



EOY Schedule Fiscal Year 2024

09/06/2024 – 09/18/2024

- EOY Meeting with Directors
- Review PO's, clean-up current list
- Review EOY projections
- Collect FY2025 Budget Amendment Requests
 - Re-Budgets/Carryover
 - Revenue Neutral Budget Changes

09/24/2024 – 09/30/2024

- All AR billed/realized for FY2024
 - Check Major Revenues
 - State Shared
 - County Shared
 - LOT Transfers
 - BCSD Park Maintenance Contract
 - Document Outstanding AR items to be accrued
- All AP submitted for payment and included on 10/07 PAR

10/07/2024

- Preferred final Council Meeting for payables
 - Remaining items to be address via email process and placed on the 10/21 Council agenda
 - Ensure proper GL period
 - Payables PAR will separate FY 2024 and FY 2025
- Request Off Cycle Check Authority to ensure an efficient year-end close process
 - Email payment details to City Council
 - Allow 24 hours for comment prior to payment
 - All payments formally approved via consent agenda on future Council meeting

10/21/2024

- Preliminary EOY Meeting with City Council, Disclose the following:
 - Preliminary FY 2025 Budget Amendments, including Carryover Appropriation
 - Presented by Fund
 - Preliminary Unassigned Fund Balance
 - Recommended EOY Priorities List

11/11/2024 – 11/14/2024

- Auditors On-Site