



# UNITED TOWNSHIP

## HIGH SCHOOL DISTRICT 30

To: Board of Education  
From: Janice Roome, Comptroller  
CC: Dr. Jay Morrow  
Date: June 9, 2025  
Re: Permission to process an additional accounts payable check run for June

### Background Information

Our fiscal year end is June 30, 2025. In order to liquidate federal and state grants in a timely manner, we try to close out as many purchase orders and pay as many FY25 invoices as possible by June 30.

### Administrative Considerations

This check run will be in addition to the authorized "quick pay" run we process to pay utility bills and p-card invoices in order to avoid penalties and interest charges. If approved, we will provide the final FY25 check run listing to the Board of Education in the July board meeting packet.

### Options Considered

July grant reimbursements only encompass funds spent prior to June 30. Any encumbered but unspent funds must be tracked separately. It is more efficient to make as many payments as possible by June 30.

### Fund Source

All funds

### Recommendation

We recommend the board approve an additional accounts payable check run prior to June 30, 2025.