



**JANET NAPOLITANO**  
GOVERNOR

**BETSEY BAYLESS**  
DIRECTOR

**ARIZONA DEPARTMENT OF ADMINISTRATION**

FINANCIAL SERVICES DIVISION • GENERAL ACCOUNTING OFFICE

100 NORTH 15<sup>th</sup> AVENUE • SUITE 302

PHOENIX, ARIZONA 85007

Phone: (602) 542-5601 • Fax: (602) 542-5749

**MEMORANDUM**

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

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

**DATE:** July 5, 2006

**SUBJECT:** FY 2007 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 2007:

<b>MONTH, YEAR</b>	<b>MONTH-END CLOSE DATE</b>	<b>CD DISTRIBUTION</b>
JULY, 2006	FRIDAY – AUGUST 4, 2006	FRIDAY – AUGUST 11, 2006
AUGUST, 2006	FRIDAY – SEPTEMBER 8, 2006	FRIDAY – SEPTEMBER 15, 2006
SEPTEMBER, 2006	FRIDAY – OCTOBER 6, 2006	FRIDAY – OCTOBER 13, 2006
OCTOBER, 2006	FRIDAY - NOVEMBER 3, 2006	FRIDAY – NOVEMBER 9, 2006
NOVEMBER, 2006	FRIDAY - DECEMBER 8, 2006	FRIDAY – DECEMBER 15, 2006
DECEMBER, 2006	FRIDAY - JANUARY 5, 2007	FRIDAY – JANUARY 12, 2007
JANUARY, 2007	FRIDAY – FEBRUARY 2, 2007	FRIDAY – FEBRUARY 9, 2007
FEBRUARY, 2007	FRIDAY - MARCH 2, 2007	FRIDAY – MARCH 9, 2007
MARCH, 2007	FRIDAY - APRIL 6, 2007	FRIDAY – APRIL 13, 2007
APRIL, 2007	FRIDAY - MAY 4, 2007	FRIDAY – MAY 11, 2007
MAY, 2007	FRIDAY - JUNE 8, 2007	FRIDAY – JUNE 15, 2007
JUNE, 2007*	FRIDAY - JUNE 29, 2007	FRIDAY – JULY 6, 2007
13TH MONTH, 2007 **	FRIDAY - JULY 27, 2007	FRIDAY – AUGUST 3, 2007

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

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

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:kd

cc: Chief Financial Officers

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