



Mohammed Choudhury
State Superintendent of Schools

TO: All Maryland State Department of Education Employees
FROM: Justin Dayhoff, Assistant State Superintendent, Financial Planning, Operations, and Strategy
DATE: May 05, 2023
SUBJECT: Fiscal Year 2023 Closeout

Background

As we prepare for the end of Fiscal Year (FY) 2023, the Division of Financial Planning, Operations, and Strategy and the Office of Procurement and Contract Management ask for your assistance in ensuring an orderly financial close process. The success and timeliness of the closeout process depend heavily on The Maryland State Department of Education (MSDE) meeting important deadlines set by the Comptroller of Maryland.

The Office of Fiscal Operations and Accountability (FOA) will review all financial transactions for appropriate classification and accuracy as part of the close process. This information is compiled for the purposes of financial statements, state and federal agency reporting, and audits. Please adhere to the following deadlines for the Fiscal Year 2023 close:

Cash and Checks

The Accounting Branch must receive all cash receipts by June 30th. Any cash receipts received on July 1st or later will be recorded in the next Fiscal Year, (Fiscal Year 2024).

Invoices

All approved invoices must be submitted to the dedicated email invoice.msde@maryland.gov no later than the close of business, 5:00 PM, on July 5th. If there are invoices for commodities or services that have not been received by July 5th, please inform your [core services team planning and budget analyst](#) via email so that FOA can process an expenditure accrual based on a reasonable cost estimation.

Requisitions

All FY 2023 requisitions must be entered into FMIS and fully approved by Thursday, June 30th. All the FY 2023 open requisitions after June 30th should be canceled and reestablished with Appropriation Year 2024 or awarded to a purchase order.

Encumbrances

Core services team planning and budget analysts, fiscal coordinators and program-based fiscal staff should begin reviewing all open encumbrances and complete the review by June 26th. Object 01 (regular salaries) and sub-objects 0213, 0214, and 0220 (contractual salaries) will not be encumbered or canceled at year-end. Objects 03 (communications), 04 (travel), 06 (utilities), 07 (automobiles), 09 (supplies), and 13 (fixed charges) also will not remain encumbered in the fiscal year 2023. The balances of the encumbrances for these objects can be rolled into 2024. However, they will not be automatically rolled without emailing the Office of Fiscal Operations and Accountability and your core services team planning and budget analysts. Email your core services team planning and budget analysts if you want to have the encumbrances rolled to Fiscal Year 2024 ([see core-services support assignments on the MSDE website](#)).

Notice of Grant Award (NOGA) System

The last day to enter grant awards into the NOGA System for FY 2023 grants will be June 29th, and all the program approvals must be completed by June 30th. Fiscal Year 2024 grants may be entered into the NOGA System starting June 15th. All Fiscal Year 2024 grants should indicate July 1, 2023, as the effective date.

Credit Cards

All credit card packets for the month of June need to be completed, approved, and forwarded to the dedicated email (creditcardexpenses.msde@maryland.gov) no later than Wednesday, July 5th. **MSDE cannot make exceptions** because all of the June 2023 credit card charges will be posted in FY 2023 holding accounts, which must be allocated prior to the close of the fiscal year.

Travel and Expense Reimbursements

All the FY 2023 employee expense reimbursement forms must be received in the Accounting Branch by Wednesday, July 5th. Reimbursement forms received after the fiscal month close will be charged to Fiscal Year 2024 and, as a result, may not be approved if not specifically authorized to charge in FY 2024.

FMIS Availability

R*STARS will not be available on July 1st, 2022. After rollover has been completed, R*STARS will be available on July 2nd, and the nightly batch cycle will run. RSTARS will be available on July 3rd and July 4th, but there will be no nightly batch cycle.

If you have any questions regarding the Fiscal Year 2023 closeout process, please contact the MSDE Accounting Branch Chief, Haiyun Li, at haiyun.li2@maryland.gov or 410-767-0134.