

Deliveries for the following should be to:

Room 305 Completed Reporting Forms

[CAFR@cg.sc.gov](mailto:CAFR@cg.sc.gov)

Room 305 Draft and final financial statements

[CAFR@cg.sc.gov](mailto:CAFR@cg.sc.gov)

Mailing address for the Statewide Financial Reporting Division of the Comptroller General's Office is:

Wade Hampton Office Building,

Room 305, 1200 Senate Street, Columbia, South Carolina 29201

For Questions related to the following please email [CAFR@cg.sc.gov](mailto:CAFR@cg.sc.gov)

Section of Reporting Manual <sup>(1)</sup>	Subject	Due Date	Day
2.0	Master Reporting Package Checklist	July 12	Friday
3.01	Cash and Investments Reporting Forms	July 31	Wednesday
3.10	Loan Receivables Reporting Forms	July 31	Wednesday
3.13	Litigation Reporting Forms	July 31	Wednesday
3.14	Grant Disallowances Reporting Forms	July 31	Wednesday
3.17	Compensated Absences Reporting Forms	July 31	Wednesday
3.04	Miscellaneous Revenues Reporting Forms	August 15	Thursday
3.06	Inventory Reporting Forms	August 15	Thursday
3.15	Claims Reporting Forms	August 15	Thursday
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 15	Thursday
3.02	Tax Revenues Reporting Forms	August 30	Friday
3.05	Refund Receivables Reporting Forms	August 30	Friday
3.07	Prepaid Expense Reporting Forms	August 30	Friday
3.09	Operating Leases Reporting Forms	August 30	Friday
3.20	Fund Balance Reporting Forms	August 30	Friday
3.18	Interfund Payables Reporting Forms	September 10	Tuesday
3.12	Accounts Payable Reporting Forms	September 13	Friday
3.03	Grant/Contribution Revenues Reporting Forms	September 20	Friday
3.08	Capital Assets Reporting Forms	September 27	Friday
2.1	Subsequent Events Package	November 8	Friday
4.0	State Treasurer's Office Reporting Formss: Debt (bonds, notes, master lease program) Capital Leases Interfund Loans Unclaimed Property Cash and Investments	July 31 July 31 August 15 August 15 September 13	Wednesday Wednesday Thursday Thursday Friday
<sup>(2)</sup>	College/University Spreadsheets	October 10	Thursday
<sup>(2)</sup>	Non-College Financial Statements	October 10	Thursday

<sup>(1)</sup> For the *Reporting Policies and Procedures Manual*, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Year-End Reporting Packages](#).

<sup>(2)</sup> For policies and procedures, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Financial Statements](#).