

Year-End Deadlines

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Jun 1
Jun 2	Jun 3	Jun 4	Jun 5	Jun 6	Jun 7	Jun 8
		BDGT: BA 5- Day Unlimited Xfer Request Due			HR: Mass Upload Template Due To JAC	
					FinS: Declaration of Intent Due	
Jun 9	Jun 10	Jun 11	Jun 12	Jun 13	Jun 14	Jun 15
			BDGT: BA 5- Day Unlimited Xfer Submission Deadline		Acctg: Last day to submit current year refunds	
			FinS: Financial Statement Workshop			
Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22
	BDGT: BA 5% or \$250K Xfer Requests Due	HR: Monthly Payroll Due Date	Acctg: Deadline for STMS supervisor approval		Acctg: Last day to submit batches	
					HR: June Payroll Processes	
					BDGT: BA 5% or \$250K Xfer Submission Deadline	
Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29
	HR: Rate Reports and RDS Reports	Acctg: Last day to submit revenue deposits to JAC for processing	Acctg: Warrant cancelation deadline			
		Acctg: Last day for PCard approvals to be paid with current year funds				
		Acctg: Last day to submit JT requests				
Jun 30						

Year-End Deadlines

JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jul 1	Jul 2	Jul 3	Jul 4	Jul 5	Jul 6
	Acctg: June 30 balances available in FLAIR.		FinS: Consideration of Fraud Due	STATE HOLIDAY OFFICES CLOSED	FinS: Leave Liability Short-Term Factors sent to JROs	
Jul 7	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12	Jul 13
	FinS: Lease Workbook Due		HR: Mass Upload Template Due To JAC	Acctg: Certification forms are due to JAC		
	FinS: SBITA Workbook Due					
Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	Jul 20
	Acctg: Certification forward report due to the Governor's office				HR: Monthly Payroll Due Date	
	FinS: Receivables Due					
	FinS: Capital Asset Reports Due					
	FinS: Leave Liability Reports Due					
Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	Jul 27
			HR: July Payroll Processes	HR: Rate Reports and RDS Reports		
Jul 28	Jul 29	Jul 30	Jul 31			
			FinS: Trial Balance ran to RDS for JRO's review			
			FinS: Final Financial Statement Forms Sent to JROs			

Year-End Deadlines

AUG 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Aug 1	Aug 2	Aug 3
Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9	Aug 10
	FinS: JRO review of Financial Statement Discrepancies Due		FinS: FLAIR Closed	HR: Mass Upload Template Due To JAC	BDGT: LBR and CIP Templates DUE to Budget Office	
				FinS: Final Trial Balance Printed to RDS		
Aug 11	Aug 12	Aug 13	Aug 14	Aug 15	Aug 16	Aug 17
				FinS: Agency Head Certification Due		
				FinS: Certification of GASB 87 & 96 Due		
Aug 18	Aug 19	Aug 20	Aug 21	Aug 22	Aug 23	Aug 24
	HR: Monthly Payroll Due Date			HR: August Payroll Processes	HR: Rate Reports and RDS Reports	
Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30	Aug 31

Year-End Deadlines

SEPT through NOV 9, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6	Sep 7
	STATE HOLIDAY OFFICES CLOSED	FinS: JRO review of Schedule of Federal Awards Due				
Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 13	Sep 14
Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20	Sep 21
Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27	Sep 28
Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5
		FinS: Subsequent Events Form Due				
Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12
Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19
		BDGT: LBR Post to FL Fiscal Portal Deadline				
Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26
Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2
Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8	Nov 9
	FinS: Agency Representations for ACFR					
	FinS: Agency Representations for Federal Awards Due					