Date: April 2022

Monthly reminders
March SAF reports are to be completed by Wednesday, April 20, 2022. The SFO Trial Balance and Bank Reconciliation must be signed and dated by the principal and the preparer. Submissions shall include all pages of the Bank Reconciliation Report. Email copies of these reports, along with a copy of the bank statement to saf@bcps.org. Please remember to download in .pdf format and email Account History Reports for the month of March 2022, to account sponsors.
March JP Morgan/Chase procurement card reports are due on Thursday, April 14, 2022. For all card holders! Reminder to reconcile your Pcard transactions!

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Sales and Use Tax Returns
Monthly and quarterly sales tax are due for the period ending, March 31, 2022. These items are due to the Comptroller of MD by April 20, 2022.

Please note if you do not have any sales tax to report, you are still required to submit a return. This $0 filing can be done by calling: 410.260.7225. You will need your school’s CRN and BCPS’s FEIN (526000886).

This is an automated line, take note when reporting the period end date. Record the date and confirmation number.

For schools that have sales tax to remit, submit via the state’s website: https://www.marylandtaxes.gov/

Scholarship Awards
As schools are preparing for scholarship awards the following guidelines should be referenced:

- A listing of all scholarship awards, to be distributed by the school, shall be prepared and a copy distributed to the school principal and bookkeeper.
- Scholarship award letters shall be prepared and presented to recipients of scholarships.
- Award letters should indicate the method by which a scholarship will be distributed:
  - Students shall provide a copy of the award letter.
  - Students shall provide a copy of the tuition invoice from a university, college, trade school.
- Scholarship payments are to be payable to the university, college, or trade school.
• No scholarship payments should be payable directly to students, parents, or any other individual.
  o Include a deadline for submission. (best practice!)
  ▪ If no deadline is included, the school needs to retain the awarded amount in the scholarship account.
• Once scholarship payments have been remitted, corresponding investment accounts should be reviewed and reconciled. This should be completed no later than December 31, 2022.

Please provide your school’s Guidance Office with instructions.

Your Guidance Office should prepare a listing of all scholarship awards to include those awarded by the school and those pledged from outside sources. The school’s fiscal assistant should have access to this worksheet.

**Yearend spending deadlines fast approaching**
Please review the attached Fiscal Services Yearend Closing Schedule for spending deadlines.
Dates to consider:
April 8, 2022 - All FY2022 purchase requisitions are due to the Office of Purchasing.
May 6, 2022 – Change orders to existing purchase orders.
May 31, 2022 – last day for FY2022 regular procurement card purchases.

**SAF Support:**
Those seeking support from a SAF Accountant may contact all support personnel by:

Emailing [SAFSupport@BCPS.org](mailto:SAFSupport@BCPS.org)
Phone: 443-809-7702