

SCHEDULE OF KEY YEAR-END DATES

Mid May	Reporting Packages sent to Organizations
June 1	June Period Open (SAO PeopleSoft)
By Mid-June	Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets will be sent to organizations
June 30	Deadline for submission of Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets
June 30	Send Out Bank Confirmations (sample form will be at www.sao.georgia.gov)
July 1	July period open - FY 10 (SAO PeopleSoft)
July 10	June Period Close (SAO PeopleSoft) - <i>Date is tentative</i>
July 11	Period 998 Open (SAO PeopleSoft) - <i>Date is tentative</i>
TBD	Year-End Reporting Training on certain topics available at www.sao.ga.gov
July 24	FY 2009 Year End (998) Close - after close of business (SAO PeopleSoft)
TBD	Training for Fund Balance Form preparation
July 31	July period close (SAO PeopleSoft)
August 14	Deadline for submission of trial balance shells for non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm (1)
TBD	Training for Capital Assets and Lease Forms preparation
August 21	Deadline for submission of Fund Balance Form
August 21	Deadline for submission of Statement of Activities - Classification of Revenues Form
August 21	Deadline for submission of Allowance for Doubtful Accounts Form
August 21	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 31	Deadline for submission of Reserve Requests (appropriated budget units only)
August 31	Deadline for entry of Federal Financial Assistance information into webportal
September 4	Deadline for submission of Capital Assets/Depreciation Form
September 4	Deadline for submission of Construction in Progress Form
September 11	Deadline for submission of Lease Agreement Data Form, Capital Lease Form and Operating Lease Form
September 11	Deadline for submission of Long-Term Liabilities Form
September 15	Deadline for submission of Post-Closing Adjustments
September 18	Deadline for submission of Cash and Deposit Form and Investments Form
September 25	Deadline for submission of General Information Form and Year-End Questionnaire
September 25	Deadline for Pollution Remediation Disclosure Form
September 30	Deadline for submission of CPA audited financial statements
September 30	Deadline for submission of budgetary basis trial balance shells for appropriated

(1) Non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm are:

General Fund

Aviation Hall of Fame
Golf Hall of Fame Board

Internal Service Funds

Correctional Industries Administration
Agency for the Removal of Hazardous Materials

Pension Trust Funds

Firefighters' Pension Fund
Judges of the Probate Courts Retirement Fund
Magistrates Retirement Fund
Peace Officers' Annuity and Benefit Fund
Sheriffs' Retirement Fund

Component Units

Agrirama
Agricultural Exposition Authority
Golf Hall of Fame Authority
Highway Authority
Jekyll Island State Park Authority and Jekyll Island Foundation
Lake Lanier Islands Development Authority
Oconee River Greenway Authority

(2) Appropriated organizations audited by a CPA firm are:

Department of Audits and Accounts
General Assembly of Georgia
Georgia Senate
Georgia House of Representatives
General Assembly Joint Offices
State Properties Commission
Employees Retirement System
Teachers Retirement System