

Subject: DPB Instructions: FY 2018 Year-End Close

DPB has posted instructions and deadlines related to the closing of FY 2018 on the DPB Web site. These instructions can be found on DPB's "Documents, Instructions, and Publications" page by using the search phrase "FY 2018 Year-end" at: DPB's FY 2018 Year-end Close Instructions and documents

NOTE: Typically, our agency provides instructions for year-end close AND new year start-up in a single package. However, as of the issuance of these instructions, details regarding the passage of a new budget for the 2018-2020 biennium are not yet known. New-year startup instructions will, therefore, be issued separately after more is known about the status of the 2018-2020 budget.

The key dates for year-end close are as follows:

<i>Date</i>	<i>Action</i>
June 15, 2018	Deadline for agencies to submit execution transactions for FY 2018
June 15, 2018	Deadline for agencies to submit capital project review work items in the Performance Budgeting system

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: [DPB's FY 2018 Year-end Close Instructions](#)

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.