



MEMO

FY23 YEAR END

DATE: May 8, 2023
TO: Department Heads & Admin
FROM: Anne Jim
RE: FY2023 Fiscal Year-End Warrants

Currently, there are five (5) warrants remaining before the end of FY23.

Please read through to ensure you do not miss warrant procedures and processing times. Anyone new to year-end, or if you need a refresher, kindly contact me. As of this writing, spring town meeting has not concluded, therefore articles from free cash and retained earnings are not available to spend. A separate email will go out once town meeting has concluded, is certified by town clerk, and GL accounts are established and funds appropriated.

Start searching for open invoices and contact your vendors for any missing ones. FY23 vendor warrants must only include expenditures for goods received or services performed by 6/30/23. (Does not apply to light department.) For orders placed before 6/30/23 for which you have not received and vouchered an invoice by 7/5, please contact me. Orders documented with POs or other paperwork are used to encumber against your FY23 appropriation, so long as there are sufficient funds in your account.

Warrant deadlines are as follows:

- **FY23 PAYROLL due by Noon THU May 11, 25, Jun 8, 22, & THU Jun 29.**
- **FY23 VENDOR due by Noon WED May 10, 24, Jun 7 & 21, Jul 5*.**
- **FY24 PAYROLL due by Noon THU Jul 6.**
- **FY24 VENDOR due by Noon WED Jun 21, Jul 5.**

Please mark your warrants clearly, whether for FY23 OR FY24; do not combine expenditures from different years onto a single warrant. For Vadar users, when vouchering FY24, year selection is not available - I will move your entries into the appropriate fiscal year, so long as your Schedule is tagged for FY24.

The appropriations (operating budget, including Special Articles) may not be overspent, therefore do not commit any funds or submit any invoices in excess of these balances. The altering of invoices is strictly prohibited and estimates/proposals on their own, even though pre-approved by the selectmen, are not sufficient for processing – invoices are mandatory. Please remember contracts are signed by the selectmen and miscellaneous forms can be found at: <http://townofmerrimac.com/206/Accountant>.

*** FINAL vendor warrants for Fiscal 2023 – submit by Wednesday 7/5/22.**

Below is my contact information, should you have questions about this memo. Thank you!