time & effort reports	Federal Programs
		Grant funded inventory reconciliation completed (even numbered schools only)	Federal Programs
		Leave Hytera and Motorola XPR3300, APX4000, XTS5000, and/or XTS1500 radios and antennas in plastic totes at school front office	IT
		Submit summer contact information	Superintendent (Gennifer)
		Submit class supply lists	Instruction (Brenda)
		Submit date report cards are sent home	Instruction (Brenda)
		Complete Report Card Data Collection: SIS tree>AK>Report Card	Instruction (Brenda)

**Reminders:** You do not have to contact the department associated with each reminder after it is completed.

Complete	Incomplete	Item	Department
		Approve all positive time in Veritime	Payroll
		Approve all absence requests requiring approval in Aesop	Human Resources
		All evaluations finalized	Human Resources
		Staff training conducted	Human Resources
		Notify IT and Facilities of anticipated changes to room configurations	IT
		All keys must be turned into the school and logged	Facilities
		Remove all animals and/or fish from the building	Facilities
		Unplug all electrical appliances	Facilities

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_