

Subject: DPB Instructions: FY 2020 Year-End Close

DPB has posted instructions and deadlines related to the closing of Fiscal Year 2020 on the [DPB Web site](#). These instructions can be found on DPB’s “Documents, Instructions, and Publications” page on that Web site. The following link will take you directly to the Web site folder containing the instructions and other pertinent documents: [Link to Instructions](#)

It should be noted that delays in finalizing the latest budget act for the 2020-2022 biennium has prevented us from providing instructions for FY 2021 new year start-up in one package as was our goal. Those instructions will be issued soon.

FY 2020 YEAR-END CLOSE:

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

<i>Date</i>	<i>Action</i>
June 1, 2020	Deadline for the submission of “pledged GF balances” for non-higher ed executive branch agencies. See the “Designating Year-End GF Balances” section in these instructions for more information.
June 15, 2020	Deadline for agencies to submit execution transactions for FY 2020
June 15, 2020	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.

Note: It should also be noted that the Department of Accounts (DOA) has distributed separate instructions detailing accounting procedures and payroll information for year-end close. Do not confuse these DPB instructions as a substitute for DOA’s instructions.

DPB Website: dpb.virginia.gov

Direct Link to Instructions: [???folder link](#)

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 experience response delays.