

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 11	Friday
3.01	Cash and Investments Reporting Forms	July 25	Friday
3.10	Loan Receivables Reporting Forms	July 25	Friday
3.13	Litigation Reporting Forms	July 25	Friday
3.14	Grant Disallowances Reporting Forms	July 25	Friday
3.17	Compensated Absences Reporting Forms	July 25	Friday
3.04	Miscellaneous Revenues Reporting Forms	August 15	Friday
3.06	Inventory Reporting Forms	August 15	Friday
3.15	Claims Reporting Forms	August 15	Friday
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 15	Friday
3.02	Tax Revenues Reporting Forms	August 15	Friday
3.05	Refund Receivables Reporting Forms	August 29	Friday
3.07	Prepaid Expense Reporting Forms	August 29	Friday
3.09	Operating Leases Reporting Forms	August 29	Friday
3.18	Interfund Payables Reporting Forms	August 29	Friday
3.12	Accounts Payable Reporting Forms	September 12	Friday
3.03	Grant/Contribution Revenues Reporting Forms	September 12	Friday
3.20	Fund Balance Reporting Forms	September 19	Friday
3.08	Capital Assets Reporting Forms	September 19	Friday
2.1	Subsequent Events Package	November 7	Friday
4.0	State Treasurer's Office Reporting Formss: Debt (bonds, notes, master lease program)	August 1	Friday
	Capital Leases	August 1	Friday
	Interfund Loans	August 29	Friday
	Unclaimed Property	August 29	Friday
	Cash and Investments	September 26	Friday
<sup>(2)</sup>	College/University Spreadsheets	October 10	Friday
<sup>(2)(3)</sup>	Non-College Financial Statements	October 15	Wednesday

<sup>(1)</sup> For the *Reporting Policies and Procedures Manual*, go to the Comptroller General's home page, click [Guidance and Forms for State Agencies](#), 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 [Guidance and Forms for State Agencies](#), then click [GAAP Reporting](#) then click [Agencies that Submit Financial Statements](#).

<sup>(3)</sup> For entities with December 31 year end reporting, the financial statements need to be submitted prior to June 30.

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