MEMO

FINAL FY26

PAYROLL: Mon 6/29/26

VENDOR: Wed 7/8/26

DATE: May 5, 2026

TO: Department Heads & Admin

FROM: Anne Jim

RE: FY2026 Fiscal Year-End Warrants

Currently, there are five (5) warrants remaining before the end of FY26.

Following are warrant procedures and processing times. Anyone new to fiscal year-end, or if you need a refresher, kindly contact me.

Now is a good time to search for open invoices and contact your vendors for any missing ones. FY26 vendor warrants must only include expenditures for goods received or services performed by 6/30/26. (Does not apply to light department.) Orders placed before 6/30/26 for which you have not received and vouchered an invoice by 7/8/26, please contact me. Items documented with POs or other paperwork are used to encumber against your FY26 appropriation, so long as there are sufficient funds in your account.

Warrant deadlines are as follows:

FY2026	DUE BY NOON				
PAYROLL	23P Wed 5/6	24P Wed 5/20	25P Thu 6/4	26P Wed 6/17	27P Mon 6/29
VENDOR	25V Tue 5/19	26V Wed 6/3	27V Tue 6/16	28V Wed 7/1	29V Wed 7/8

FY2027	DUE BY NOON		
PAYROLL	01P Tue 6/30	02P Thu 7/16	03P Thu 7/30
VENDOR	01V Tue 6/16	02V Wed 7/1	03V Wed 7/15

Kindly do not combine expenditures for two fiscal years onto a warrant – please mark warrants FY26 OR FY27 –. For Vadar users, FY27 year selection is not available – accounting will place your entries in the appropriate fiscal year for posting,

The appropriations (operating budget, including Special Articles) may not be overspent and altering of invoices is strictly prohibited. Estimates/proposals on their own, even though pre-approved by the select board, are not sufficient for processing – invoices are mandatory. Please remember contracts are signed by the select board and miscellaneous forms can be found at: http://townofmerrimac.com/206/Accountant.

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