



SCHEDULE OF KEY FY 2011 YEAR-END DATES

Mid May	Reporting Packages made available to Organizations
June 1	June Period Open (SAO PeopleSoft)
June 15	Analysis of Fiscal Year 2011 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)
June 30	Deadline for Analysis of Fiscal Year 2011 Budget Fund Funds/Funding Sources
July 1	July period open - FY 12 (SAO PeopleSoft)
July 15	June Period Close (SAO PeopleSoft)
July 18	Period 998 Open (SAO PeopleSoft)
July 22	FY 2011 Year End (998) Close - after close of business (SAO PeopleSoft - Excluding BUs closing on 8/5/11)
August 3	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to PeopleSoft Budget Fund organizations
August 5	FY 2011 Year End (998) Close - after close of business (SAO PeopleSoft - DCH, DBHDD, DHS, DOE, DOT)
August 5	Deadline for submission of trial balance shells for non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm (1)
August 5	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 12	Deadline for entry of Federal Financial Assistance information into webportal
August 12	Deadline for submission of Prior Year Audit Findings and Questioned Costs Follow-Up Worksheets
August 15	Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)
August 19	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO PeopleSoft appropriated organizations (2)
August 19	Tier A Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm
August 19	Deadline for submission of Statement of Activities - Classification of Revenues Form
August 19	Deadline for submission of Allowance for Doubtful Accounts Form
August 19	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 26	Tier B Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm
September 2	Tier C Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO) and Post-Closing Adjustments (to DOAA and SAO) from SAO PeopleSoft appropriated organizations, not audited by a CPA firm
September 9	Deadline for submission of Capital Assets/Depreciation/CIP Form and Lease Agreement Data Form
September 9	Deadline for Pollution Remediation Disclosure Form
September 16	Deadline for submission of Cash/Deposit Form, Investments Form, and CPA Cash and Investment Form
September 16	Deadline for submission of Interunit Activity Form
September 16	Deadline for submission of Pension and Other Postemployment Benefits Form (New)



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September 22	Deadline for submission of Budgetary Basis Financial Statements/Fund Balance Form and Post-Closing Adjustments from SAO PeopleSoft and Budgetary Basis Trial Balance shell from non SAO PeopleSoft appropriated organizations audited by a CPA firm (3)
September 23	Deadline for submission of Long-Term Liabilities Form
September 30	Deadline for submission of General Information Form and Year-End Questionnaire
September 30	Deadline for submission of CPA audited GAAP-basis financial statements
November 10	MD&A Shells sent to Selected Agencies
November 16	Deadline for submission of MD&A Shells

(1) Non SAO PeopleSoft, nonappropriated organizations not audited by a CPA firm are (due 8/5/2011):

- 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
- Agency Funds
 - Public Safety, Department of
- Component Units
 - Agirirama Development Authority
 - Agricultural Exposition 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 8/19/2011):

- 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 9/22/2010):

- 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)

Deadlines for the following are to be determined:

- Non SAO PeopleSoft, appropriated organizations not audited by a CPA firm - Department of Labor
- Appropriated organizations audited by a CPA firm - Department of Community Health (PS)



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Tier A SAO PeopleSoft appropriated organizations, not audited by a CPA firm

Prosecuting Attorneys Council
Superior Courts
State Accounting Office
Department of Administrative Services
Department of Banking and Finance
Department of Defense
Department of Driver Services
Department of Early Care and Learning
Department of Economic Development
Forestry Commission
Office of the Commissioner of Insurance
Department of Law
State Board of Pardons and Paroles
Public Defender Standards Council
Department of Revenue
Soil and Water Conservation Commission
State Board of Workers' Compensation

Tier B SAO PeopleSoft appropriated organizations, not audited by a CPA firm

Judicial Council
Juvenile Courts
Supreme Court
Department of Agriculture
Office of the Governor
Georgia Bureau of Investigation
Department of Juvenile Justice
Department of Natural Resources
Department of Public Safety
State Personnel Administration
Secretary of State
Department of Veterans Service

Tier C SAO PeopleSoft appropriated organizations, not audited by a CPA firm

Department of Behavioral Health and Developmental Disabilities
Department of Community Affairs
Department of Corrections
Department of Human Services
Department of Transportation