**Support Team Calendar**

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| **January**Electronic access to 1099s closed to agencies1099/W-2 Agency Research December ProjectionsZero Balance Appropriations | **February**Open Item PurgeAccount Structure Clean-UpJanuary Projections Parking Permit Review | **March**February Projections Review Appointing Authority Log |
| **April**Preliminary Federal Schedule March Projections  | **May**Distribute Year-End MemoDistribute TA LogsDistribute SAMs ListsApril Projections VPN ReviewDistribute Inventory ListPhone Review | **June**Taxable Travel Cut-OffMay Projections June 30 – Petty Cash Reconciliation/ReportsReview ALDER Affidavit LogClear AutoPay6/30-FY2015 Delivery Orders Due |
| **July**Begin New Fiscal Year Prior Year Restrictions and DeferralsBegin Year End Close-OutCurrent Year Management Plan June Projections Big Picture Budget Requests Update Facilities Inventory ListAgency Trust Reports7/15-Physical Inventory Due | **August**Last Day to Process Prior Year TransactionsFinal Prior Year Projections Budget Instructions DistributedUpdate Dept. Level Performance Measures  | **September**State & Federal Pass-Thru ReportFederal Schedule CAFR Reports DueCarry Forward Journal Entries |
| **October**W-2 & 1099-Misc Matching ReviewBudget Narrative Governor’s Budget Request (Op & Cap) First Quarter Projections  | **November**Cell Phone Allowance ReviewState Provided Housing Review1099 ProjectCC Consolidation Project | **December**Travel Compensation Report RequestNovember Projections Cut-Off for Processing Taxable Travel |

\*\*DAS requests for coding for Adobe license agreements, Visio true-ups and BlueZone, etc. are not included as the due dates can fluctuate significantly.