

SCHEDULE OF KEY FY 2018 YEAR-END REPORTING DATES

Late May	Reporting Packages made available to Organizations
June 4	Analysis of Fiscal Year 2018 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 22	Agencies to send out Collateralization Confirmation Letters to Financial Institutions (Sample inquiry is available at www.sao.georgia.gov) <i>Note - beginning in FY2018 confirmation letters do <u>not</u> need to be sent to banks participating in the State's Secure Deposit Program</i>
June 29	Deadline for Confirmation of Fiscal Year 2018 Budget Fund Funds/Funding Sources to SAO
July 6	Deadline for submission of Confirmation of Receipt of Year-end Package
July 9	SEFA Portal opens
Aug 1	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund Close I organizations SAO FORMS OPEN HOUSE #1- Room 1514C 2p.m.-4p.m.
Aug 3	Deadline for submission of trial balance shells for the following Non-SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (Group 1) Special Revenue Funds Georgia Economic Development Foundation, Inc. Georgia Tourism Foundation Governor's Defense Initiative Pension Trust Funds Sheriffs' Retirement Fund Component Units Agricultural Exposition Authority Jekyll Island State Park Authority Lake Lanier Islands Development Authority Georgia Regional Transportation Authority Georgia Seed Development Commission Deadline for submission of Not Applicable Form (optional) Deadline for All Non-SAO TeamWorks and CPA Audited organizations to report any significant changes in fund structure. Deadline for submission of Appropriations Receivable Reconciliation Form including any applicable Post-closing Adjustments - Close I Tier A and Tier B
Aug 8	Deadline for the following forms for all Tier A SAO TeamWorks appropriated organizations (Agencies not audited by a CPA firm). * Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) * BCR Post-closing Adjustments form (to DOAA and SAO) * Unrecorded Receivables and Payables Form * Revenues Based on Encumbrances Form Tier A SAO TeamWorks appropriated organizations, not audited by a CPA firm are: 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 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 State Board of Workers' Compensation 17 Forestry Commission 18 Department of Transportation

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<p>August 10</p>	<p>Deadline for submission of the following Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO TeamWorks appropriated organizations, not audited by a CPA firm (Group 2)</p> <ol style="list-style-type: none"> 1 General Obligation Debt Sinking Fund (Budget Fund) 2 Public Service Commission (Budget Fund, State Revenue Collections Fund and 3 agency funds [UAF, USF and Telecomm Relay]) 3 State Properties Commission (Budget Fund and State Revenue Collections Fund) 4 Student Finance Commission (Budget Fund, State Revenue Collections Fund and Agency Funds) <p>Deadline for submission of the following State Revenue Collections Fund and/or Agency Fund trial balance shells for Non-SAO TeamWorks organizations not audited by a CPA firm (Group 2)</p> <ol style="list-style-type: none"> 1 Boll Weevil Eradication Foundation (Agency Funds) 2 Agricultural Commodities Commissions (Agency Funds) 3 Department of Behavioral Health and Developmental Disabilities (Agency Funds) 4 Department of Human Services (Agency Funds) <p>Deadline for submission of Appropriations Receivable Reconciliation Form including any applicable Post-closing Adjustments - Close II</p> <p>Deadline for submission of trial balance shells for Non-SAO TeamWorks, nonappropriated organizations not audited by a CPA firm Refer to Forms by Entity file</p> <p>Deadline for submission of Unrecorded Receivables and Payables Form - All Non-SAO TeamWorks organizations</p> <p>Deadline for submission of Allowance for Doubtful Accounts Form</p> <p>Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund Close II organizations</p>
<p>August 14</p>	<p>Deadline for Salary and Travel submissions on TIGA - Contact the Customer Service Center at fscm@sao.ga.gov or 404-657-3956 for TIGA data issues or contact DOAA for TIGA policy issues. Please DO NOT contact the SWAR team with any questions regarding this deadline.</p>
<p>August 15</p>	<p>Deadline for the following forms for all Tier B SAO TeamWorks appropriated organizations (Agencies not audited by a CPA firm).</p> <ul style="list-style-type: none"> * Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) * BCR Post-closing Adjustments form (to DOAA and SAO) * Unrecorded Receivables and Payables Form * Revenues Based on Encumbrances Form <p>Tier B SAO TeamWorks appropriated organizations, not audited by a CPA firm are:</p> <ol style="list-style-type: none"> 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 12 Department of Community Supervision 13 Department of Corrections 14 Department of Community Affairs
<p>August 17</p>	<p>Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)</p> <p>Deadline for submission of Prior Year Audit Findings Status on SEFA portal</p>
<p>August 21</p>	<p>SAO FORMS OPEN HOUSE #2- Room 1514C 2p.m.-4p.m.</p>
<p>August 22</p>	<p>Deadline for the following forms for all Tier C SAO TeamWorks appropriated organizations (Agencies not audited by a CPA firm).</p> <ul style="list-style-type: none"> * Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) * BCR Post-closing Adjustments form (to DOAA and SAO) * Unrecorded Receivables and Payables Form * Revenues Based on Encumbrances Form <p>Tier C SAO TeamWorks appropriated organizations, not audited by a CPA firm are:</p> <ol style="list-style-type: none"> 1 Department of Behavioral Health and Developmental Disabilities 2 Department of Human Services 3 Department of Public Health 4 Department of Labor

