

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
Monday, May 3, 2021	Last day to submit Annual Operating Budgets for fiscal year 2022 to State Budget Division.	BUD 2.1	3
Friday, May 14, 2021	Last day to submit fund maintenance changes.	MIS 1.1	22
Friday, May 14, 2021	Last day to submit program/department maintenance changes.	MIS 1.2	22
Friday, May 14, 2021	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
Friday, May 14, 2021	Last day to submit BARS – Program Transfers to State Budget Division.	BUD 1.1	3
Friday, May 14, 2021	Last day to submit to DFA, Office of Secretary, JPAs and corresponding purchase orders.	ENC 1.1	5
Tuesday, June 1, 2021	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2021.	MIS 4.2	23
Thursday, July 1, 2021	Last day to submit IPA recommendations for the fiscal year 2021 audit to the Office of the State Auditor.	GLR 6.1	20
Friday, June 11, 2021	Last day to submit Signature Authorization Forms to FCD.	MIS 5.2	24
Friday, June 18, 2021	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
Friday, June 25, 2021	Last day to purchase postage using the P-card.	ENC 4.4	5
Friday, June 25, 2021	Last day to submit all fiscal year 2021 Warrant Cancellations to FCD.	WRT 1.3a	28
Friday, June 25, 2021	Last day for Policy Exemptions expiring on June 30, 2021, must submit a New Policy Exemption for the new fiscal year.	MIS 9.2	26
Monday, June 28, 2021	Last day to submit purchase orders and change orders greater than \$5,000 to FCD.	ENC 2.1a	5
Monday, June 28, 2021	Last day for Judicial District Courts to report activity to STO through June 25, 2021.	CRS 1.3	7
Wednesday, June 30, 2021	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, 2021.	ENC 2.1b	5
Thursday, July 1, 2021	First day FCD will accept fiscal year 2022 documents.	MIS 2.1	22
Friday, July 2, 2021	FCD will prepare and process an entry reversing the 226900 and crediting 101981 for payroll.	PAY 3	21
Tuesday, July 6, 2021	Last day to submit OPR to account for fiscal year 2021 deposits using clearing accounts.	CRS 1.2	7

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DATES	FOR	SECTION	PAGE
Friday, July 30, 2021	Last day to submit all fiscal year 2021 vouchers.	CDS 1.1	8
Friday, July 30, 2021	Last day to close out all pending travel advances for fiscal year 2021 and prior.	CDS 2.4	9
Friday, August 6, 2021	Last day to submit payroll correcting entries to FCD.	PAY 3	21
Friday, August 6, 2021	Last day to submit Operating Transfers and CSH Journals affecting new cash to FCD for posting in period 12.	OPR 1.4	15
Friday, August 6, 2021	Last day to submit general ledger journal entries to record interagency and inter-fund Due To and Due From with Level 2 approval for posting in period 12. 5:00 PM.	OPR 1.4	15
Friday, August 6, 2021	Last day to submit adjusting general ledger journal entries to FCD with Level 2 approval for posting in period 12. 5:00 PM	GLR 2.1	16
Friday, August 6, 2021	FCD will close fiscal year 2021 at the close of business.	MIS 11.1	26
Tuesday, August 31, 2021	Last day to submit fiscal year 2021 Reversion Notification forms to FCD.	CDS 9.1a	11
Tuesday, August 31, 2021	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals	CDS 1.3	8
Friday, August 6, 2021	Last day for agencies to close fiscal year 2021 purchase orders, requisitions and contracts.	ENC 4.3	5
Wednesday, September 1, 2021	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2021.	CFR 3.4	30
Thursday, September 30, 2021	Last day to pay obligations established through the 296900 process.	CDS 1.3b	8
Thursday, September 30, 2021	Last day to submit fiscal year 2021 reversion Operating Transfers to FCD.	CDS 9.1b	11
Friday, October 1, 2021	First day DFA will accept Prior Year Payment Requests applicable to FY21.	CDS 8.1	10
Friday, October 15, 2021	Last day to submit journal entry to zero out balances in 296900	CDS 1.3b	8
Tuesday, November 2, 2021	Last day to submit ANNUAL REPORT reporting package to FCD electronically. 5:00 PM	CFR 3.4	30
Friday, December 31, 2021	Last day to submit requests for Authority to Issue Warrants to FCD.	MIS 12.1a	26