

Attachment A - Year-End Summary of Deadlines

| DEADLINE | DESCRIPTION | SECTION | PAGE |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------|
| 5/1/2025 | Last day to submit Annual Operating Budgets for fiscal year 2026 to State Budget Division. | BUD 2.1 | 3 |
| 5/1/2025 | Last day to submit organizational business case requests that may impact system setup and testing. | MIS 1.3 | 21 |
| 6/3/2025 | Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2026. | MIS 4.2 | 22 |
| 6/6/2025 | Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division. | BUD 1.1 | 3 |
| 6/6/2025 | Last day to submit FY25 chartfield requests in SHARE. | MIS 1.1 | 21 |
| 6/9/2025 | Last day to submit Signature Authorization Forms to FCD (Signature auth., POC and warrant designation). | MIS 5.2 | 23 |
| 6/13/2025 | Last day to submit Purchase Orders and Payment Vouchers for postage to FCD. | ENC 4.4 | 5 |
| 6/20/2025 | Last day to purchase postage using the P-card. | ENC 4.5 | 6 |
| 6/20/2025 | First day to submit FY26 policy exemptions. | MIS 8.2 | 25 |
| 6/23/2025 | First day to submit FY26 chartfield requests in SHARE. | MIS 1.2 | 21 |
| 6/26/2025 | Last day to submit all fiscal year 2025 Warrant Cancellations to FCD. | WRT 1.3a | 28 |
| 6/26/2025 | Last day to submit purchase orders and change orders greater than \$5,000 to FCD. | ENC 2.1/CDS 2.1 | 5 / 9 |
| 6/27/2025 | Last day for Judicial District Courts to report activity to STO through June 26, 2025. | CRS 1.3 | 7 |
| 6/30/2025 | 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, 2025. | ENC 2.1 | 5 |
| 7/1/2025 | First day FCD will accept fiscal year 2026 documents. | MIS 2.1 | 21 |
| 7/8/2025 | Last day to submit OPR to account for fiscal year 2025 deposits using clearing accounts. | CRS 1.2 | 7 |
| 7/29/2025 | Last day to submit all fiscal year 2025 vouchers and close out pending travel advances (this includes voucher build files). | CDS 1.1/2.4 | 8 / 9 |
| 7/31/2025 | Last day to submit FY25 draw requests to Board of Finance for severance tax and general obligation bond appropriations (5:00 PM). | BOF 1.1 | 29 |

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| 8/6/2025 | Last day to submit journal entries for posting in period 12 (5:00 PM). | OPR 1.2 | 14 |
| 8/8/2025 | Last day for agencies to close fiscal year 2025 purchase orders, requisitions, and expired contracts. | ENC 4.3 | 5 |
| 8/8/2025 | FCD will close fiscal year 2025. | MIS 10.1 | 26 |
| 8/29/2025 | Last day to submit fiscal year 2025 Reversion Notification forms to FCD. | CDS 9.1a | 11 |
| 8/29/2025 | Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm | CDS 1.4a | 8 |
| 9/1/2025 | Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2025. | GLR 2.1c | 16 |
| 9/29/2025 | Last day to pay obligations established through the 296900-accrual process. | CDS 1.4bii | 8 |
| 9/30/2025 | Last day to submit fiscal year 2025 reversion Operating Transfers to FCD. | CDS 9.1b | 12 |
| 9/30/2025 | Last day to submit OPRs to pay GSD or DOIT for services applicable to FY25. | OPR 1.4 | 14 |
| 9/30/2025 | Last day to submit adjusting journal entries in the 998 period. | OPR 1.3 | 14 |
| 10/2/2025 | First day DFA will accept Prior Year Payment Requests applicable to FY25. | CDS 8.1 | 11 |
| 10/16/2025 | Last day to submit journal entry to zero out balances in 296900 if accounts payables were overstated. | CDS 1.4biii | 8 |
| 11/1/2025 | Last day to submit ANNUAL REPORT package to FCD electronically. This date should align with the due date of the agency audit as published in the State Audit Rule. | GLR 7.4 | 19 |
| 12/31/2025 | Last day to submit requests for Authority to Issue Warrants to FCD for FY27. | MIS 11.1a | 26 |