

## Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
May 1, 2023	Last day to submit Annual Operating Budgets for fiscal year 2024 to State Budget Division.	BUD 2.1	3
May 3, 2023	Last day to submit organizational business case requests that may impact system setup and testing.	MIS 1.3	22
May 19, 2023	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
June 1, 2023	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2024.	MIS 4.2	23
June 2, 2023	Last day to submit FY23 chartfield requests in SHARE.	MIS 1.1	22
June 9, 2023	Last day to submit Signature Authorization Forms to FCD.	MIS 5.2	24
June 16, 2023	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
June 19, 2023	First day to submit FY24 chartfield requests in SHARE.	MIS 1.2	22
June 23, 2023	Last day to purchase postage using the P-card.	ENC 4.5	5
June 23, 2023	Last day for Policy Exemptions expiring on June 30, 2023, must submit a New Policy Exemption for the new fiscal year.	MIS 8.2	26
June 26, 2023	Last day to submit all fiscal year 2023 Warrant Cancellations to FCD.	WRT 3.a	29
June 28, 2023	Last day to submit purchase orders and change orders greater than \$5,000 to FCD.	ENC 2.1a	5
June 28, 2023	Last day for Judicial District Courts to report activity to STO through June 25, 2023.	CRS 1.3	7
June 30, 2023	Last day for agencies to approve purchase orders and change orders less than \$5,000 for goods or services that will be received by June 30, 2023.	ENC 2.1b	5
July 3, 2023	First day FCD will accept fiscal year 2024 documents.	MIS 2.1	22
July 7, 2023	Last day to submit OPR to account for fiscal year 2023 deposits using clearing accounts.	CRS 1.2	7
July 28, 2023	Last day to submit all fiscal year 2023 vouchers and close out pending travel advances.	CDS 1.1/2.5	8/9
August 7, 2023	Last day for agencies to close fiscal year 2023 purchase orders, requisitions, and expired contracts.	ENC 4.3	5
August 10, 2023	Last day to submit payroll reconciliation journals, Operating Transfers and CSH Journals affecting old cash, interagency/interfund journal entries and all other adjusting journal entries to FCD for posting in period 12 by 5:00 PM.	OPR 1.2/3/4	14

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DATES	FOR	SECTION	PAGE
August 12, 2023	<b>FCD will close fiscal year 2023.</b>	MIS 11.1	26
August 31, 2023	Last day to submit fiscal year 2023 Reversion Notification forms to FCD.	CDS 9.1a	12
August 31, 2023	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm	CDS 1.3a	8
September 1, 2023	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2023.	CFR 3.4	31
September 29, 2023	Last day to pay obligations established through the 296900-accrual process.	CDS 1.3b	8
September 30, 2023	Last day to submit fiscal year 2023 reversion Operating Transfers to FCD.	CDS 9.1b	12
September 30, 2023	Last day to submit OPRs to pay GSD or DOIT for services applicable to FY23	OPR 1.5	14
September 30, 2023	Last day to submit OPRs to settle old cash between agencies	OPR1.2	14
October 2, 2023	First day DFA will accept Prior Year Payment Requests applicable to FY23.	CDS 8.1	10
October 16, 2023	Last day to submit journal entry to zero out balances in 296900	CDS 1.3b	8
November 2, 2023	Last day to submit ANNUAL REPORT reporting package to FCD electronically by 5:00 PM Except agencies with audit submission due dates after November 1, 2023.	CFR 3.4	31
December 31, 2023	Last day to submit requests for Authority to Issue Warrants to FCD for FY25.	MIS 11.1a	26