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**M E M O R A N D U M**

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

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

**DATE:** July 29, 2005

**SUBJECT:** FY 2006 Month-End Closing Schedule

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In our continuing effort to provide our customers with timely information, we have prepared the following AFIS month-end closing schedule for Fiscal Year 2006:

<b>MONTH, YEAR</b>	<b>MONTH-END CLOSE DATE</b>	<b>CD DISTRIBUTION</b>
JULY, 2005	FRIDAY – <b>AUGUST 5, 2005</b>	FRIDAY – <b>AUGUST 12, 2005</b>
AUGUST, 2005	FRIDAY – <b>SEPTEMBER 2, 2005</b>	FRIDAY – <b>SEPTEMBER 9, 2005</b>
SEPTEMBER, 2005	FRIDAY – <b>OCTOBER 7, 2005</b>	FRIDAY – <b>OCTOBER 14, 2005</b>
OCTOBER, 2005	FRIDAY - <b>NOVEMBER 4, 2005</b>	FRIDAY – <b>NOVEMBER 11, 2005</b>
NOVEMBER, 2005	FRIDAY - <b>DECEMBER 2, 2005</b>	FRIDAY – <b>DECEMBER 9, 2005</b>
DECEMBER, 2005	FRIDAY - <b>JANUARY 6, 2006</b>	FRIDAY – <b>JANUARY 13, 2006</b>
JANUARY, 2006	FRIDAY - <b>FEBRUARY 3, 2006</b>	FRIDAY – <b>FEBRUARY 10, 2006</b>
FEBRUARY, 2006	FRIDAY - <b>MARCH 3, 2006</b>	FRIDAY – <b>MARCH 10, 2006</b>
MARCH, 2006	FRIDAY - <b>APRIL 7, 2006</b>	FRIDAY – <b>APRIL 14, 2006</b>
APRIL, 2006	FRIDAY - <b>MAY 5, 2006</b>	FRIDAY – <b>MAY 12, 2006</b>
MAY, 2006	FRIDAY - <b>JUNE 2, 2006</b>	FRIDAY – <b>JUNE 9, 2006</b>
JUNE, 2006*	FRIDAY - <b>JUNE 30, 2006</b>	FRIDAY – <b>JULY 7, 2006</b>
13TH MONTH, 2006 **	FRIDAY - <b>JULY 28, 2006</b>	FRIDAY – <b>AUGUST 5, 2006</b>

\* The June monthly reports will be generated on July 3, 2006.

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

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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 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.**

It is hoped 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 will gladly listen to any suggestions or recommendations which may improve our month-end closing processes.

DCP:DC:sf

cc: Chief Financial Officers

This memo is available at [www.gao.state.az.us](http://www.gao.state.az.us).