

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
May 1, 2024	Last day to submit Annual Operating Budgets for fiscal year 2025 to State Budget Division.	BUD 2.1	3
May 1, 2024	Last day to submit organizational business case requests that may impact system setup and testing.	MIS 1.3	21
May 17, 2024	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
June 3, 2024	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2024.	MIS 4.2	22
June 3, 2024	Last day to submit FY24 chartfield requests in SHARE.	MIS 1.1	21
June 9, 2024	Last day to submit Signature Authorization Forms to FCD (Signature auth., POC and warrant designation).	MIS 5.2	23
June 14, 2024	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
June 21, 2024	Last day to purchase postage using the P-card.	ENC 4.5	6
June 21, 2024	First day to submit FY25 policy exemptions.	MIS 8.2	25
June 24, 2024	First day to submit FY25 chartfield requests in SHARE.	MIS 1.2	21
June 26, 2024	Last day to submit all fiscal year 2024 Warrant Cancellations to FCD.	WRT 1.3a	28
June 26, 2024	Last day to submit purchase orders and change orders greater than \$5,000 to FCD.	ENC 2.1a/CDS 2.1	5/9
June 28, 2024	Last day for Judicial District Courts to report activity to STO through June 26, 2024.	CRS 1.3	7
June 30, 2024	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, 2024.	ENC 2.1b	5
July 1, 2024	First day FCD will accept fiscal year 2025 documents.	MIS 2.1	21
July 5, 2024	Last day to submit OPR to account for fiscal year 2024 deposits using clearing accounts.	CRS 1.2	7
July 29, 2024	Last day to submit all fiscal year 2024 vouchers and close out pending travel advances (this includes voucher build files).	CDS 1.1/2.4	8/9
July 31, 2024	Last day to submit FY24 draw requests to Board of Finance for severance tax and general obligation bond appropriations (5:00 PM).	BOF 1.1	29
August 8, 2024	Last day to submit journal entries for posting in period 12 (5:00 PM).	OPR 1.2	14
August 9, 2024	Last day for agencies to close fiscal year 2024 purchase orders, requisitions, and expired contracts.	ENC 4.3	5

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
August 9, 2024	FCD will close fiscal year 2024.	MIS 10.1	26
August 30, 2024	Last day to submit fiscal year 2024 Reversion Notification forms to FCD.	CDS 9.1a	11
August 31, 2024	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm	CDS 1.4a	8
September 1, 2024	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2024.	GLR 2.1c	16
September 29, 2024	Last day to pay obligations established through the 296900-accrual process.	CDS 1.4b	8
September 30, 2024	Last day to submit fiscal year 2024 reversion Operating Transfers to FCD.	CDS 9.1b	11
September 30, 2024	Last day to submit OPRs to pay GSD or DOIT for services applicable to FY24.	OPR 1.4	14
September 30, 2024	Last day to submit adjusting journal entries in the 998 period.	OPR 1.3	14
October 2, 2024	First day DFA will accept Prior Year Payment Requests applicable to FY24.	CDS 8.1	11
October 16, 2024	Last day to submit journal entry to zero out balances in 296900 if accounts payables were overstated.	CDS 1.4b	8
November 4, 2024	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, 2024.	GLR 7.4	19
December 31, 2024	Last day to submit requests for Authority to Issue Warrants to FCD for FY26.	MIS 11.1a	26