



SCHEDULE OF KEY YEAR-END DATES

Mid May	Reporting Packages sent to Organizations
June 1	June Period Open (SAO PeopleSoft)
June 17	Analysis of Fiscal Year 2008 Funds/Funding Sources Sent to Agencies by SAO
By Mid-June	Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets will be sent to organizations
June 30	Send Out Bank Confirmations (sample form will be at www.sao.georgia.gov)
June 30	Deadline for Analysis of Fiscal Year 2008 Funds/Funding Sources
July 1	July period open - FY 10 (SAO PeopleSoft)
July 10	June Period Close (SAO PeopleSoft)
July 11	Period 998 Open (SAO PeopleSoft)
July 15	Deadline for submission of Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets
July 15	Web-based training available for Cash and Deposit Form and Investments Form at www.sao.ga.gov
July 24	FY 2009 Year End (998) Close - after close of business (SAO PeopleSoft)
August 5, 11 & 13	Face-to-Face Training for Preliminary Budgetary Basis Financial Statements/Fund Balances Form
August 6 & 13	Face-to-Face Training for Capital Assets/Depreciation, Lease Agreement Data, Capital Leases and Operating Leases Forms
August 7	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to PeopleSoft Budget Fund organizations
August 12	Q & A Sessions in 1514C for Statement of Activities - Classification of Revenues, Allowance for Doubtful Accounts and Revenues Based on Encumbrances Forms
August 14	Deadline for submission of trial balance shells for non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm (1)
August 14	Deadline for submission of Fund Balance Form for nonappropriated organizations
August 15	Web-based training available for General Information Form and Questionnaire at www.sao.ga.gov
August 15	Deadline for entry of Federal Financial Assistance information into webportal (changed from August 31)
August 18 & 26	Q & A Sessions in 1514C for Preliminary Budgetary Basis Financial Statements/Fund Balances Form
August 20	Q & A Sessions in 1514C for Capital Assets/Depreciation, Lease Agreement Data, Capital Leases, Operating Leases and Long-Term Liabilities Forms
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 organizations only)
September 1	Q & A Sessions in 1514A for Cash and Deposits, Investments and General Information Forms and Questionnaire



- September 2 Q & A Sessions in 1514C for Pollution Remediation Form
- September 4 Deadline for submission of Capital Assets/Depreciation Form
- September 4 Deadline for submission of Construction in Progress Form
- September 7 Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from PeopleSoft Budget Fund organizations
- 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 organizations audited by a CPA firm (2)

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

- General Fund
 - Aviation Hall of Fame
 - Golf Hall of Fame Board
- Special Revenue Funds
 - Georgia Economic Development Foundation, Inc.
 - Georgia Tourism Foundation
- 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 Development Authority
 - 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
 - OneGeorgia Authority
 - Georgia Regional Transportation Authority
 - Georgia Seed Development Commission
 - Georgia Sports Hall of Fame Authority
 - Georgia Music Hall of Fame

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

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