

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JULY 2020

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Happy New Year!! It's Fiscal Year 2021! As we move into the new fiscal year, let us take lessons learned from FY2020 with a renewed commitment for continuous improvements in our efforts to cultivate a culture of compliance throughout the agency. This month's *Compliance Updates* provides a save-the-date announcement regarding an upcoming training event and reminders/tips regarding Fiscal Years 2020 and 2021.

SAVE THE DATE: Mandatory Webinar Training

10:00 a.m. on Friday, July 24, 2020

"Fiscal Planning: An Operational Overview"

A mandatory training session is scheduled for MDE employees who serve in roles such as supervisors, managers, program staff, accounting contacts, budget contacts, requisitioners, shopping cart contacts, procurement contacts, and the back-up staff for employees in those roles. The purpose of this training is to provide operational best practices to prevent a huge lapse of funds and a rush to procure equipment, instructional aids/supplies, contracts, grants, etc. at fiscal year-end. Additional information will be coming soon.

Closeout Reminders for Fiscal Year 2020

➤ FY2020 Budget Closeout

- All travel vouchers for travel between July 1, 2019 to June 30, 2020 must be submitted to the Office of Accounting by **July 10, 2020**. If you have any questions, please contact Yulanda Wesley at ywesley@mdek12.org.
- All FY2020 invoices must be approved and submitted to the Office of Accounting for processing by **July 15, 2020**. Please contact Greg Ramsey at gramsey@mdek12.org if you have any questions.
- To avoid purchasing violations, make sure final invoice payments for open purchase orders **do not exceed** the total of the purchase order.

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

Reminders/Tips for Fiscal Year 2021 Operations

➤ FY2021 Program Office Operations

- ❑ Bureau Directors/Managers should **review and adjust** FY2021 state-funded program activities based on actual legislative appropriations.
 - ❑ Now is the time to identify and begin to procure any new contracts, grants, food and space requests, goods and services, etc. needed for FY2021 program activities and normal operations.
 - ❑ Set new fiscal year goals that include effectively managing funds throughout the year to avoid lapsing large budget funds in the spring and making huge purchases at the end of the fiscal year.
 - ❑ FY2021 purchase order requests for ITS Executed Agreements/CP-1s must be submitted to Procurement with ALL of the following items: a purchase requisition that includes the MAGIC contract number provided by OTSS, the ITS fully executed agreement, and the ITS CP-1. If you have any questions, contact Teresa Washington at twashington@mdek12.org in OTSS.
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