



SCHEDULE OF KEY FY 2013 YEAR-END DATES

Please refer to TeamWorks calendar for system close dates	
Mid May	Reporting Packages made available to Organizations
June 13	Analysis of Fiscal Year 2013 Budget Fund Funds/Funding Sources Sent to Agencies by SAO
By Mid-June	Prior Year Audit Findings and Questioned Costs memo and submission instructions sent to organizations
June 28	Send Out Collateralization Confirmation Letters (Sample form will be at www.sao.georgia.gov)
June 28	Deadline for Analysis of Fiscal Year 2013 Budget Fund Funds/Funding Sources
July 12	Deadline for submission of Confirmation of Receipts of Year End Package
July 31	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations
August 2	Deadline for submission of trial balance shells for non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (1)
August 9	Deadline for submission of Not Applicable Forms Form
August 9	Deadline for submission of 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 9	Deadline for submission of Prior Year Audit Findings Status
August 9	Deadline for submission of Reconciliation of Allotment Statement to State Appropriations AR Form
August 9	Deadline for entry of Federal Financial Assistance information into SEFA portal
August 12	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund organizations
August 16	Deadline for submission of Reserve Requests to OPB (appropriated budget organizations only)
August 16	Deadlines for Preliminary Budgetary Basis Financial Statements/Fund Balance Form from Non-SAO TeamWorks appropriated organizations (2)
August 16	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 16	Deadline for submission of Statement of Activities - Classification of Revenues Form
August 16	Deadline for submission of Allowance for Doubtful Accounts Form
August 16	Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget units only)
August 23	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 30	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



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August 30	Deadline for submission of Capital Assets/Depreciation/CIP Form
September 6	Deadline for submission of Lease Agreement Data Form
September 6	Deadline for Pollution Remediation Disclosure Form
September 13	Deadline for submission of Cash/Deposit Form, Investments Form, and CPA and DOAA Audited Cash and Investment Form - EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED
September 13	Deadline for submission of Interunit Activity Form
September 19	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 20	Deadline for submission of Long-Term Liabilities Form
September 20	Deadline for submission of Service Concession Arrangements Form
September 27	Deadline for submission of General Information Form
September 27	Deadline for submission of Year-End Questionnaire
September 30	Deadline for submission of CPA audited GAAP-basis financial statements
September 30	Deadline for submission of Representation Letter
November 7	MD&A Shells sent to Selected Agencies
November 13	Deadline for submission of MD&A Shells
November 22	Deadline for submission of Subsequent Event Form
(1) Non SAO TeamWorks, nonappropriated organizations not audited by a CPA firm are (due 8/2/2013):	
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	
Oconee River Greenway 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 8/16/2013):

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 9/19/2013):

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