



SCHEDULE OF KEY FY 2010 YEAR-END DATES

Mid May	Reporting Packages sent to Organizations
June 1	June Period Open (SAO PeopleSoft)
June 15	Analysis of Fiscal Year 2010 Budget Fund Funds/Funding Sources Sent to Agencies by SAO
By Mid-June	Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets will be sent to organizations
June 30	Send Out Collateralization Confirmation Letters (Sample form will be at www.sao.georgia.gov - Note that the letter includes significant changes from the version used in prior fiscal years, PLEASE USE ONLY THIS CURRENT VERSION.)
June 30	Deadline for Analysis of Fiscal Year 2010 Budget Fund Funds/Funding Sources
July 1	July period open - FY 11 (SAO PeopleSoft)
July 15	Deadline for submission of Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets
July 16	June Period Close (SAO PeopleSoft)
July 19	Period 998 Open (SAO PeopleSoft)
July 23	FY 2010 Year End (998) Close - after close of business (SAO PeopleSoft)
August 6	Deadline for submission of trial balance shells for non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm (1)
August 6	Deadline for submission of Fund Balance Form for nonappropriated organizations. 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	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to PeopleSoft Budget Fund organizations
August 12	Q & A Sessions in 1514A for Year-End Forms
August 13	Deadline for entry of Federal Financial Assistance information into webportal
August 15	Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)
August 17-18	Face-to-Face Training for Preliminary Budgetary Basis Financial Statements/Fund Balances Form
August 20	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO PeopleSoft appropriated organizations (2)
August 20	Deadline for submission of Statement of Activities - Classification of Revenues Form
August 20	Deadline for submission of Allowance for Doubtful Accounts Form
August 20	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 23	Q & A Sessions in 1514C for Year-End Forms
August 24-25	Face-to-Face Training for Inter-Organization Transaction Form
September 3	Deadline for submission of Capital Assets/Depreciation/CIP Form and Lease Agreement Data Form
September 3	Deadline for Pollution Remediation Disclosure Form
September 7	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from SAO PeopleSoft appropriated organizations
September 10	Deadline for submission of Post-Closing Adjustments to SAO and DOAA



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September 17	Deadline for submission of Cash/Deposit Form, Investments Form, and CPA Cash and Investment Form
September 17	Deadline for submission of Transfers and Interunit Activity Form
September 24	Deadline for submission of Long-Term Liabilities Form
October 1	Deadline for submission of General Information Form and Year-End Questionnaire
September 30	Deadline for submission of CPA audited financial statements
September 30	Deadline for submission of Budgetary Basis Trial Balance shells for appropriated organizations audited by a CPA firm (3)

(1) Non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm are (due 8/6/2010):

- General Fund
 - Aviation Hall of Fame
 - Golf Hall of Fame Board
- Special Revenue Funds
 - Georgia Economic Development Foundation, Inc.
 - Georgia Tourism Foundation
- 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
 - Superior Court Clerks' Retirement Fund
- Component Units
 - Agrirama Development Authority
 - Agricultural Exposition Authority
 - Golf Hall of Fame 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
 - Georgia Music Hall of Fame

(2) Non SAO PeopleSoft, appropriated organizations not audited by a CPA firm are (due 8/20/2010):

- Department of Labor
- 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

(3) Appropriated organizations audited by a CPA firm are (due 9/30/2010):

- Department of Audits and Accounts (PS)
- Department of Community Health (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)