

FY15 CAFR Newsletter

Fiscal Year-End Wrap-Up

Another fiscal year-end close has come and gone. State Accounting Bureau and SABHRS would like to express our gratitude to the agency accounting personnel for all of the hard work that lead to a successful FYE closing. It is the combined efforts of everyone involved in the process that enables the close to run as smoothly as it does.

So while everything is still fresh in your minds we would like to gather some feedback from you to assist us in improving the fiscal year-end close.

- If you were responsible for fiscal year-end close, what 5 changes to the process would you implement?
- What are the top 5 things you wish you had been reminded of prior to fiscal year-end?

CSA Meeting

There is a CSA meeting tentatively scheduled for Friday, August 21st from 10:00 to 11:00 at the DPHHS Sanders Auditorium. A formal reminder will be sent out soon, along with the final agenda. Please plan on attending.

Auditor Communications

State Accounting Bureau needs your cooperation regarding auditor communications. Please copy State Accounting on ALL communications you receive from Legislative Audit Division. You are the only source we have for acquiring this information and it is vital for us to have these communications as soon as possible to assist us in preparing the CAFR. Speaking of audits, please let us know if you have an upcoming audit scheduled.

CAFR

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CAFR SCHEDULE—ALL AGENCIES

The following is a schedule and condensed explanation of the activities that occur during the CAFR preparation process and generally affect all agencies . For more detailed information, please refer to [MOM Policy 371](#). Unless you have been asked by a specific APFRS staff member for the requested information, you may send your information to our shared email account saccounting@mt.gov.

Due date	Item	Instructions
Aug 10	Sick leave pool	Sick leave pool balance as of June 30, 2015 to be submitted by HCBD.
Aug 14	External LT Liabilities	For disclosure requirements and entries refer to MOM 340 for details.
Aug 14	No-commitment debt	For disclosure requirements refer to MOM 340 for details.
Aug 14	Commitments	Information required for the long-term commitments footnote.
Aug 14	Investments	Disclosure information on investments in accounts 1640, 1641, or 1642 to be submitted by agencies, other than the Board of Investments (BOI).
Aug 17	Real Estate Held as Investment by Endowment	Disclosure information outlined in the investment disclosures policy and MOM 335 to be submitted by agencies with real estate held as investment by endowment.
Aug 25	CAFR questionnaire	SAB to provide questionnaire requesting information on specific topics.
Aug 28	On-behalf payments	On-behalf payments for fringe benefits and salaries.
Sept 1	Short Term Debt	For disclosure requirements refer to MOM 340 for details.
Sept 18	Extraordinary items	Description of extraordinary, special, and unusual items provided.
Sept 18	Pollution Remediation	For disclosure requirements refer to MOM 360 for details.
Sept 18	Risk pools actuarial data	Disclosure information and supplementary information schedules to be submitted.
Sept 18	CAFR Questionnaire	Questionnaire to be submitted by agencies electronically.
Sept 30	Pension non-actuarial	OCHE pension disclosure information to be submitted.
Oct 1	Statistical Information	Statistical information to be used in CAFR to be submitted.
Oct 15	Subsequent events 2nd Request	Events occurring after FYE but prior to the issuance of the CAFR to be submitted.

CAFR SCHEDULE - SEPARATELY ISSUED FINANCIALS

The following is a schedule and condensed explanation of the activities that occur during the CAFR process that generally affect only separately issued financial statements. For more detailed information, please refer to [MOM Policy 371](#). Unless you have been asked by a specific APFRS staff member for the requested information, you may send your information to our shared email account saccounting@mt.gov.

Due date	Item	Instructions
Sept 25	BOI financial statements	Un-audited financial statements to be submitted.
Sept 30	Pension non-actuarial	Actuarial report provided by date specified for pension information.
Sept 30	BOI Appendix A	Appendix A securities listing to be submitted.
Oct 01	Agency financial statements	Unaudited financial statements and footnotes to be submitted.
Oct 09	Pension systems actuarial data	A copy of actuarial reports to be submitted by pension systems.
Oct 15	Unaudited (audit-ready) financial statements	Each agency must submit unaudited, consolidated financial statements (including footnotes).
Oct 15	EW op statement cross-walk (HIED only)	A cross-walk of revenue categories to the revenue categories reported in the government-wide statement of activities to be submitted by the universities
Oct 15	EW restrict NP position cross-walk (HIED only)	A cross-walk of revenue categories to the revenue categories reported in the government-wide net position to be submitted by the universities.
Oct 15	Investments cross-walk (HIED only)	For all investment categories reported, provide a breakout of investments versus equity in pooled investments.
Oct 15	Due from/to other govt. (HIED only)	Due from other govt. and due to other govt. that is otherwise included in other receivable or payable categories on the financial statements.
Oct 15	Leases (HIED only)	Lease disclosure information university financial statement footnotes.
Oct 15	Long-term liab.(HIED)	Required long-term liability disclosure information to be submitted. Refer to MOM 340 for details.
Oct 15	Pensions	Required pension disclosure information to be submitted.
Oct 15	Capital assets (HEID)	Required capital asset disclosure information to be submitted. Refer to MOM 335 for details.
Oct 15	Related-party	Related-party transaction information to be submitted. Refer to MOM 372 for details.
Oct 15	Subsequent events	Events occurring after FYE but prior to the issuance of the CAFR.
Oct 30	Audited financials	Audited financial statements and footnotes to be submitted.