

CHAPTER A
CURRENT YEAR SCHEDULE

FY 2024 Schedule of Key Dates

The schedule below outlines the key dates for the FY 2024 pre-closing review and year-end closing process. Please contact your SARS analyst if you have any questions.

- April 19** ☆ **Agencies record FY 2023 post-closing entries** in R*STARS no later than the close of March.
- May 13 Target date for SARS to send to agencies information for the US Treasury-State Agreement related to the Cash Management Improvement Act (CMIA). This date depends upon the issuance of the FY 2023 Single Audit.
- May 20 SARS begins the *Preclosing Review*. Agencies should use queries in the Datamart Repository in OBIEE (or other Datamart query tool) 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>
- May 24** ☆ **Agencies verify funding techniques and clearance patterns to SARS for US Treasury-State Agreement** as required by the CMIA. This date depends upon the issuance of the FY 2023 Single Audit.
- June 10 Target date for SARS to send request for “actual” **Federal Financial Participation (FFP) Rate** to agencies for the Statewide Cost Allocation Plan (SWCAP).
- June 12** ☆ **In-person Year-end Close Training** at the Employment Department Auditorium, 875 Union Street NE, Salem. Begins at 9:00 am.
- July 8** ☆ **For agencies not attending the in-person Year-end Close Training, due date to notify SARS analyst that the recording of the training has been viewed.**
- July 19 Close of Month 12: Agencies verify the accuracy of their **expenditure budgets in R*STARS**.
- July 19 Target date for SARS to send **compensated absences** to agencies.
- July 24 Deadline for agencies and public universities (including OHSU) to complete their **initial** confirmation of balances that are outstanding between them as of June 30, 2024.
- July 26 Target date for SARS to send information for **pension-related debt** to agencies.
- Aug 7 Deadline for agencies and public universities (including OHSU) to complete their **final** confirmation of balances that are outstanding between them as of June 30, 2024.
- Aug 9 **Soft close:** Agencies encouraged to “self-impose” this deadline for recording year-end closing adjustments.
- Aug 16** ☆ **Close of Month 13:** Last day for agencies to record year-end closing adjustments, except for **post-closing adjustments pre-approved by SARS**.

- Aug 26** ★ 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 30** ★ Due date for agencies to report **FFP Rate** to SARS for the SWCAP.
- Sept 16** ★ State agencies that prepare their own **separate, audited financial statements submit a first draft to SARS.** This does not apply to DPCUs.
- Oct 4 Target date for SARS to send **A-87 reconciliation forms** to agencies that report in the SWCAP.
- Nov 15** ★ **Due date for state agencies (excluding PERS and Lottery) and DPCUs to submit their audited financial statements and eliminating information (as applicable) to SARS** unless exception from SARS granted in writing.
- Dec 2** ★ Due date for agencies to report **CMIA exceptions and interest calculations** to SARS.
- Dec 2** ★ **Due date for PERS and Lottery to submit their separately audited financial statements to SARS** unless exception from SARS granted in writing.
- Dec 9** ★ A-87 agencies submit to SARS the **A-87 reconciliation packet and agency financial statements** for the SWCAP.

★ Gold Star date/requirement