



SCHEDULE OF KEY FY 2012 YEAR-END DATES

Mid May	Reporting Packages made available to Organizations
June 1	June Period Open (SAO PeopleSoft)
June 14	Analysis of Fiscal Year 2012 Budget Fund Funds/Funding Sources Sent to Agencies by SAO
By Mid-June	Prior Year Audit Findings and Questioned Costs memo and submission instructions sent to organizations
June 29	Send Out Collateralization Confirmation Letters (Sample form will be at www.sao.georgia.gov)
June 29	Deadline for Analysis of Fiscal Year 2012 Budget Fund Funds/Funding Sources
July 1	July period open - FY 13 (SAO PeopleSoft)
July 13	Deadline for submission of Confirmation of Receipts of Year End Package
July 14	June Period Close (SAO PeopleSoft) - 7pm
July 16	Period 998 Open (SAO PeopleSoft)
July 20	Period 998 #1 (FY 2012 Year End) Close - after close of business (SAO PeopleSoft - Excluding BUs closing on 8/4/12)
August 1	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to PeopleSoft Budget Fund organizations (998 close #1)
August 3	Deadline for submission of trial balance shells for non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm (1)
August 3	Period 998 #2 (FY 2012 Year End) Close - after close of business (SAO PeopleSoft - DBHDD, DCH, DOE, DHS, DPH, DOT)
August 10	Deadline for submission of Not Applicable Forms Form
August 10	Deadline for submission of Fund Balance Form for nonappropriated organizations on SAO PeopleSoft. This form is not required to report changes in fund balances of the State Revenue Collections Fund or for Agency Funds. It is required for any other Non-Budget Fund activity.
August 10	Deadline for completion of Prior Year Audit Findings and Questioned Costs Form
August 10	Deadline for entry of Federal Financial Assistance information into SEFA portal
August 13	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to PeopleSoft Budget Fund organizations (998 close #2)
August 13	Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)
August 17	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO PeopleSoft appropriated organizations (2)
August 17	Tier A Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm
August 17	Deadline for submission of Reconciliation of Allotment Statement to State Appropriations AR Form (New)
August 17	Deadline for submission of Statement of Activities - Classification of Revenues Form
August 17	Deadline for submission of Allowance for Doubtful Accounts Form
August 17	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 24	Tier B Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm
August 31	Tier C Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm



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September 7	Deadline for submission of Capital Assets/Depreciation/CIP Form
September 7	Deadline for submission of Lease Agreement Data Form
September 7	Deadline for Pollution Remediation Disclosure Form
September 14	Deadline for submission of Cash/Deposit Form, Investments Form, and CPA Cash and Investment Form - EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED
September 14	Deadline for submission of Interunit Activity Form
September 20	Deadline for submission of Budgetary Basis Financial Statements/Fund Balance Form and Post-Closing Adjustments from SAO PeopleSoft and Budgetary Basis Trial Balance shell from non SAO PeopleSoft appropriated organizations audited by a CPA firm (3)
September 21	Deadline for submission of Long-Term Liabilities Form
September 28	Deadline for submission of General Information Form
September 28	Deadline for submission of Year-End Questionnaire
October 1	Deadline for submission of CPA audited GAAP-basis financial statements
November 8	MD&A Shells sent to Selected Agencies
November 14	Deadline for submission of MD&A Shells

(1) Non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm are (due 8/3/2012):

General Fund
Aviation Hall of Fame
Special Revenue Funds
Georgia Economic Development Foundation, Inc.
Georgia Tourism Foundation
Internal Service Fund
Georgia Correctional Industries Administration
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
Agency Funds
Public Safety, Department of
Component Units
Agricultural Exposition 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

(2) Non SAO PeopleSoft, appropriated organizations not audited by a CPA firm are (due 8/17/2012):

Department of Agriculture - (State Revenue Collections Fund only)
Boll Weevil Eradication Foundation (Agency Funds)
Agricultural Commodities Commissions (Agency Funds)
Public Service Commission
State Properties Commission
Judicial - Court of Appeals
Student Finance Commission



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(3) Appropriated organizations audited by a CPA firm are (due 9/20/2012):

Department of Audits and Accounts (PS)
General Assembly of Georgia
Georgia Senate (PS)
Georgia House of Representatives (PS)
General Assembly Joint Offices (PS)
Employees Retirement System (NonPS)
Teachers Retirement System (NonPS)

Tier A SAO PeopleSoft appropriated organizations, not audited by a CPA firm

1 Prosecuting Attorneys Council
2 Superior Courts
3 State Accounting Office
4 Department of Administrative Services
5 Department of Banking and Finance
6 Department of Defense
7 Department of Driver Services
8 Department of Early Care and Learning
9 Department of Economic Development
10 Forestry Commission
11 Office of the Commissioner of Insurance
12 Department of Law
13 State Board of Pardons and Paroles
14 Public Defender Standards Council
15 Department of Revenue
16 Soil and Water Conservation Commission
17 State Board of Workers' Compensation

Tier B SAO PeopleSoft appropriated organizations, not audited by a CPA firm

1 Judicial Council
2 Juvenile Courts
3 Supreme Court
4 Department of Agriculture
5 Office of the Governor
6 Georgia Bureau of Investigation
7 Department of Juvenile Justice
8 Department of Natural Resources
9 Department of Public Safety
10 State Personnel Administration
11 Secretary of State
12 Department of Veterans Service

Tier C SAO PeopleSoft appropriated organizations, not audited by a CPA firm

1 Department of Behavioral Health and Developmental Disabilities
2 Department of Community Affairs
3 Department of Corrections
4 Department of Human Services
5 Department of Public Health
6 Department of Transportation