

CHAPTER A
CURRENT YEAR SCHEDULE

FY 2020 Schedule of Key Dates

The schedule below outlines the key dates for the FY 2020 pre-closing review and year-end closing process. Please contact your SARS analyst if you have any questions.

- April 3 Target date for SARS to send to agencies information for the US Treasury-State Agreement related to the Cash Management Improvement Act (CMIA).
- April 17** ☆ Agencies record **FY 2019 post-closing entries** in R*STARS no later than the close of March.
- April 20** ☆ Agencies verify **funding techniques and clearance patterns to SARS for US Treasury-State Agreement** as required by the CMIA.
- May 18 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*.
<http://www.oregon.gov/das/Financial/Acctng/Pages/Yr-end-cls.aspx>
- June 5 Target date for SARS to send request for “actual” **Federal Financial Participation (FFP) Rate** to agencies for the Statewide Cost Allocation Plan (SWCAP).
- TBD** ☆ **FY 2020 Year-end Training** (*Gold Star requirement for all agencies included in the CAFR unless exception granted in writing from SARS*)
To be determined, both date and format
- July 17 Close of Month 12: Agencies verify the accuracy of their **expenditure budgets in R*STARS**.
- July 24 Target date for SARS to send **compensated absences** to agencies.
- July 31 Target date for SARS to send information for **securities lending** and **pension-related debt** to agencies.

- Aug 7 **Soft close:** Agencies encouraged to “self-impose” this deadline for recording year-end closing adjustments.
- Aug 14** ★ **Close of Month 13:** Last day for agencies to record year-end closing adjustments, except for **post-closing adjustments pre-approved by SARS.**
- Aug 21** ★ Agencies complete/transmit to SARS the following disclosures and certifications:
- **General Disclosures, Long-Term Debt Disclosures, and Agency Certification of Accuracy and Completeness.**
 - **Schedule of Expenditures of Federal Awards (including subrecipient pass-through information), SEFA Disclosures, and Agency Certification of Accuracy and Completeness.**
- Aug 28** ★ Due date for agencies to report **FFP Rate** to SARS for the SWCAP.
- Sept 15** ★ Agencies that prepare their own **separate, audited financial statements submit a first draft to SARS.**
- Sept 18 Target date for SARS to send **A-87 reconciliation forms** to agencies that report in the SWCAP.
- Oct 16 Target date for SARS to send request to agencies for interest calculations for the CMIA annual report.
- Nov 6** ★ A-87 agencies submit to SARS the **A-87 reconciliation packet and agency financial statements** for the SWCAP.
- Nov 16** ★ Due date for **discretely presented component units** to submit their **audited financial statements and eliminating information** to SARS unless exception from SARS granted in writing.
- Dec 1** ★ Due date for agencies to report **CMIA exceptions and interest calculations** to SARS.

★ **Gold Star date/requirement**