

# Year-End Deadlines

## MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 1	May 2	May 3	May 4	May 5	May 6
	BDGT: BA Incr/Decr Approp. < \$1M Deadline					
	BDGT: BA Position Transfer BTW BE Deadline					
	BDGT: BA Release from Unbudgeted Reserve Deadline					
May 7	May 8	May 9	May 10	May 11	May 12	May 13
May 14	May 15	May 16	May 17	May 18	May 19	May 20
May 21	May 22	May 23	May 24	May 25	May 26	May 27
				BDGT:BA Adjustment to Non- Operating Budget (OPB Approval NA) <b>Request Due.</b>		
	HR: May Payroll Processes			BDGT:BA Salary Rate Changes Btwn BE's for FY21- 22 (OPB Approval NA) <b>Request Due.</b>		
May 28	May 29	May 30	May 31			
	STATE HOLIDAY OFFICES CLOSED	BDGT: BA Adjustment to Non-Operating Budget (OPB Approval NA) <b>Submission Deadline.</b>				
		BDGT:BA Salary Rate Changes Btwn BE's for FY21- 22 (OPB Approval NA) <b>Submission Deadline.</b>				

# Year-End Deadlines

## JUNE 2023

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

# Year-End Deadlines

## JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Jul 1
Jul 2	Jul 3	Jul 4	Jul 5	Jul 6	Jul 7	Jul 8
	Acctg: June 30 balances available in FLAIR.	STATE HOLIDAY OFFICES CLOSED		FinS: Consideration of Fraud Due	FinS: Leave Liability Short-Term Factors sent to JROs	
					BDGT: PD/PDA LBR & LRPP Annual Meeting [@ FPDA Training Conference, Bonita Springs]	
					HR: Mass Upload Template Due To JAC	
Jul 9	Jul 10	Jul 11	Jul 12	Jul 13	Jul 14	Jul 15
			Acctg: Certification forms are due to JAC		FinS: Receivables Due	
					FinS: Capital Asset Reports Due	
Jul 16	Jul 17	Jul 18	Jul 19	Jul 20	Jul 21	Jul 22
	Acctg: Certification forward report due to the Governor's office	HR: Monthly Payroll Due Date			HR: July Payroll Processes	
		FinS: Leave Liability Reports Due				
Jul 23	Jul 24	Jul 25	Jul 26	Jul 27	Jul 28	Jul 29
	HR: Rate Reports and RDS Reports				BDGT: <b>LBR Templates DUE</b> to Budget Office	
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 2023

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

# Year-End Deadlines

## SEPT through NOV 4, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sep 1 Fin: JRO review of Schedule of Federal Awards Due	Sep 2
Sep 3	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9
	STATE HOLIDAY OFFICES CLOSED					
Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16
					BDGT: LBR Post to FL Fiscal Portal Deadline	
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
					BDGT: LRPP Post to FL Fiscal Portal Deadline	
Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
		FinS: Subsequent Events Form Due				
Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	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
					FinS: Agency Representations for ACFR & Federal Awards Due	