

**DHHS
Year End Task List
6/30/2011**

Due Date	Task	Divisions & Institutions	Budget & Analysis	Property & Constr	Counties
6/10/11	Requisitions for cash from CI budget codes must be entered into CMCS no later than 10:30am.	X		X	
6/10/11	Carryforward requests due to DHHS Budget & Analysis.	X	X		
6/10/11	Final requests from Counties for reclassifications between funding				X
6/10/11	Invoices for CI projects must be in the DHHS Controller's Office by 11:00am.	X		X	
6/10/11	Process cash transfers for CI reversions	X		X	
6/15/11	Counties must upload successfully to the Social Services 1571 Reimbursement System				X
6/16/11	County Admin runs initial preliminary report. Social Servces Budget reviews for Indian allocations.	X			
6/17/11	Social Services Budget completes Indian allocations	X			
6/17/11	All invoices (excluding CIs) to be paid from the current year are due to the DHHS Controller's Office.	X			
6/17/11	July allotment requests due to DHHS Budget & Analysis.	X	X		
6/17/11	Deadline for transfer of funds for sale of surplus property.	X			
6/20/11	Travel advances must be repaid.	X			
6/21/11	All reclass requests pertaining to ARRA Child Support funds must be received from counties by County Admin.				X
6/22/11	Analysis of budgeted revenues to earned revenues.	X			
6/22/11	Review clearing accounts, advances, dedicated receipts.	X	X		
6/22/11	County Admin needs final approval and coding from Social Services Budget to move ARRA FNS funds to new fund code.	X			
6/22/11	Public Assistance Unit needs final approval and coding from Social Services Budget to move ARRA Foster Care and Adoption funds to new fund code.	X			
6/24/11	Review BCQ for pending entries.	X			
6/24/11	Review for unformatted BD606s.	X	X		

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6/30/11	County Admin runs preliminary run after reclassifications completed. Social Services staff may begin reviewing for final	X			
7/1/11	Summary of Assistance reports available for Social Services Budget review.	X			
7/8/11	TANF/MOE reallocations received from Social Services.	X			
7/8/11	Reclassification requests that affect cash due to DHHS Controllers	X	X		
7/15/11	Inventory (supplies, postage, etc) worksheets due to DHHS Controller's Office.	X	X	X	
7/22/11	Contingent liabilities worksheet due to DHHS Controller's Office.	X			