



DATE: May 4, 2010
TO: Fiscal Officers
FROM: Greg S. Griffin *GS*
RE: 2010 Fiscal Year-end

As year-end approaches, we want to ensure that agency personnel have all the dates and information needed to close out FY10. The deadlines associated with year-end are critical and help to ensure the timely processing and integrity of the CAFR and budgeting process. For your convenience and in consideration of FY10 year-end closing activities, please see the following documents attached reflecting key **FY10 year-end closing dates**:

- [SAO - PeopleSoft/OPB Combined FY10 Closing Calendar](#)
- [SAO - Statewide Financial Reporting – FY10 Closing Dates](#)

Within in each agency, it is important that those responsible for the year-end closing process carefully review all applicable policies, procedures, and critical dates in the attached documents. Although this is not our expectation, some dates may change over the coming weeks, we will provide an update to you as quickly as possible to ensure that you remain informed.

As the FY10 year-end closing period approaches, additional communications will be provided to the agencies to promote an efficient and effective closing process. Thank you for your ongoing support.