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**MEMORANDUM**

**TO:** All State Agencies  
Attn: Accounting Supervisors

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

**DATE:** July 31, 2009

**SUBJECT:** FY 2010 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 2010:

MONTH, YEAR	MONTH-END CLOSE DATE
JULY, 2009	FRIDAY – AUGUST 7, 2009
AUGUST, 2009	FRIDAY – SEPTEMBER 4, 2009
SEPTEMBER, 2009	FRIDAY – OCTOBER 2, 2009
OCTOBER, 2009	FRIDAY - NOVEMBER 6, 2009
NOVEMBER, 2009	FRIDAY - DECEMBER 4, 2009
DECEMBER, 2009	TUESDAY - JANUARY 5, 2010
JANUARY, 2010	FRIDAY – FEBRUARY 5, 2010
FEBRUARY, 2010	FRIDAY - MARCH 5, 2010
MARCH, 2010	FRIDAY - APRIL 2, 2010
APRIL, 2010	FRIDAY - MAY 7, 2010
MAY, 2010	FRIDAY - JUNE 4, 2010
JUNE, 2010*	WEDNESDAY - JUNE 30, 2010
13TH MONTH, 2010 **	FRIDAY - JULY 30, 2010

\* The June monthly reports will be generated on July 2, 2010.

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

FY 2010 Month-End Close Schedule

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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 generally 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 GAO website news articles, 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.az.gov/publications/memos/](http://www.gao.az.gov/publications/memos/)