

SCHEDULE OF KEY FY 2014 YEAR-END DATES

Please refer to TeamWorks calendar for system close dates.	
Mid May	Reporting Packages made available to Organizations
June 12	Analysis of Fiscal Year 2014 Budget Fund Funds/Funding Sources Sent to Agencies by SAO
By Mid-June	Prior Year Audit Findings Status memo and submission instructions sent to organizations
June 27	Send out Collateralization Confirmation Letters (Sample form will be at www.sao.georgia.gov)
June 27	Deadline for Analysis of Fiscal Year 2014 Budget Fund Funds/Funding Sources
July 11	Deadline for submission of Confirmation of Receipts of Year End Package
July 30	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations
August 1	Deadline for submission of trial balance shells for non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (1)
August 8	Deadline for submission of Not Applicable Form
August 8	Deadline for submission of Nonappropriated 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 8	Deadline for submission of Appropriations Receivable Reconciliation Form with any applicable Post-Closing Adjustments.
August 11	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations
August 15	Deadline for entry of Federal Financial Assistance Information into SEFA portal
August 15	Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)
August 15	Deadline for submission of Revenue Collection and Agency Fund trial balance shells for non SAO TeamWorks, appropriated organizations not audited by a CPA firm (2)
August 15	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO TeamWorks, appropriated organizations, not audited by a CPA firm, (2)
August 15	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 15	Deadline for submission of Classification of Revenues Form
August 15	Deadline for submission of Allowance for Doubtful Accounts Form
August 15	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 22	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 29	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
August 29	Deadline for submission of Prior Year Audit Findings Status

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August 29	Deadline for submission of Capital Assets/Depreciation/CIP Form
September 5	Deadline for submission of Lease Agreement Data Form
September 5	Deadline for Pollution Remediation Disclosure Form
September 12	Deadline for submission of Cash and Deposit Form, Investments Analysis and Disclosure of Risk Form, and CPA and DOAA Audited Cash and Investment Form - EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED
September 12	Deadline for submission of Inter-organization Transactions Form
September 18	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 19	Deadline for submission of Long-Term Liabilities Form
September 19	Deadline for submission of Service Concession Arrangements Form
September 19	Deadline for submission of Previous Assets & Liabilities and Nonexchange Financial Guarantees Form (GASB 65 and 70)
September 26	Deadline for submission of General Information Form
September 26	Deadline for submission of Year-End Questionnaire
September 29	Deadline for submission of CPA audited GAAP-basis financial statement.
September 29	Deadline for submission of Representation Letter
November 6	MD&A Shells sent to Selected Agencies
November 12	Deadline for submission of MD&A Shells
November 21	Deadline for submission of Subsequent Event Form
(1) Non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm are (due 8/1/2014):	
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	
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 8/15/2014):

- 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 9/18/2014):

- 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