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August 24	<p>Deadline for submission of Capital Assets/Depreciation/CIP Form</p> <p>Deadline for submission of Classification of Revenues Form</p> <p>Deadline for submission of Pollution Remediation Disclosure Form</p> <p>Deadline for submission of Lease Agreement Data Form</p> <p>Deadline for submission of Reconciliation of Schedule of Expenditures of Federal Awards (SEFA) to Federal Revenues form</p> <p>Deadline for entry of Federal Financial Assistance information into SEFA portal (Earlier submission encouraged for Tier A and Tier B organizations)</p>
September 4	<p>Deadline for submission of Cash and Deposit Form, Investments Analysis and Disclosure of Risk Form, and CPA and DOAA-Audited Cash</p> <p>Deadline for submission of Inter-organization Transactions Form</p> <p>Deadline for submission of Unrecorded Receivables and Payables Form - All SAO Teamworks, Non-appropriated organizations</p>
September 14	<p>Deadline for submission of Budgetary Basis Financial Statements/Fund Balance Form for all statutory basis funds from organizations audited by a CPA firm (Group 3)</p> <ol style="list-style-type: none"> 1 Department of Audits and Accounts (TW) General Assembly of Georgia 2 Georgia Senate (TW) 3 Georgia House of Representatives (TW) 4 General Assembly Joint Offices (TW) 5 Employees Retirement System (NonTW) 6 Teachers Retirement System (NonTW) <p>Deadline for submission of nonappropriated Post Closing Adjustment - Other Form (Optional)</p> <p>Deadline for submission of Long-Term Liabilities Form</p> <p>Deadline for submission of Service Concession Arrangements Form</p> <p>Deadline for submission of Deferred Outflows and Inflows of Resources and Nonexchange Financial Guarantees Form</p>
September 21	<p>Deadline for submission of General Information Form</p> <p>Deadline for submission of Year-End Questionnaire</p>
September 28	<p>Deadline for submission of CPA-audited GAAP-basis financial statements</p>
October 15	<p>Deadline for Payment and Obligation submissions on TIGA - Contact the Customer Service Center at fscm@sao.ga.gov or 404-657-3956</p>
November 2	<p>MD&A Shells sent to Selected Agencies, if applicable</p>
November 9	<p>Deadline for submission of MD&A Shells, if applicable</p>
November 16	<p>Deadline for submission of Subsequent Event Form - All organizations, including audited organizations</p> <p>Deadline for submission of Representation Letter</p>
February 1, 2019	<p>Deadline for submission of Subsequent Event Form - Single Audit</p>