

City and County of San Francisco				
	Sort Key	Due Date	Task Description	Contact
1	OCA	March 17, 2017	Vehicle and equipment requisitions due to OCA	OCA
2	OCA	April 14, 2017	Requisitions for non-vehicle, non-equipment	OCA
3	Audit	April 18, 2017	Begin status meetings between Controller's Office and Department Heads and CFOs regarding year-end close and audit deadlines.	AOSD
4	Acct Ops	May 8, 2017	Last day for new FAMIS Codes	AOSD
5	AOSD	May 15, 2017	YE Workshop & Single Audit Entrance Conference	CON/OCA
6	Acct Ops	May 16, 2017	1090 Grants closeout for inactive grants with no asset or liability account balances based on 3rd Quarter reconciliation	AOSD
7	OCA	May 19, 2017	Requisitions for items on City Contracts	OCA
8	OCA	May 19, 2017	Changes to Departmental Blankets and Contract Purchase Orders	OCA
9	Vendor	May 19, 2017	Vendor Blackout Date	AOSD
10	Acct Ops	June 2, 2017	DHR receives all union related reimbursement requests by Friday, 6/2/17. Any incomplete pending or new questions after 6/2/17 will need to be entered and submitted in PeopleSoft after 7/3/17.	DHR
11	AOSD	June 2, 2017	PO Encumbrance Closeout/Carryforward - Departments receive listing of outstanding encumbrances on June 2.	Fund Accountants
12	OCA	June 9, 2017	Office Supplies online (initiate a PO release) and Prop Q purchases	OCA
13	Acct Ops	June 9, 2017	Workorders - Performing departments complete work order billings for services through 6/30/2017	Fund Accountants
14	Acct Ops	June 9, 2017	Workorders - Performing departments send final bills to the Office of Community Investment & Infrastructure (OCII). OCII send final bills to City departments (if any).	Fund Accountants
15	Vendor	June 12, 2017	Vendor Exception Setup - Last date to setup exception Vendor (for vendors to be paid on or before 6/28)	AOSD
16	Acct Ops	June 15, 2017	Workorders - Requesting departments to complete approval of workorder billings (Check authorization mailbox for rejected entries).	Fund Accountants
17	Acct Ops	June 16, 2017	Workorders - Controller's Office begins review and processes unresolved workorders.	Fund Accountants
18	AOSD	June 16, 2017	Request to keep PO encumbrances open with justification due to Controller's Office	Fund Accountants
19	AOSD	June 20, 2017	Process contract modification for over-liquidated EN documents - active contracts only.	Fund Accountants
20	Acct Ops	June 26, 2017	COIT Fee and Carbon tax allocation run date for June 2017	Systems
21	Acct Ops	June 26, 2017	Manual appropriation carryforward requests (including Work Order appropriation) due to Fund Accountants.	Fund Accountants
22	Acct Ops	June 27, 2017	FAMIS Voucher Posting - Last interface file submission for voucher payments with due dates <= 6/30 by 4pm	Fund Accountants
23	Acct Ops	June 28, 2017	Post payment vouchers in FAMIS by 5 pm. FAMIS is available starting at 7 am. Last check run and ACH run for vouchers due by 6/30. Clear errors by 5 pm. Any unresolved/uncleared FAMIS documents with error will be deleted.	Fund Accountants
24	Info	June 28, 2017	Weekly checks printed on 6/28 will be for vouchers payable due through June 30 only, and will not include checks for vouchers payable due on or after July 1	Fund Accountants
25	FSP	5pm, June 28th, 2017 to July 3rd, 2017	FAMIS Blackout Period	FSP
26	FSP	5pm, June 28th, 2017 to July 3rd, 2017	Interim Budget will be loaded in PeopleSoft during the Blackout Dates.	BAD
27	AOSD/FSP	July 3rd, 2017	FAMIS is available with FM12 & FM13 open. PeopleSoft FY18 opens. ADPICS is available for inquiry only.	AOSD
28	PPSD	July 11, 2017	Payroll for the period through June 30 will be posted in FAMIS on 7/11/2017	PPSD
29	AOSD	July 14, 2017	Clear out all LDS PPE 06/30 interface errors.	Fund Accountants
30	Acct Ops	July 14, 2017	Year-end Grant Reconciliation and 3-Column Grant Reconciliation sent to departments by AOSD Operations	Fund Accountants
31	Acct Ops	July 31, 2017	Off-line Departments Return all FAACS documents by 7/31/17	Fund Accountants
32	Acct Ops	July 31, 2017	Year-End Grant Reconciliation Reports due from departments	Grants
33	Acct Ops	July 31, 2017	Grants - Accrual of unpaid expenditures for goods & services provided	Fund Accountants
34	Acct Ops	July 31, 2017	Fiscal Month 12 Closes. Depts. complete expenditures allocation, abatement & other adjustments. Please note that security for FM 12 will be controlled only by AOSD Director - Jocelyn Quintos.	Jocelyn Quintos
35	AOSD	August 4, 2017	Last Day for departments to clear Hold File in FAACS for both Governmental and Enterprise funds	CAFR
