**Support Team Calendar**

|  |  |  |
| --- | --- | --- |
| **January**  Electronic access to 1099s closed to agencies 1099/W-2 Agency Research  December Projections Zero Balance Appropriations | **February**  Open Item Purge Account Structure Clean-Up January Projections  Parking Permit Review | **March**  February Projections  Review Appointing Authority Log |
| **April**  Preliminary Federal Schedule  March Projections | **May**  Distribute Year-End Memo Distribute TA Logs Distribute SAMs Lists April Projections  VPN Review Distribute Inventory List Phone Review | **June**  Taxable Travel Cut-Off May Projections  June 30 – Petty Cash Reconciliation/Reports  Review ALDER Affidavit Log Clear AutoPay 6/30-FY2015 Delivery Orders Due |
| **July**  Begin New Fiscal Year  Prior Year Restrictions and Deferrals  Begin Year End Close-Out  Current Year Management Plan  June Projections  Big Picture Budget Requests  Update Facilities Inventory List  Agency Trust Reports  7/15-Physical Inventory Due | **August**  Last Day to Process Prior Year Transactions Final Prior Year Projections  Budget Instructions Distributed Update Dept. Level Performance Measures | **September**  State & Federal Pass-Thru Report Federal Schedule  CAFR Reports Due Carry Forward Journal Entries |
| **October**  W-2 & 1099-Misc Matching Review Budget Narrative  Governor’s Budget Request (Op & Cap)  First Quarter Projections | **November**  Cell Phone Allowance Review State Provided Housing Review 1099 Project CC Consolidation Project | **December**  Travel Compensation Report Request November 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.