

## AUDIT CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
<b>June</b>	05 Pick up Lease Expense Report	P
	05 Pick up Lease Income Report	Q
	12 Return Lease Income Certification	Q
	19 Last date to request copy of Accountability Report	B
	30 Last date for goods and services to be received for Fiscal Year 2009	F
<b>July</b>	01 Start to enter Fiscal Year 2009 expenditures vouchers with 12/09 accounting period	F
	01 Start of period to pay "split payroll" within PMS	G
	01 Pick up Active Bank Account Reports	A
	05 Capital Asset Inventory Reports available	N
	06 Return Lease Expense Report	P
	06 Return Lease Income Report	Q
	10 Last date to submit grant data	I
	10 Last date to submit inventory report	R
	11 Start initial encumbrance "Roll"	F
	18 Last date to process Fiscal Year 2009 PVR for goods and services received on or before June 30, 2009	B
	18 Last date to enter June (12/09) CRs into FMS	C
	18 Last date to process a PVI with an accounting period 12/09	K
	18 Last date to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period	F
	20 Start of generation of automatic two-sided MYs	F
	21 Pick up Crystal Report (A0150018) of Fiscal Year 2009 Listing of PVR vouchers	B
	21 First date for auditing two-sided MYs	F
	24 Last date to submit Capital Reconciliation Representation Certificate	M
	31 15% of total Fiscal Year 2009 Expenditures-AR Submission Timetable	B
	31 Submit June Bank Reconciliations and completed Active Bank Account Report	A
	<b>August</b>	02 The 2 <sup>nd</sup> "Roll" of Encumbrances
07 12% of total Fiscal Year 2009 Expenditures-AR Submission Timetable		B
07 Return completed vacation and sick leave sample		O
14 10% of total Fiscal Year 2009 Expenditures-AR Submission Timetable		B
14 Return Certification for Fiduciary Accounts		S
14 Last date to enter Revenue/ Deposit J2s into FMS for Fiscal Year 2009		D
21 5% of total Fiscal Year 2009 Expenditures-AR Submission Timetable		B
21 Submit Month 12 Revenue Reconciliation & Receivable Status Report		E
22 The 3 <sup>rd</sup> "Roll" of encumbrances		F
24 Complete review and update process for Capital Assets		N
24 Submit Capital Assets Certification Letter		N
24 Last date to submit vouchers with period of service on or before June 30, 2009		L
28 End of generation of automatic two-sided MYs		F
28 End of period to pay "split payroll" within PMS		G
28 Last date to enter a PVI with an accounting period 13/09		K
30 Lapse all open encumbrances		F
30 Final Roll of encumbrances		F
31 Start of creating One-sided Fiscal Year 2009 accruals	F, G, H	
31 Submit July Bank Reconciliations	A	

**AUDIT CLOSING CALENDAR (CONTINUED)**

<b>DATE</b>	<b>INSTRUCTIONS</b>	<b>SECTION</b>
<b>September</b>	11 Last date to enter Fiscal Year 2009 IN1s into FMS	C
	15 Pick up FMS Month 13 FA34, FA52 & FA21 reports and revenue Certification Letter	E
	25 Last Date to submit One Sided Fiscal Year 2009 accruals	F,G,H
	25 Submit Month 13 Revenue Reconciliation, Receivable Status Reports, and return Certification Letter	E
	25 Last date to enter Fiscal Year 2009 UR1s into FMS	C
<b>November</b>	02 Start to submit MY/MYD clearing	F,G,H
	04 Pick up FMS FA94 Report	J
	18 Return FMS FA94 Report	J