



**JANET NA POLITANO**  
GOVERNOR

**WILLIAM BELL**  
DIRECTOR

**ARIZONA DEPARTMENT OF ADMINISTRATION**

**GENERAL ACCOUNTING OFFICE**  
100 NORTH 15<sup>th</sup> AVENUE • SUITE 302  
PHOENIX, ARIZONA 85007  
Phone: (602) 542-5601 • Fax: (602) 542-5749

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

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

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

**DATE:** August 3, 2007

**SUBJECT:** FY 2008 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 2008:

<b>MONTH, YEAR</b>	<b>MONTH-END CLOSE DATE</b>	<b>CD DISTRIBUTION</b>
JULY, 2007	FRIDAY – <b>AUGUST 3, 2007</b>	FRIDAY – <b>AUGUST 10, 2007</b>
AUGUST, 2007	FRIDAY – <b>SEPTEMBER 7, 2007</b>	FRIDAY – <b>SEPTEMBER 14, 2007</b>
SEPTEMBER, 2007	FRIDAY – <b>OCTOBER 5, 2007</b>	FRIDAY – <b>OCTOBER 12, 2007</b>
OCTOBER, 2007	FRIDAY - <b>NOVEMBER 2, 2007</b>	FRIDAY – <b>NOVEMBER 9, 2007</b>
NOVEMBER, 2007	FRIDAY - <b>DECEMBER 7, 2007</b>	FRIDAY – <b>DECEMBER 14, 2007</b>
DECEMBER, 2007	FRIDAY - <b>JANUARY 4, 2008</b>	TO BE DETERMINED***
JANUARY, 2008	FRIDAY – <b>FEBRUARY 8, 2008</b>	TO BE DETERMINED***
FEBRUARY, 2008	FRIDAY - <b>MARCH 7, 2008</b>	TO BE DETERMINED***
MARCH, 2008	FRIDAY - <b>APRIL 4, 2008</b>	TO BE DETERMINED***
APRIL, 2008	FRIDAY - <b>MAY 2, 2008</b>	TO BE DETERMINED***
MAY, 2008	FRIDAY - <b>JUNE 6, 2008</b>	TO BE DETERMINED***
JUNE, 2008*	MONDAY - <b>JUNE 30, 2008</b>	TO BE DETERMINED***
13TH MONTH, 2008 **	FRIDAY - <b>JULY 25, 2008</b>	TO BE DETERMINED***

\*\* The June monthly reports will be generated on July 3, 2008.

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

\*\*\*The GAO is currently anticipating the future transition to a web version of Control-D to replace the distribution of the monthly and annual reports on CD. More information will be published as it becomes available.

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.**

We hope 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 are always open to any suggestions or recommendations which may improve our month-end closing processes.

DCP:sa

cc: Chief Financial Officers

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