

**Year End Calendar
2009-2010**

Dates are absolute deadlines. They cannot be changed.

Date	Task	Div. Budget Office	Purchase & Contracts	Budget & Analysis	OSBM	CO-Gen. Acctg & Fin. Mgmt	CO-Cost/Federal	CO-Program Benefits	CO-Accounts Receivable	Property and Construction	Counties	
May												
30	Petty Cash Audits completed					X		X				
June												
4	Final CI Allotments sent to OSBM				X					X		
10	CI Budget Code requisitions for CI's funded by bond appropriations and COPS Due by 10:30 am CMCS	X				X				X		
10	Precertify May 2010 Budget Reports					X						
11	Final Requests from Counties for reclassifications between funding sources							X			X	
11	Final allocation information received from Division program staff	Information compiled by program staff										
11	Submit CI Budget Code requisitions for other CI's	X				X				X		
11	CI Payments received in the Controller's Office by this date are guaranteed to be processed for End of SFY by 11:00 am	X				X				X		
11	Certify May 2010 Budget Reports					X						
11	Process cash transfers for CI Reversions	X				X				X		
11	CF Requests Deadline to DHHS B&A (Excel Schedule)	X		X								
14	Counties must upload successfully to the DSS 1571 Reimbursement System										X	
15	Last day to interface CI work to NCAS	X		X	X	X				X		
16	Fund 1810 Reviews - Spreadsheet Sent From Cost Alloc to B.O. 's	X					X					
16	County Admin runs initial preliminary report. DSS Budget reviews for Indian allocations	X						X				
17	DSS Budget completes Indian allocations	X										
18	July Allotment request due to B&A	X		X								
18	Admin. & Contract/Service Pymts received in the Controller's Office by 2:00 pm this date are guaranteed to be processed for payment for End of SFY	X				X		X				
18	County Admin runs second preliminary run							X				
18	Certify CIs for 2010 Closeout					X						
18	Deadline for transfer of funds for sale of surplus property	X				X						
18	Transfer net proceeds from the sale, lease, rental or other disposition of lands by state agencies by 11:00am on June 18.					X						
21	Settlement of Travel Expense Advances					X						
21	All reclass requests pertaining to ARRA Child Support funds must be received from counties by County Admin.										X	
21	CI reports due to OSBM					X						
22	Review Clearing Accts, Advances, Dedicated Receipts	X		X		X						
22	1810 Review -Budget Office respond to spreadsheet provided by Cost Allocation	X		X		X	X					

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22	County Admin needs final approval and coding from DSS Budget to move ARRA FNS funds to new fund code.	X									
22	Public Assistance Unit needs final approval and coding from DSS Budget to move ARRA Foster Care and Adoption funds to new fund code.	X									
22	Review BCQ for Pending Entries	X				X					
22	Remind that Division/Institution petty cash custodians refund petty cash balances					X			X		
22	Review for Unformatted BD-606s	X				X					
22	Review of Reconciliation of Salary Reserves	X									
23	CF 606s submitted to DHHS B&A	X		X							
25	CF Amount anticipated provided to GA/FM for final cash projection due by close of business			X							
25	CF Requests Deadline to OSBM			X	X						
25	County reclassifications completed by Co. Admin. Unit							X			
25	Last day to key all vendor payments into NCAS					X		X			
25	CF Request Anticipated Approval by OSBM	X		X	X						
25	Last day for Inter-Intra Department Transfers					X					
25	Final Review BCQ & 606s	X				X					
30	County Admin runs preliminary run after reclassifications completed. DSS Staff may begin reviewing for final adjustments/allocations	X						X			
30	Need OSBM Approval of DSS July Allotment	X		X	X						
30	Report generated to identify encumbrances not carry forwarded to SFY 2010-2011 by David Womble's section		X								
30	Last Day 2010 Sys Checks					X					
30	Last day CF Check Printed					X					
30	Closeout and deposit petty/imprest cash					X			X		
July											
1	System Unavailable										
1	Conduct Inventories - Postage, Supplies, Etc. as of June 30th	X	X	X		X	X	X	X	X	
1	Summary of Assistance Reports available for DSS Budget review	X									
1	PA S-Systems rec'd from DIRM							X			
2	Begin Budget Report Review for Close Out	X				X					
2	Open 2009 Petty/Imprest Cash Accounts					X		X			
5	July Allotments Approved	X		X	X	X					
5	National Holiday										
8	TANF/MOE reallocations rec'd from DSS	X						X			
8	Submit Inventories - Postage, Supplies, Etc. as of June 30th to the attention of Scarlett Edwards-Cost/Federal Grants Section	X	X	X		X	X	X	X		
8	Submit Cell Phone Inventory Spreadsheet to the Controller's Office	X		X							

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9	Final settlement of PA cash to Gen Acctg					X		X			
9	Reclassifications requests which affect cash due to Controller's Office	X		X		X		X	X		
9	Last day for accounts reclassifications					X		X			
9	All SBM & Suspense Items Cleared					X					
9	Last day to make adjustments -correct errors, last minute transfers, clean up...etc.	X		X		X			X		
12	County Admin Unit performs reclasses							X			
12	County Admin runs preliminar run							X			
12	Submit final 606s to OSBM	X		X	X						
13	Target last date for Cost Injection						X				
13	Final BD-606s approved by OSBM				X						
13	Last day to format BD-606 into NCAS	X									
14	Sub-Systems Run Validations completed. Sim and non-sim NCAS Sub-System runs to inject into NCAS							X			
15	County Admin subsystem injected							X			
16	Final Settlement of CA cash to Gen. Acctg.					X		X			
16	Julia performs reclass entry after CA subsystem is injected							X			
16	Precertify for 6/30/10					X					
19	6/30/10 Budget Reports Certified-Delivered OSBM					X					

Budgetary Close Out Criteria

A budget code must close out all expenditures at the certified level. The BD-307 can be printed or viewed at the certified level or at the detail level. The detail level presents all the budget information on expenditures down to the six digit level. However the certified level is at less than six digits for many requirement account ranges.

The following expenditure account ranges must be closed out within each fund at the six digit level: 531DDD, 5321DD, 536DDD, 537DDD and 538DDD. (D = the detail for all accounts in these ranges.)

Example: If expenditures are incurred in account 532170 greater than the budget for this account, a budget revision to bring this account up to at least the amount spent will be required before closing.

The following expenditure account ranges within each fund must only be closed out at the four digit level: 532200, 532300, 532400, 532500, 532600, 532700, 532800, 532900, 533X00, 534X00, through 535X00. (X = each account range used by your agency.)

Example: If expenditures are incurred in account 533110 are greater than the budget for this account but the 533100 account range is not over-spent, no budget revision is required for this range within it's

Revenue budgets do not have to be adjusted based on over or under realized amounts in order to close the fund.

However, appropriations in a fund may not be overspent. If this occurs, a revision will need to be done to eliminate this situation.