

## SCHEDULE OF KEY FY 2016 YEAR-END REPORTING DATES

<b>Mid May</b>	Reporting Packages made available to Organizations
<b>June 6</b>	Analysis of Fiscal Year 2016 Budget Fund Funds/Funding Sources Sent to Agencies by SAO
<b>By Mid-June</b>	Prior Year Audit Findings Status memo and submission instructions sent to organizations
<b>June 24</b>	Agencies to send out Collateralization Confirmation Letters to Financial Institutions (Sample inquiry is available at <a href="http://www.sao.georgia.gov">www.sao.georgia.gov</a> )
<b>June 24</b>	<b>Deadline</b> for Confirmation of Fiscal Year 2016 Budget Fund Funds/Funding Sources to SAO
<b>July 8</b>	<b>Deadline</b> for submission of Confirmation of Receipt of Year-end Package
<b>July 11</b>	SEFA Portal opens
<b>Aug 3</b>	Preliminary Budgetary Basis Financial Statements/Fund Balances Form sent to TeamWorks Budget Fund Close I organizations
<b>Aug 5</b>	<p><b>Deadline</b> for submission of trial balance shells for the following Non-SAO TeamWorks, nonappropriated organizations not audited by a CPA firm (Group 1)</p> <ul style="list-style-type: none"> <li>Special Revenue Funds <ul style="list-style-type: none"> <li>Georgia Economic Development Foundation, Inc.</li> <li>Georgia Tourism Foundation</li> <li>Governor's Defense Initiative</li> </ul> </li> <li>Internal Service Fund <ul style="list-style-type: none"> <li>Georgia Correctional Industries Administration</li> </ul> </li> <li>Pension Trust Funds <ul style="list-style-type: none"> <li>Sheriffs' Retirement Fund</li> </ul> </li> <li>Component Units <ul style="list-style-type: none"> <li>Agricultural Exposition Authority</li> <li>Jekyll Island State Park Authority</li> <li>Lake Lanier Islands Development Authority</li> <li>Georgia Regional Transportation Authority</li> <li>Georgia Seed Development Commission</li> </ul> </li> </ul> <p><b>Deadline</b> for submission of Not Applicable Form (optional)</p> <p><b>Deadline</b> for submission of Nonappropriated Fund Balance Form for nonappropriated organizations on SAO TeamWorks. This form <b>is not required</b> to report changes in fund balances of the State Revenue Collections Fund or for Agency Funds. It <b>is required</b> for any other Non-Budget Fund activity. <b>In addition</b>, all Non-TeamWorks and CPA Audited organizations need to report any significant changes in fund structure.</p> <p><b>Deadline</b> for submission of Appropriations Receivable Reconciliation Form including any applicable Post-closing Adjustments</p>
<b>August 12</b>	<p><b>Deadline</b> 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)</p> <ol style="list-style-type: none"> <li>1 General Obligation Debt Sinking Fund (Budget Fund) <ul style="list-style-type: none"> <li>Public Service Commission (Budget Fund, State Revenue Collections Fund and 3 agency funds [UAF, USF and</li> </ul> </li> <li>2 Telecomm Relay])</li> <li>3 State Properties Commission (Budget Fund and State Revenue Collections Fund)</li> <li>4 Student Finance Commission (Budget Fund, State Revenue Collections Fund and Agency Funds)</li> </ol> <p><b>Deadline</b> 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)</p> <ol style="list-style-type: none"> <li>1 Department of Agriculture (State Revenue Collections Fund)</li> <li>2 Boll Weevil Eradication Foundation (Agency Funds)</li> <li>3 Agricultural Commodities Commissions (Agency Funds)</li> <li>4 Department of Behavioral Health and Developmental Disabilities (Agency Funds)</li> <li>5 Department of Human Services (Agency Funds)</li> </ol> <p><b>Deadline</b> for submission of Preliminary Budgetary Basis Financial Statements/Fund Balance Form (to SAO), BCR Post-closing Adjustments (to DOAA and SAO) from <b>Tier A</b> SAO TeamWorks appropriated organizations and Unrecorded Receivables and Payables Form (Agencies not audited by a CPA firm).</p> <p><b>Tier A</b> SAO TeamWorks appropriated organizations, not audited by a CPA firm are:</p>

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- 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](mailto: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
- 5 Department of Public Health
- 6 Department of Transportation

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	7 Department of Labor
	<b>Deadline</b> for submission of Capital Assets/Depreciation/CIP Form
<b>August 26</b>	<b>Deadline</b> for submission of Prior Year Audit Findings Status on SEFA portal
<b>August 31</b>	<b>Deadline</b> for submission of Reconciliation of Schedule of Expenditures of Federal Awards (SEFA) to Federal Revenues form
<b>September 2</b>	<b>Deadline</b> for submission of Lease Agreement Data Form
	<b>Deadline</b> for submission of Pollution Remediation Disclosure Form
<b>September 9</b>	<b>Deadline</b> for submission of Cash and Deposit Form, Investments Analysis and Disclosure of Risk Form, and CPA and DOAA-Audited Cash and Investment Form - <b>EARLIER SUBMISSION OF THESE FORMS IS HIGHLY ENCOURAGED</b>
	<b>Deadline</b> for submission of Inter-organization Transactions Form
	<b>Deadline</b> 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
<b>September 15</b>	<b>Deadline</b> for submission of Budgetary Basis Financial Statements/Fund Balance Form for all statutory basis funds from organizations audited by a CPA firm (Group 3)
	<ol style="list-style-type: none"> <li>1 Department of Audits and Accounts (PS) General Assembly of Georgia</li> <li>2 Georgia Senate (PS)</li> <li>3 Georgia House of Representatives (PS)</li> <li>4 General Assembly Joint Offices (PS)</li> <li>5 Employees Retirement System (NonPS)</li> <li>6 Teachers Retirement System (NonPS)</li> </ol>
	<b>Deadline</b> for submission of nonappropriated Post Closing Adjustment - Other Form (Optional)
<b>September 16</b>	<b>Deadline</b> for submission of Long-Term Liabilities Form
	<b>Deadline</b> for submission of Service Concession Arrangements Form
	<b>Deadline</b> for submission of Deferred Outflows and Inflows of Resources and Nonexchange Financial Guarantees Form
<b>September 23</b>	<b>Deadline</b> for submission of General Information Form
	<b>Deadline</b> for submission of Year-End Questionnaire
<b>September 30</b>	<b>Deadline</b> for submission of CPA-audited GAAP-basis financial statements
	<b>Deadline</b> for submission of Representation Letter
<b>October 15</b>	<b>Deadline</b> for Payment and Obligation submissions on TIGA - Contact the Customer Service Center at <a href="mailto:fscm@sao.ga.gov">fscm@sao.ga.gov</a> or
<b>November 3</b>	MD&A Shells sent to Selected Agencies, if applicable
<b>November 10</b>	<b>Deadline</b> for submission of MD&A Shells, if applicable
<b>November 18</b>	<b>Deadline</b> for submission of Subsequent Event Form - All organizations, including audited organizations
<b>February 3</b>	<b>Deadline</b> for submission of Federal Compliance Reporting Subsequent Event Form - All organizations, including audited