



WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller’s Office

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| Section | 15 | FISCAL YEAR SUPPLEMENTS | Effective Date | 05/09/2016 |
| Sub-section | 10 | FY 2016: Year-End Appropriation Certification and Closing Schedule | Revision Date | 06/28/2016 |
| SAM Ref | n/a | | | |

BACKGROUND

This section provides the schedule for the State’s first year-end appropriation certification and closing under STAR. Section 16.52(5)(b), Wisconsin Statutes requires agencies to completely reconcile their records with DOA. And, each agency is required to appoint an Agency Reconciler. This reconciler will be required to approve and submit an Annual Appropriation Certification (AAC) form for each appropriation they are responsible for (this will replace the previous “Form 78” process).

POLICIES

The following schedule shows the due dates for year-end activity. Completion of those items marked with a “Y” in the “Agency Confirm” column must be confirmed by the Agency Reconciler to the SCO via an email sent to the “DOA SCO Year End” functional email address. **Please note that additional details may be found on the [SCO Year-End website](#).**

| Due Date | Agency Confirm | Year-End Task |
|------------------|-----------------------|--|
| 6/30/2016 | Y | Completion of June Pre-Closing Check-List. |
| 7/1/2016 | Y | 5/31 appropriation trial balance review and Pre-Closing Assessment Workbook completed (see Section 18 for the workbook). |
| 7/15/2016 | Y | Remaining June and prior FY 2016 Interunit transactions processed |
| 7/15/2016 | Y | Inventory of clearing appropriations needing adjusting/correcting entries determined |
| 7/22/2016 | Y | Outstanding FY 2016 PO’s not needing to be carried into FY 2017 are closed |
| 7/22/2016 | | FY 2016 Period 12 AP and Expenses Subsystems Closed |
| 7/25/2016 | Y | Initial agency subsystem reconciliations completed and Status Report due to SCO |
| 7/27/2016 | Y | All remaining FY 2016 Interunit transactions processed |
| 7/27/2016 | | All GL Journals that have been budget checked must be posted |
| 7/31/2016 | | FY 2016 Period 12 Closed |
| 8/1/2016 | | FY 2016 Period 996 Opened |
| 8/5/2016 | Y | Correcting/adjusting entries made to all clearing appropriations – balances cleared |
| 8/5/2016 | Y | Final agency subsystem reconciliations completed |
| 8/10/2016 | Y | Final correcting/adjusting entries made in STAR |
| 8/12/2016 | Y | Final FY 2016 Annual Appropriation Certifications (fka “Form 78’s”) due. |