

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
<u>AGENCY BANK ACCOUNTS AND INVESTMENTS</u>		
		A
July 1, 2009	Pick Up Active Bank Accounts Report	A
July 31, 2009	Submit June Bank Reconciliations and completed Active Bank Account Report	A
August 31, 2009	Submit July Bank Reconciliations	A
<u>IMPREST FUNDS</u>		
		B
June 19, 2009	Last date to request copy of Accountability Report	B
July 18, 2009	Last date to process Fiscal Year 2009 PVR for goods and services received on or before June 30, 2009	B
July 21, 2009	Pick up Crystal Report (A0150018) Listing PVR vouchers processed in Fiscal Year 2009	B
<u>ACCOUNTABILITY REPORT (AR) SUBMISSION TIMETABLE</u>		
		B
July 31, 2009	15% of total Fiscal Year 2009 Expenditures	B
August 7, 2009	12% of total Fiscal Year 2009 Expenditures	B
August 14, 2009	10% of total Fiscal Year 2009 Expenditures	B
August 21, 2009	5% of total Fiscal Year 2009 Expenditures	B
<u>REVENUE RECOGNITION</u>		
<u>UNBILLED (UR1) BILLED (IN1) CASH RECEIPT(CR)</u>		
		C
July 18, 2009	Last date to enter June 12/09 CRs into FMS	C
September 11, 2009	Last date to enter Fiscal Year 2009 IN1s into FMS	C
September 25, 2009	Last date to enter Fiscal Year 2009 UR1s In to FMS	C
<u>REVENUE RECOGNITION IN PROPER FISCAL YEAR</u>		
<u>AGENCY CASH TRANSFER JOURNAL ENTRY (DEPOSIT J2)</u>		
		D
August 14, 2009	Last date to enter Revenue/Deposit J2s into FMS for Fiscal Year 2009	D
<u>AGENCY SIGN-OFF AND RECONCILIATION</u>		
<u>2009 REVENUE to FA34</u>		
<u>PRIOR YEAR RECEIVABLES to FA52 as of 6/30/09</u>		
<u>ADVANCES to FA21 as of 6/30/09</u>		
		E
August 21, 2009	Submit Fiscal Year 2009 Month 12 Revenue Reconciliation and Receivable Status Reports	E
September 15, 2009	Pick up FMS Month 13 FA34, FA52 and FA21 Reports, Certification Letter	E
September 25, 2009	Submit Fiscal Year 2009, Month 13 Revenue Reconciliation and Receivable/ Advanced Status Reports and return Certification Letter	E

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<u>ACCRUED GENERAL FUND EXPENDITURES – OTPS</u>		F
June 30, 2009	Last date to receive goods and services for Fiscal Year 2009	F
July 1, 2009	Start of period to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period	F
July 18, 2009	End of period to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period	F
July 11, 2009	Start initial encumbrance “roll”	F
July 20, 2009	Automatic two-sided MYs are generated in FMS	F
July 21, 2009	Start of audit of two-sided MYs	F
August 2, 2009	The 2 nd roll of encumbrances	F
August 22, 2009	The 3 rd roll of encumbrances	F
August 28, 2009	End of generation of automatic two-sided MYs	F
August 30, 2009	Final roll of encumbrances	F
August 30, 2009	Lapse all open encumbrances	F
August 31, 2009	Start of set up One-sided Fiscal Year 2009 accruals	F
September 25, 2009	End of set up One-sided Fiscal Year 2009 accruals	F
<u>ACCRUED GENERAL FUND EXPENDITURES – PS</u>		G
July 1, 2009	Start of period to pay “split payroll” within the Payroll Management System (PMS)	G
August 28, 2009	End of period to pay “split payroll” within PMS	G
August 31, 2009	Start of set up One-Sided Fiscal Year 2009 accruals	G
September 25, 2009	End of set up One-Sided Fiscal Year 2009 accruals	G
<u>ACCRUED GENERAL FUND EXPENDITURES – OTPS (PVs AND PVMs \$75,000 AND OVER)</u>		H
November 2, 2009	Start to submit MY/MYD clearing	F, G, H
<u>ESTIMATED DISALLOWANCES OF FEDERAL, STATE AND OTHER AID</u>		I
July 10, 2009	Last date to submit grant data	I
<u>SINGLE AUDIT</u>		J
November 4, 2009	Pick up FMS FA94 Report	J
November 18, 2009	Return FMS FA94 Report	J
<u>INTRACITY PURCHASES</u>		K
July 18, 2009	Last date to process a PVI with an accounting period 12/09	K
August 28, 2009	Last date to enter a PVI with an accounting period 13/09	K

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	<u>CAPITAL PROJECTS EXPENDITURE ACCRUALS</u>	L
August 21, 2009	Last date to submit vouchers with period of service on or before June 30, 2009	L
	<u>CAPITAL ACCOUNTING RECORDS RECONCILIATION</u>	M
July 24, 2009	Last date to submit Capital Reconciliation Representation Certification	M
	<u>CAPITAL ASSETS ACCOUNTING</u>	N
July 7, 2009	Capital Asset Inventory Reports available	N
August 21, 2009	Complete review and update process	N
August 21, 2009	Submit Capital Asset Certification Letter	N
	<u>VACATION AND SICK LEAVE</u>	O
August 7, 2009	Return completed sample	O
	<u>LEASE EXPENSE</u>	P
June 5, 2009	Pick up Lease Expense Report	P
July 6, 2009	Return Lease Expense Report	P
	<u>LEASE INCOME</u>	Q
June 5, 2009	Pick up Lease Income Report	Q
June 12, 2009	Return Lease Income Certification	Q
July 6, 2009	Return Lease Income Report	Q
	<u>INVENTORY OF SUPPLIES</u>	R
July 10, 2009	Last date to submit Inventory Report	R
	<u>FIDUCIARY ACCOUNTS</u>	S
August 14, 2009	Return Fiduciary Account Certification and Representation	S