

2010 Monthly Agency Calendar

For the Month of: **August**

2010CalYearDate	Function	Agency	Contact	Action	Responsibility
8/2/2010	Semimonthly Close	Yes	Ann Van Diest/ Chris Johnson	Follow up on NYAR (a process which will carry forward or cancel prior year unexpended funds) errors.	Agency Assistance
8/2/2010	Agency Assistance	Yes	Agency Assistance	Review FY2010 Purchase Orders/Requisitions entered after 6/30/2010 for compliance with MAPS Policy 0901-02.	Agencies
8/2/2010	CMIA	Yes	Susan Rumpca	Reminder: Send notification of any significant change in federal programs spending or drawdowns.	Agencies
8/2/2010	Internal Control - Findings	Yes	Jeanine Kuwik	Reminder: Follow-up within 30 days on corrective actions taken on OLA audit findings.	Agencies
8/2/2010	Federal Exemption Accounts	Yes	Robert Erickson	Deadline: Submit 'Request For Authority To Deposit Federal Receipts After FY Close' form FI-00579 to allow federal accounts to remain open until 11/30/10.	Agencies
8/2/2010	Fiscal Closing/ Budgeting	Yes	Ann Van Diest/ Chris Johnson	Run and email "Appropriation Type Code Confirmation" worksheets to agency contacts requesting that they correct, if necessary, and return as indicated in the instructions.	Agency Assistance
8/2/2010	Federal Exemption Accounts	Yes	Robert Erickson	Begin: Reviewing and completing "Request For Authority To Deposit Federal Receipts After FY Close" form FI-00579 to allow federal accounts to remain open until 11/30/10.	Agencies
8/4/2010	ITC Posting	Yes	Jan Hofer/ Everett Hageman	ITC allocation for the month of July 2010 is posted to MAPS.	General Ledger

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8/4/2010	Capital Assets	Yes	Mary Borresen /Everett Hageman	Deadline: Return Year-end Asset Certifications for all types (include both reports with the signed Certification form).	Agencies
8/6/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Agencies must resolve all over-obligated situations by the end of the day.	Agencies
8/6/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Last day to make payments against estimated receipts for appropriations with a "G" budget authority. "G" budget authority will be changed to "O" at end of day, unless there is an approved exemption.	Agencies
8/6/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Verify that all Actual Transfers have an Anticipated Transfer and that all amounts are equal. Discrepancies must be corrected immediately.	Agencies
8/6/2010	Fiscal Closing/ Expenditures	Yes	Deloris Staffanson/ Dave Smith	Deadline: To process FY 2010 FPO, PAY, and PV/P1 documents that do not reference an encumbrance.	Agencies
8/6/2010	Fiscal Closing/ Encumbrances	Yes	Deloris Staffanson/ Dave Smith	Deadline: Price (not quantity) increase to FY 2010 encumbrances.	Agencies/ Materials Management Division
8/6/2010	Fiscal Closing/ Expenditures	Yes	Deloris Staffanson/ Dave Smith	Deadline: To process payments against BPMs, BPIs (orders) and BLKs (P/T contracts).	Agencies
8/6/2010	Fiscal Closing/ Budgeting	Yes	Deloris Staffanson	Deadline: Submit changes in vendor or object codes.	Agencies
8/6/2010	CAFR - Statistical Info	Yes	Susan Rumpca	Deadline: Submit operating indicators for FY 2010 CAFR.	Agencies
8/9/2010	Fiscal Closing/ Encumbrances	Yes	Deloris Staffanson/ Dave Smith	Deadline: All BPM, BPI, and BLK documents must be cancelled.	Agencies

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8/9/2010	Single Audit - Findings	Yes	Susan Rumpca	Request from agencies a preliminary status of prior Single Audit findings due 8/31/2010.	Financial Reporting
8/9/2010	Fiscal Closing/ Encumbrances	Yes	Michael Persons /Dave Smith	Return completed open purchase order certification worksheets. Cancel all remaining or non-certifiable purchase orders.	Agencies
8/12/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Submit requests for manual balance-forward to EBO, if needed.	Agencies
8/12/2010	Fiscal Closing/Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Agencies to process and submit all FY 2010 anticipated appropriation (ATs) transfers to EBO.	Agencies
8/16/2010	Semimonthly Close	Yes	Ann Van Diest/Chris Johnson	Follow up on NYAR (a process which will carry forward or cancel prior year unexpended funds) errors.	Agency Assistance
8/16/2010	Accounts Receivable	Yes	Kris Meyers	Submit Accounts Receivable Quarterly Report for the quarter ended 06/30/10, including supplemental accounts receivable information for CAFR reporting purpose. (MAPS Policy 0104-03)	Agencies
8/17/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Adjust budgeted amounts in FY 2010 allotments, expense and revenue budgets to reflect actuals.	Agencies
8/17/2010	Fiscal Closing/ Federal Grants	Yes	Agency Assistance/ Chris Johnson	Deadline: Process all FY 2010 appropriation transfers (TAs).	Agencies
8/17/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Unallot funds by reducing expense budgets down to amount expended plus amount encumbered. Expense budget modifications or adds cannot be entered after today.	Agencies

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8/17/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Resolve fiscal year closing issues immediately as identified in problem reports provided by Agency Assistance Contact.	Agencies
8/18/2010	Indirect Costs	Yes	Mary Borresen/ Everett Hageman	Deadline: Final FY 2010 statewide indirect cost payment due for those agencies using total cost as basis for determining federal indirect cost reimbursement or adjustments. Payment to G9R.	Agencies
8/18/2010	Year-end Close	Yes	Dave Smith/ Agency Assistance	Deadline: To process FY 2010 transactions after this date except CRs and CRWs for appropriations with exemption requests & payments (PVs) made against certified encumbrances.	Agencies
8/18/2010	Fiscal Closing/ Revenues and Expenditures	Yes	Agency Assistance/ Chris Johnson	Last day to process FY 2010: (1.) cash receipts except for appropriations with exemption requests and (2.) expenditure corrections and expenditure refunds, (3) budget transactions.	Agencies
8/18/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance	Deadline: All held, pending or rejected documents for fiscal years prior to FY 2011 must be processed or deleted.	Agencies
8/18/2010	Fiscal Closing/ Budgeting	Yes	Agency Assistance/ Chris Johnson	Deadline: Agencies must resolve all over-expended situations for "G" accounts by the end of the day.	Agencies
8/18/2010	Fiscal Closing/ Federal Grants	Yes	Robert Erickson	Deadline: Settlement of cash advances for federal grant programs.	Agencies
8/18/2010	Indirect Costs	Yes	Mary Borresen/ Everett Hageman	Deadline: Submit completed Federal Funds Indirect Cost Liabilities Report.	Agencies
8/18/2010	Fiscal Closing/ Receivables	Yes	Kris Meyers	Last day to process new receivables and modifications for FY 2010.	Agencies
8/18/2010	Year-end Close	Yes	Ann Van Diest/ Chris Johnson	CLS object class upload occurs this evening.	Agencies

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8/26/2010	CAFR - Disclosures	Yes	Susan Rumpca	Request from agencies checklists of financial information for fiscal year 2010 CAFR due 9/13/2010.	Financial Reporting
8/31/2010	Single Audit - Findings	Yes	Susan Rumpca	Deadline: Submit status of prior Single Audit findings (preliminary).	Agencies