36	AOSD	August 4, 2017	Fixed Asset - Capitalized Interest for enterprise fixed assets - August 4	CAFR
37	Acct Ops	August 11, 2017	Depts. complete FAMIS grant revenue billings and balance all grant expenditures and revenues.	Fund Accountants
38	Acct Ops	August 20, 2017	FY 2017 FAACS Depreciation Run will occur on 8/20/2017.	CAFR
39	Acct Ops	August 31, 2017	Revenue Recognition Cutoff - 60 day rule for Governmental Funds (Record Deferred Inflows of Resources Entries by 9/8/17). Cash must be in the bank by 8/31/17.	Fund Accountants
40	Acct Ops	September 5, 2017	PO Encumbrance Carryforward - All Encumbrance Carryforwards posted by Sept 5.	Fund Accountants
41	Acct Ops	September 7, 2017	Preliminary draft report of the Workers Compensation Study	Carmen LeFranc
42	Acct Ops	September 7, 2017	Preliminary draft report of the General Liability Study	Carmen LeFranc
43	Acct Ops	September 8, 2017	3-Column Grant Reconciliation due from departments	Fund Accountants
44	Acct Ops	September 8, 2017	Debt accounting entries posted by 9/8/17	Fund Accountants
45	Acct Ops	September 8, 2017	GAAP and CAFR adjustments posted by 9/8/17	Fund Accountants

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46	Acct Ops	September 8, 2017	Deferred Inflow for Governmental Funds - Entries to record as deferred inflow of resources, if cash for governmental fund revenues not received by August 31. Deferred inflow entries to be posted by 9/8/17 to FM13 in	Fund Accountants
47	Acct Ops	September 8, 2017	Fiscal Month 13 is closed.	Jocelyn Quintos
48	Acct Ops	September 11, 2017	Manual carryforward adjustment requests including work order appropriation (if necessary) due to Fund Accountants.	Fund Accountants
49	Acct Ops	September 11 to September 21, 2017	Manual Appropriation Carryforwards - Mayor's Office and Controller's Review from 9/11 to 9/21/17.	Fund Accountants
50	Acct Ops	September 18, 2017	Send to Departments Deferred Inflow Analysis worksheet. Departments to confirm final FY 17 AR, Revenues, and Deferred Inflows.	Fund Accountants
51	Acct Ops	September 22, 2017	Deferred Inflow Analysis worksheet due to Fund Accountants	Fund Accountants
52	Acct Ops	September 22, 2017	Manual Appropriation Carryforwards - Carryforwards are approved by 9/22. Approved Carryforward budgets will be processed in PeopleSoft.	Fund Accountants
53	Acct Ops	September 22, 2017	Final Draft Financial Statements, including all Notes to F/S, for each separately audited segment due to Controller's Office and Auditors	Carmen LeFranc
54	Audit	September to November 2017	External Audit Fieldwork - Selected governmental fund departments will be notified to pull documents and be ready for auditor review from 9/25 to 11/10/17	Carmen LeFranc
55	BAD	September 27, 2017	Final Budget Basis Revenue Accruals for General Fund	Michelle Allersma
56	BAD	September 29, 2017	Final Budget Basis Revenue Baseline True-Up Payments	Michelle Allersma
57	Acct Ops	October 2, 2017	Final Draft Financial Statements, including all Notes to F/S, MD&A and Statement of Cash Flows, for each separately audited segment due to Controller's Office and Auditors	Carmen LeFranc
58	Acct Ops	October 4, 2017	Draft Analyticals due to external auditors from Fund Accountants and BAD Unit for governmental funds.	Fund Accountants / BAD Unit
59	Audit	October 13, 2017	Draft CAFR to Auditors - Governmental Funds	Carmen LeFranc
60	Audit	October 13, 2017	Final Analyticals due to external auditors from Fund Accountants and BAD Unit for Governmental Funds.	Fund Accountants/BAD Unit
61	Audit	October 20, 2017	Final Signed Printed Financial Statement for all separately audited segments due to Controller's Office	Carmen LeFranc
62	Audit	November 1, 2017	Final Draft CAFR including all Notes to F/S, MD&A, Transmittal Letter and Enterprise Funds due to Auditors	Carmen LeFranc
63	Audit	November 20, 2017	Submit CAFR to the Board	Carmen LeFranc
64	Audit	December 15, 2017	Draft Management Letters Due to Controller's Office from External Auditors	Carmen LeFranc
65	Audit	December 29, 2017	Final report of the Workers Compensation Study	Carmen LeFranc
66	Audit	December 29, 2017	Final report of the Workers Compensation Budget Analysis for Payment Year 2017-18	Carmen LeFranc
67	Audit	December 29, 2017	Final report of the General Liability Study	Carmen LeFranc
68	Audit	January 15, 2018	Final Management Letters Due to Controller's Office from External Auditors	Carmen LeFranc
69	Single Audit	January 28, 2018	Issue Single Audit Report for the year ended 6/30/17	Grants