State Accounting Office

SCHEDULE OF KEY FY 2016 YEAR-END REPORTING DATES

Mid May	Reporting Packages made available to Organizations
June 6	Analysis of Fiscal Year 2016 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 24	Agencies to send out Collateralization Confirmation Letters to Financial Institutions (Sample inquiry is available at www.sao.georgia.gov)
June 24	**Deadline** for Confirmatian of Fiscal Year 2016 Budget Fund Funds/Funding Sources to SAO
July 8	**Deadline** for submission of Confirmation of Receipt of Year-end Package
July 11	SEFA Portal opens
Aug 3	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund Close I organizations
Aug 5	**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 Internal Service Fund Georgia Correctional Industries Administration 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 submission of Nonappropriated 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. **In addition**, all Non-TeamWorks and CPA Audited organizations need to report any significant changes in fund structure. **Deadline** for submission of Appropriations Receivable Reconciliation Form including any applicable Post-closing Adjustments
August 12	**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) 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) **Deadline** for submission of the following State Revenue Collections Fund and/or Agency Fund trial balance shells for Non-SAO TeamWorks, appropriated organizations not audited by a CPA firm (Group 2) 1 Department of Agriculture (State Revenue Collections Fund) 2 Boll Weevil Eradication Foundation (Agency Funds) 3 Agricultural Commodities Commissions (Agency Funds) 4 Department of Behavioral Health and Developmental Disabilities (Agency Funds) 5 Department of Human Services (Agency Funds) **Deadline** for submission of Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO), BCR Post-closing Adjustments (to DOAA and SAO) from **Tier A** SAO TeamWorks appropriated organizations and Unrecorded Receivables and Payables Form (Agencies not audited by a CPA firm).

State Accounting Office

SCHEDULE OF KEY FY 2016 YEAR-END REPORTING DATES

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. Soil and Water Conservation Commission
17. State Board of Workers' Compensation
18. Forestry Commission

Deadline for submission of trial balance shells for the following Non-SAO TeamWorks, nonappropriated organizations not audited by a CPA firm organization:

Pension Trust Funds

Firefighters' Pension Fund

Deadline for submission of Classification of Revenues Form

Deadline for submission of Allowance for Doubtful Accounts Form

Deadline for submission of Revenues Based on Encumbrances Form (appropriated budget organizations only)

August 12 — **Deadline** for entry of Federal Financial Assistance information into SEFA portal

August 15 — Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund Close II organizations

August 17 — **Deadline** for Salary and Travel submissions on TIGA - Contact the Customer Service Center at fscm@sao.ga.gov or 404-657-

August 19 — **Deadline** for submission of Reserve Requests to OPB (appropriated budget organizations only)

August 19 — **Deadline** for submission of Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO), BCR Post-closing Adjustments (to DOAA and SAO) from **Tier B** SAO TeamWorks appropriated organizations and Unrecorded Receivables and Payables Form (Agencies not audited by a CPA firm).

Tier B SAO TeamWorks appropriated organizations, not audited by a CPA firm are:

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

August 26 — **Deadline** for submission of Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO), BCR Post-closing Adjustments (to DOAA and SAO) from **Tier C** SAO TeamWorks appropriated organizations and Unrecorded Receivables and Payables Form (Agencies not audited by a CPA firm).

Tier C SAO TeamWorks appropriated organizations, not audited by a CPA firm are:

1. Department of Behavioral Health and Developmental Disabilities
2. Department of Community Affairs
3. Department of Corrections
4. Department of Human Services

SCHEDULE OF KEY FY 2016 YEAR-END REPORTING DATES

	5 Department of Public Health 6 Department of Transportation 7 Department of Labor **Deadline** for submission of Capital Assets/Depreciation/CIP Form
August 26	**Deadline** for submission of Prior Year Audit Findings Status on SEFA portal
September 2	**Deadline** for submission of Lease Agreement Data Form **Deadline** for submission of Pollution Remediation Disclosure Form
September 9	**Deadline** for submission of Cash and Deposit Form, Investments Analysis and Disclosure of Risk Form, and CPA and DOAA-Audited Cash and Investment Form - **EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED**
	Deadline for submission of Inter-organization Transactions Form **Deadline** for submission of Unrecorded Receivables and Payables Form - Non-SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (Group 1 and Fire Fighters' Pension Fund), Non-SAO TeamWorks, nonappropriated organizations, CPA and DOAA-Audited
September 15	**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)
	1 Department of Audits and Accounts (PS) General Assembly of Georgia 2 Georgia Senate (PS) 3 Georgia House of Representatives (PS) 4 General Assembly Joint Offices (PS) 5 Employees Retirement System (NonPS) 6 Teachers Retirement System (NonPS) **Deadline** for submission of nonappropriated Post Closing Adjustment - Other Form (Optional)
September 16	**Deadline** for submission of Long-Term Liabilities Form **Deadline** for submission of Service Concession Arrangements Form **Deadline** for submission of Deferred Outflows and Inflows of Resources and Nonexchange Financial Guarantees Form
September 23	**Deadline** for submission of General Information Form **Deadline** for submission of Year-End Questionnaire
September 30	**Deadline** for submission of CPA-audited GAAP-basis financial statements **Deadline** for submission of Representation Letter
October 15	**Deadline** for Payment and Obligation submissions on TIGA - Contact the Customer Service Center at fscm@sao.ga.gov or
November 3	MD&A Shells sent to Selected Agencies, if applicable
November 10	**Deadline** for submission of MD&A Shells, if applicable
November 18	**Deadline** for submission of Subsequent Event Form - All organizations, including audited organizations
February 3	**Deadline** for submission of Federal Compliance Reporting Subsequent Event Form - All organizations, including audited