



## SCHEDULE OF KEY FY 2013 YEAR-END DATES

| Please refer to TeamWorks calendar for system close dates |   |
|---|---|
| Mid May   | Reporting Packages made available to Organizations  |
| June 13   | Analysis of Fiscal Year 2013 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 28   | Send Out Collateralization Confirmation Letters (Sample form will be at <a href="http://www.sao.georgia.gov">www.sao.georgia.gov</a> )  |
| June 28   | Deadline for Analysis of Fiscal Year 2013 Budget Fund Funds/Funding Sources   |
| July 12   | Deadline for submission of Confirmation of Receipts of Year End Package   |
| July 31   | Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations   |
| August 2  | Deadline for submission of trial balance shells for non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (1)  |
| August 9  | Deadline for submission of Not Applicable Forms Form  |
| August 9  | Deadline for submission of Fund Balance Form for nonappropriated organizations on SAO TeamWorks. 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 9  | Deadline for submission of Prior Year Audit Findings Status   |
| August 9  | Deadline for submission of Reconciliation of Allotment Statement to State Appropriations AR Form  |
| August 9  | Deadline for entry of Federal Financial Assistance information into SEFA portal   |
| August 12   | Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations   |
| August 12   | Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)   |
| August 16   | Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO TeamWorks appropriated organizations (2)  |
| August 16   | Tier A Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO TeamWorks appropriated organizations, not audited by a CPA firm  |
| August 16   | Deadline for submission of Statement of Activities - Classification of Revenues Form  |
| August 16   | Deadline for submission of Allowance for Doubtful Accounts Form   |
| August 16   | Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)   |
| August 23   | Tier B Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO TeamWorks appropriated organizations, not audited by a CPA firm  |
| August 30   | Tier C Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO TeamWorks appropriated organizations, not audited by a CPA firm  |



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| August 30   | Deadline for submission of Capital Assets/Depreciation/CIP Form   |
| September 6   | Deadline for submission of Lease Agreement Data Form  |
| September 6   | Deadline for Pollution Remediation Disclosure Form  |
| September 13  | Deadline for submission of Cash/Deposit Form, Investments Form, and CPA and DOAA Audited Cash and Investment Form - EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED  |
| September 13  | Deadline for submission of Interunit Activity Form  |
| September 19  | Deadline for submission of Budgetary Basis Financial Statements/Fund Balance Form and Post-Closing Adjustments from SAO TeamWorks and Budgetary Basis Trial Balance shell from non SAO TeamWorks appropriated organizations audited by a CPA firm (3) |
| September 20  | Deadline for submission of Long-Term Liabilities Form   |
| September 20  | Deadline for submission of Service Concession Arrangements Form   |
| September 27  | Deadline for submission of General Information Form   |
| September 27  | Deadline for submission of Year-End Questionnaire   |
| September 30  | Deadline for submission of CPA audited GAAP-basis financial statements  |
| September 30  | Deadline for submission of Representation Letter  |
| November 7  | MD&A Shells sent to Selected Agencies   |
| November 13   | Deadline for submission of MD&A Shells  |
| November 22   | Deadline for submission of Subsequent Event Form  |

**(1) Non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm are (due 8/2/2013):**

- 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
- 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
  - Georgia Regional Transportation Authority
  - Georgia Seed Development Commission
  - Georgia Sports Hall of Fame Authority



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### (2) Non SAO TeamWorks, appropriated organizations not audited by a CPA firm are (due 8/16/2013):

Department of Agriculture - (State Revenue Collections Fund only)  
Boll Weevil Eradication Foundation (Agency Funds)  
Agricultural Commodities Commissions (Agency Funds)  
Department of Behavioral Health and Developmental Disabilities (Agency Funds)  
Department of Human Services (Agency Funds)  
General Obligation Debt Sinking Fund  
Public Service Commission  
State Properties Commission  
Student Finance Commission

### (3) Appropriated organizations audited by a CPA firm are (due 9/19/2013):

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 TeamWorks appropriated organizations, not audited by a CPA firm

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

### Tier B SAO TeamWorks 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 Secretary of State
- 11 Department of Veterans Service

### Tier C SAO TeamWorks 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