

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
May 2, 2022	Last day to submit Annual Operating Budgets for fiscal year 2023 to State Budget Division.	BUD 2.1	3
May 13, 2022	Last day to submit fund maintenance changes.	MIS 1.1	22
May 13, 2022	Last day to submit program/department maintenance changes.	MIS 1.2	22
May 13, 2022	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
May 13, 2022	Last day to submit BARS – Program Transfers to State Budget Division.	BUD 1.1	3
May 13, 2022	Last day to submit to DFA, Office of Secretary, JPAs and corresponding purchase orders.	ENC 1.1	5
June 1, 2022	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2022.	MIS 4.2	23
June 1, 2022	Last day to submit IPA recommendations for the fiscal year 2022 audit to the Office of the State Auditor.	GLR 6.1	20
June 10, 2022	Last day to submit Signature Authorization Forms to FCD.	MIS 5.2	24
June 17, 2022	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
June 24, 2022	Last day to purchase postage using the P-card.	ENC 4.5	6
June 24, 2022	Last day to submit all fiscal year 2022 Warrant Cancellations to FCD.	WRT 1.3a	29
June 24, 2022	Last day for Policy Exemptions expiring on June 30, 2022, must submit a New Policy Exemption for the new fiscal year.	MIS 9.2	26
June 28, 2022	Last day to submit purchase orders and change orders greater than \$5,000 to FCD.	ENC 2.1a	5
June 28, 2022	Last day for Judicial District Courts to report activity to STO through June 25, 2022.	CRS 1.3	7
June 30, 2022	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, 2022.	ENC 2.1b	5
July 1, 2022	First day FCD will accept fiscal year 2023 documents.	MIS 2.1	22
July 1, 2022	FCD will prepare and process an entry reversing the 226900 and crediting 101981 for payroll.	PAY 3	21
July 6, 2022	Last day to submit OPR to account for fiscal year 2022 deposits using clearing accounts.	CRS 1.2	7

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July 29, 2022	Last day to submit all fiscal year 2022 vouchers.	CDS 1.1	8
July 29, 2022	Last day to close out all pending travel advances for fiscal year 2022 and prior.	CDS 2.4	9
August 11, 2022	Last day to submit payroll correcting entries to FCD.	PAY 3	21
August 11, 2022	Last day to submit Operating Transfers and CSH Journals affecting old cash to FCD for posting in period 12. 5:00pm	OPR 1.4	15
August 11, 2022	Last day to submit general ledger journal entries to record interagency and inter-fund Due To and Due From with Level 2 approval for posting in period 12. 5:00 PM.	OPR 1.4	15
August 11, 2022	Last day to submit adjusting general ledger journal entries to FCD with Level 2 approval for posting in period 12. 5:00 PM	GLR 2.1	16
August 13, 2022	Last day for agencies to close fiscal year 2022 purchase orders, requisitions, and expired contracts.	ENC 4.3	5
August 13, 2022	FCD will close fiscal year 2022.	MIS 11.1	26
August 31, 2022	Last day to submit fiscal year 2022 Reversion Notification forms to FCD.	CDS 9.1a	11
August 31, 2022	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm	CDS 1.3a	8
September 1, 2022	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2022.	CFR 3.4	31
September 30, 2022	Last day to pay obligations established through the 296900-accrual process.	CDS 1.3b	8
September 30, 2022	Last day to submit fiscal year 2022 reversion Operating Transfers to FCD.	CDS 9.1b	12
September 30, 2022	Last day to submit OPRs to pay GSD or DOIT for services applicable to FY22	OPR 1.7	15
September 30, 2022	Last day to submit OPRs to settle old cash between agencies	OPR1.4	15
October 3, 2022	First day DFA will accept Prior Year Payment Requests applicable to FY22.	CDS 8.1	10
October 17, 2022	Last day to submit journal entry to zero out balances in 296900	CDS 1.3b	8
November 2, 2022	Last day to submit ANNUAL REPORT reporting package to FCD electronically. 5:00 PM Except agencies with audit submission due dates after November 1, 2022	CFR 3.4	31
December 31, 2022	Last day to submit requests for Authority to Issue Warrants to FCD for FY24.	MIS 12.1a	27