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MEMORANDUM

TO: All State Agencies
Attn: Accounting Supervisors

FROM: D. Clark Partridge *D.C.P.*
State Comptroller

DATE: July 11, 2008

SUBJECT: FY 2009 Month-End Closing Schedule

In our continuing effort to provide our customers with timely information, we have prepared the following AFIS month-end closing schedule for Fiscal Year 2009:

MONTH, YEAR	MONTH-END CLOSE DATE
JULY, 2008	FRIDAY – AUGUST 8, 2008
AUGUST, 2008	FRIDAY – SEPTEMBER 5, 2008
SEPTEMBER, 2008	FRIDAY – OCTOBER 3, 2008
OCTOBER, 2008	FRIDAY - NOVEMBER 7, 2008
NOVEMBER, 2008	FRIDAY - DECEMBER 5, 2008
DECEMBER, 2008	FRIDAY - JANUARY 2, 2009
JANUARY, 2009	FRIDAY – FEBRUARY 6, 2009
FEBRUARY, 2009	FRIDAY - MARCH 6, 2009
MARCH, 2009	FRIDAY - APRIL 3, 2009
APRIL, 2009	FRIDAY - MAY 8, 2009
MAY, 2009	FRIDAY - JUNE 5, 2009
JUNE, 2009*	TUESDAY - JUNE 30, 2009
13TH MONTH, 2009 **	FRIDAY - JULY 24, 2009

* The June monthly reports will be generated on July 2, 2009.

** We will send out a separate schedule regarding the year-end processing at a later date.

FY 2009 Month-End Close Schedule

7/11/2008

Page 2

This schedule is a reflection of a number of agencies' requests for closing the months as soon as possible. Due to the length of the processing time for the month-end closing, Friday is the most feasible day when we can close the months without on-line availability time potentially being adversely impacted. Please note that we will also make every effort to run AFIS nightly and try to address budget issues in other ways.

We will try to adhere to this month-end closing schedule. However, any diversion from the schedule will be immediately communicated to all agencies via the on-line "NEWS" screen and the AFIS "Hot Line" [542-AFIS (2347)].

You may also view this schedule on the AFIS Help screen (S090) by typing "MONTHEND" in the Keyword field and pressing the Enter key.

We hope that this month-end closing schedule will further assist you in your preparation of more accurate and timely management reports as well as conducting your monthly reconciliations. If you should have any concerns or questions, please feel free to contact your GAO liaison. We are always open to any suggestions or recommendations which may improve our month-end closing processes.

DCP:AD:tf

cc: Chief Financial Officers

This memo is available at www.gao.state.az.us/publications/memos/