

**CHAPTER A**  
**CURRENT YEAR SCHEDULE**

## FY 2023 Schedule of Key Dates

The schedule below outlines the key dates for the FY 2023 pre-closing review and year-end closing process. Please contact your SARS analyst if you have any questions.

- TBD 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 2022 Single Audit.
- April 14** ★ **Agencies record FY 2022 post-closing entries** in R\*STARS no later than the close of March.
- May 10** ★ **In-person** training on GASB Statement Nos 94 and 96 at the Employment Department Auditorium, 875 Union Street NE, Salem, from 10:00 am – 12:00 pm.
- May 15 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 26** ★ For agencies not attending the in-person training on GASB Statement Nos 94 and 96, **due date to notify SARS analyst that the recording of the training has been viewed.**
- 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).
- June 15** ★ **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 2022 Single Audit.
- June 21** ★ **In-person Year-end Close Training** at the Employment Department Auditorium, 875 Union Street NE, Salem, from 9:00 am – 11:00 am.
- June 30** ★ **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 14 Close of Month 12: Agencies verify the accuracy of their **expenditure budgets in R\*STARS.**
- July 26 Deadline for agencies and public universities (including OHSU) to complete their **initial** confirmation of balances that are outstanding between them as of June 30, 2023.
- July 21 Target date for SARS to send **compensated absences** to agencies.
- July 28 Target date for SARS to send information for **securities lending** and **pension-related debt** to agencies.
- Aug 4 **Soft close:** Agencies encouraged to “self-impose” this deadline for recording year-end closing adjustments.

- Aug 9 Deadline for agencies and public universities (including OHSU) to complete their **final** confirmation of balances that are outstanding between them as of June 30, 2023.
- Aug 11** ★ **Close of Month 13:** Last day for agencies to record year-end closing adjustments, except for **post-closing adjustments pre-approved by SARS.**
- Aug 18** ★ 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 25** ★ Due date for agencies to report **FFP Rate** to SARS for the SWCAP.
- Sept 15** ★ Agencies and discretely presented component units (DPCUs) that prepare their own **separate, audited financial statements submit a first draft to SARS.**
- Oct 7 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 1** ★ Due date for agencies to report **CMIA exceptions and interest calculations** to SARS.
- Dec 1** ★ **Due date for PERS and Lottery to submit their separately audited financial statements to SARS** unless exception from SARS granted in writing.
- Dec 8** ★ A-87 agencies submit to SARS the **A-87 reconciliation packet and agency financial statements** for the SWCAP.

★ Gold Star date/requirement