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TO: All State Agencies
Attn: Accounting Supervisors

FROM: D. Clark Partridge
State Comptroller

DATE: August 2, 2013

SUBJECT: FY 2014 Month-End Closing Schedule

The GAO had prepared the following AFIS month-end closing schedule for Fiscal Year 2014:

MONTH, YEAR	MONTH-END CLOSE DATE
JULY, 2013	FRIDAY - AUGUST 2, 2013
AUGUST, 2013	FRIDAY - SEPTEMBER 6, 2013
SEPTEMBER, 2013	FRIDAY - OCTOBER 4, 2013
OCTOBER, 2013	FRIDAY - NOVEMBER 8, 2013
NOVEMBER, 2013	FRIDAY - DECEMBER 6, 2013
DECEMBER, 2013	FRIDAY - JANUARY 3, 2014
JANUARY, 2014	FRIDAY - FEBRUARY 7, 2014
FEBRUARY, 2014	FRIDAY - MARCH 7, 2014
MARCH, 2014	FRIDAY - APRIL 4, 2014
APRIL, 2014	FRIDAY - MAY 2, 2014
MAY, 2014	FRIDAY - JUNE 6, 2014
JUNE, 2014*	MONDAY - JUNE 30, 2014
13TH MONTH, 2014 **	

* June monthly reports availability will be communicated to the agencies at a later day.

** The 13th month close schedule will be published at a later date.

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. Also, due to the reporting deadline for the American Recovery & Reinvestment Act (ARRA), AFIS cannot close the month at the end of a calendar quarter any later than the 5th. 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: BN

cc: Chief Financial Officers

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