







CHAPTER A
CURRENT YEAR SCHEDULE

FY 2012 Schedule of Key Dates

The schedule below outlines the key dates for the FY 2012 preclosing review and year end closing process. Please contact your SARS analyst if you have any questions.

- April 13  **Gold Star Date:** FY 2011 post-closing entries must be recorded in R*STARS no later than the close of March.
- May 21 SARS begins the *Preclosing Review*. Agencies should use queries in the Datamart Repository or order R*STARS reports for their own internal preclosing review. See Section C in the *Agency Guide to Year End Closing*.
- June 19  **Gold Star Date:** FY 2012 Year-end Accounting Close Training (L&I Building, Conf Room 260, begins at 9:00 AM)
- July 9  **Gold Star Date:** Due date for *Request for Actual Federal Financial Participation (FFP) Rate* for SWCAP reporting. Requests will be emailed to agencies on June 7.
- July 13 Agencies to verify the accuracy of their **expenditure budgets** in R*STARS.
- July 16 Target date for SARS to send **compensated absences information** to agencies.
- July 16 Target date for SARS to send **net OPEB obligation** to agencies.
- July 23 Target date for SARS to send **securities lending information** to agencies.
- Aug 3 **Soft close:** SARS encourages agencies to “self impose” this deadline for recording all year end adjustments.
- Aug 10  (Close of Month 13)**
- Gold Star Date:** Last date for agencies to obtain pre-approval from SARS for post-closing adjustments for the current year.
- Gold Star Date:** Agencies must record all year end closing adjustments by this date, except for post-closing adjustments pre-approved by SARS.
- Aug 20  **Gold Star Date:** Last date for agencies to complete and transmit to SARS the General Disclosures, Long-Term Debt Disclosures, and Agency Certification of Accuracy and Completeness.**
- Gold Star Date:** Last date for agencies to complete and transmit to SARS the SEFA Disclosures, Schedule of Expenditures of Federal Awards (including subrecipient pass-through information), and Agency Certification of Accuracy and Completeness.
- Sept 17  **Gold Star Date:** Agencies that prepare their own separate, audited financial statements must submit a first draft to SARS by this date.**