**From:** Budget (DPB)   
**Sent:** Tuesday, May 10, 2016 11:42 AM  
**To:** Budget (DPB)  
**Subject:** DPB Instructions: FY2016 Year-End Close and FY2017 Start Up

DPB has posted instructions and deadlines related to the closing of FY 2016 and the start-up of FY 2017 on the [DPB Web site](http://dpb.virginia.gov/).  These instructions can be found on DPB’s “Documents, Instructions, and Publications” page at: <http://www.dpb.virginia.gov/forms/forms.cfm?CFID=4624594&CFTOKEN=e73717fd267b84cc-E785D670-B434-4378-3899EBFAD73E15A9>

The key dates for year-end close and new year start-up actions are as follows:

| ***Date*** | ***Action*** |
| --- | --- |
| **June 15, 2016** | Deadline for agencies to submit transactions for FY 2016 |
| **June 15, 2016** | The Performance Budgeting (PB) system becomes available for FY 2017 transactions |
| **June 17, 2016** | Deadline for agencies to submit review packages using the Capital Project Review module |
| **June 22, 2016** | Deadline to submit FY 2017 budget execution adjustments that must be in place when DOA’s Cardinal system opens for the new year |
| **July 18, 2016** | Deadline for cabinet secretaries and agency heads to return the “Deficit Provision Acknowledgement Form” |
| **August 14, 2016** | Deadline for agencies to submit budget execution adjustments to clear out convenience subobject codes other than the xx95 series |

Please review the instructions at your earliest convenience and contact your DPB budget analyst if you have any questions.

DPB Website:  <http://dpb.virginia.gov/>

Direct Link to Instructions:  <http://www.dpb.virginia.gov/forms/forms.cfm?CFID=4624594&CFTOKEN=e73717fd267b84cc-E785D670-B434-4378-3899EBFAD73E15A9>

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***Important Note:  Please contact your DPB budget analyst for questions rather than reply directly to this email.  This mailbox is not monitored regularly and your requests or inquiries will likely go unnoticed.***

Virginia Department of Planning and Budget

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*DPB's Web site:* [*http://dpb.virginia.gov/*](http://dpb.virginia.gov/)