



MEMORANDUM

TO: Munis Users and Fiscal Staff

FROM: Union County Auditor's Office
Budgetary Department

DATE: November 1, 2025

RE: End of Year Memo 2025

End of 2025 Calendar Specifics:

- **Final Board Checks** of 2025 will be cut Tuesday, December 16th and **General Fund Checks** will be printed on Wednesday, December 17th. **All invoices for General Fund and Board Checks (Dec 17th) will be due by NOON on Thursday, Dec 11th. There will not be a Commissioner's meeting the week of December 22nd.** Departments have from now until Noon on December 19th to clean up purchase orders. All **Blanket** Purchase Orders **must** be liquidated, and all Regular purchase orders, no longer required, will need to be liquidated. The Auditor's Office will begin reviewing open purchase orders and liquidate the remaining blankets and non-contract PO's. *Liquidation and Purchase Order report instructions are available on the Budgetary Resources Page at <https://www.unioncountyohio.gov/budgetary-resources> (Tyler Munis Financial/Revenue/Budget Instructions, PO Change Order 11.3).*
- Invoice batches opened after the December 17th check run will be deleted. No batches are to be entered until End of Year Processing is complete, tentatively January 8th.
- Carry Forward Purchase Orders can be opened beginning now through December 19th at Noon. Carry Forward purchase orders must be labeled "N" (Normal) type. **The description field must say CF: for Carry Forward.**
- Final Fund to Fund Transfers will be approved on December 17th **Due by 12pm on Monday Dec. 15th**
- Final 2025 Budget Transfers will be approved on December 17th **Due by 12pm on Monday Dec. 15th**
- Final Expense and Revenue corrections need to be submitted on or before **noon on Wednesday Dec. 17th**

End of Year Payroll:

- For the December 19th pay date: Payroll batches must be released by **noon on December 10th** and Payroll summary reports are due by **Noon on Friday, December 12th**. ***All employee changes are due by Noon on December 5th***.
- For the January 2nd pay date: Payroll batches must be released by **Noon on December 23rd** and payroll summaries are due by **Noon on Friday, December 26th**. ***All employee changes are due by Noon on December 19th***.

End of Year Pay-in's:

- **The pay-in cut-off will be at 11:00 AM on Tuesday, 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 after January 8th, 2025 (tentative). **No exceptions.**

Consumable Inventory

Consumable Inventory is to be taken on **December 15th** and returned to Amy Wesley no later than **January 5, 2026**.

Beginning of 2026 Calendar Specifics:

- MUNIS will be **CLOSED** beginning on **Saturday, December 20th** through **Thursday January 8th** for End of Year Processing. You will be notified once it is operational.
- **2026** Purchase Orders can be opened (tentatively) beginning on Thursday, January 8th, 2026.
- Normal due dates will resume the week of January 12th.
- **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 hrector@unioncountyohio.gov
- **REMINDER** – All transfers are attached in TCM during processing for future referencing.
- **REMINDER** – Quotes must be included during requisition entry for approval and conversion of regular Purchase Orders for equipment.

- **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 2026. A then and now statement is required for purchases not opened prior to ordering/use of services \$1,000 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 description) 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 description) 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. For more information see attached Commissioner's Journal.
- Please continue to visit our budgetary resource page at <https://www.co.union.oh.us/budgetary-resources> for new forms, updates and instructional guides.

Thank you!

Auditor's Office Budgetary Department

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