MEMORANDUM

TO: Munis Users and Fiscal Staff

FROM: Union County Auditor's Office

Budgetary Department

DATE: November 2, 2026

RE: End of Year Memo 2026

END OF 2026 CALENDAR SPECIFICS

- ***CHECKS & INVOICES***
  - **FINAL BOARD CHECKS** for 2026 will be cut on **Tuesday, December 22, 2026**
  - **FINAL GENERAL FUND CHECKS** for 2026 will be cut on **Wednesday, December 23, 2026**
  - All **Board and General Fund Invoices will be due by NOON, DECEMBER 16, 2026.**
  - Invoice batches that are opened after **December 16, 2026**, will be deleted. No batches are to be entered until the **End of Year Processing is completed. Tentatively January 7, 2027.**

- ***PURCHASE ORDERS***
  - Departments have from **November 2, 2026**, through **noon December 18, 2026,** to clean up purchase orders.
  - All **Blanket and Super Blanket** Purchase Orders **MUST be liquidated.**
  - All **Regular** Purchase Orders that are no longer required will need to be liquidated and closed.
  - **Carry Forward** Purchase Orders can be opened beginning **November 2, 2026**, through **noon December 18, 2026.**
    - The ***General Description*** and ***Description under Line Item*** ***MUST say CF: Carry Forward***
  - *Liquidation and Purchase Order Report instructions are available on the* ***Budgetary Resources page at*** *https://www.unioncountyohio.gov/departments/auditor/tyler-munis-financialrevenuebudget-instructions (Tyler Munis Financials Forms/Instructions/**PO Change Order 11.3**)*
  - ***REMINDER****: Quotes must be included for all equipment purchases when entering the requisition.*

- **REMINDER:** Please ensure requisitions are opened prior to ordering/use of services. Opening Blanket PO'S at the beginning of the year for ongoing purchases will help with this throughout 2027. A "THEN AND NOW" statement is required on purchase orders not opened prior to ordering/use of services $1,000.00 and over. **A "THEN AND NOW" STATEMENT CAN ONLY BE UTILIZED ON A REGULAR PO (NO BLANKETS)**.
  - **For those departments that the County serves as a fiscal agent, the $1,000 rule does not apply. A "THEN AND NOW" certification must be placed on ALL purchases where the PO was not opened first.**
- **REMINDER:** Blanket Purchase Orders (use B for Blanket in the general description and description line item) opened may **not exceed $100,000**. Any Contracts opened must have a type of "N" for Normal and will be considered regular PO's. Please label contracts with a "C" in the description.
- **REMINDER:** Super Blanket Purchase Orders (use SB in the general description and description in line item). Only a single vendor can be paid from such a Super Blanket Purchase Order, but multiple Super Blanket Purchase Orders may be outstanding for any given line-item appropriations at any given time.

- ***TRANSFER/REVENUE CORRECTIONS/EXPENSE CORRECTIONS***
  - Final Fund to Fund Transfers will be approved on **December 23, 2026, are due by Noon on December 18, 2026.**
  - Final Budget Transfers will be approved on **December 23, 2026, are due by Noon on December 18, 2026.**
  - Final Expense and Revenue corrections need to be submitted by **Noon on December 18, 2026.**
  - **REMINDER: Supporting documentation is required with fund-to-fund transfers.** Please be sure to include documentation (invoices, etc.) when sending transfers for approval. Transfers should be sent to mwesley@unioncountyohio.gov .
  - **REMINDER:** All supporting documents are attached in TCM for future referencing.

- ***PAYROLL***
  - For the **December 31st Pay Date:** Payroll batches must be released by **Noon on December 22nd,** and Payroll Summary Reports are due by **Noon on Monday, December 28th. *All employee changes are due by Noon on Wednesday, December 16th due to the number of changes made at year-end.***
  - For the **January 15th Pay Date:** Payroll batches must be released by **Noon on January 6th Tentatively** and Payroll Summary Reports are due by **Noon on Monday, January 11th. *All employee changes are due by Noon on Monday, December 28th due to the number of changes made at year-end.***
  - **REMINDER:** Due to going from 27 pays in 2026 to 26 pays in 2027, PAR Forms should be submitted for salaried staff to reflect their salary amount based on 26 pays instead of 27 pays.

- **REMINDER:** Complete **ALL** required sections of the PAR Form when submitting any changes and/or new hires.

- ***PAY-INS***
  - **The Pay-In cut-off will be at 11:00 AM on Wednesday, December 30th.** Any pay-in entered in Munis but not taken to the Treasurer's Office by 11:00 AM on December 30th will be reversed and will need to be re-entered when Munis re-opens for 2027. **NO EXCEPTIONS.**

- ***CONSUMABLE INVENTORY AND CAPITAL ASSETS***
  - Consumable inventory is to be taken on **December 7th** and returned to Amy Wesley no later than **December 18, 2026.**
  - ****NEW FOR 2026**** Capital Asset Reports will be sent out to all departments on **November 16, 2026.** Departments must go through the reports and dispose of items that no longer in use. A disposal form can be found on our website at https://www.unioncountyohio.gov/departments/auditor/financial-policies-and-forms (Departments/auditor/financial-policies-and-forms). **Disposal Forms are due to Christy Bailey and Mike Wesley by Noon on December 18, 2026.**

- ***IMPORTANT DATES***
  - Munis will be **CLOSED** beginning **Saturday, December 19th** through **Thursday, January 7, 2027,** for End of Year Processing, with the exception of **Payroll and Pay-Ins.** An email will be sent once Munis is opened for 2027.
  - **2027** Purchase Orders can be opened (tentatively) beginning on Thursday, January 7, 2027.
  - Normal due dates will resume the week of January 11, 2027.

IMPORTANT REMINDERS

Reminders: Accounts Payable

- A then and now statement is **REQUIRED** on any requisition for purchase not opened prior to ordering/use of services $1000.00 or over. The then and now **CANNOT** be utilized on blanket PO'S.
- For General Fund check run dates, please make sure to use this format **(mmddyr) No dashes**. Example 041224 (General Fund check runs should always be dated for Wednesday)
- When you need to add additional invoices, you don't have to create another batch. Go into your original batch, click resume batch and click add. If you've previously released your batch, you will need to make sure to click release on each additional invoice added to your batch.
- Any new vendor request-A W-9 must be submitted to create a new vendor number.
- **ALL** invoices for Boards & General Fund are due by **Thursday at 4PM.**

Reminder: Accounts Receivable

- **When entering a pay-in please make sure to include as much information as possible (customer name, month and year revenue is for).** This helps us complete the information for the financial statements.
- **Please scan all documentation of revenue when entering a pay-in. There's a paperclip in the TENDER PAYMENT screen that you can add a copy of the check along with any supporting documentation.** We encourage you to complete this as it helps us complete the information for the financial statements.

Reminder: Equipment

- Any equipment, $2000.00 and above, should be charged to 540100 through 548001 (object code), not charged to supplies or contract services. This will be tagged.
- Any equipment, $5000.00 and above will be tagged and capitalized.
- If you have a question on whether an item would be considered equipment, please refer to the capital asset policy or contact the Auditor's Office.

Reminder: Account Inquiry-Transfers/Expenditure Revenue Correction

- Every transfer, expenditure correction, revenue corrections are scanned into Munis.
- This information can be accessed through the Account Inquiry (Instructions are attached). Obtaining this information is the responsibility of the department.

Thank You!!

Auditor's Office Budgetary Department

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