

**Governor's Office of Elderly Affairs  
State of Louisiana**



**JEFF LANDRY**  
GOVERNOR

**AMANDA SMITH**  
EXECUTIVE DIRECTOR

**MEMORANDUM**

TO: Area Agencies on Aging Directors  
Council on Aging Directors, Rapides Senior Center

FROM: Janice T Watson  
Audit Supervisor – GOEA Accounting and Finance Unit

DATE: August 13, 2025

RE: **IMPORTANT DATES TO REMEMBER**

This is a reminder of the upcoming due dates:

<b>FY 2026 Final Budget Revision</b>	<b>April 30, 2026</b>
<b>FY 2027 Original Budget</b>	<b>July 1, 2026</b>
<b>FY 2026 Request to Carryover Funds</b>	<b>July 31, 2026</b>
<b>Annual Inventory Schedule</b>	<b>July 31, 2026</b>
<b>FY 2026 Final Financial Reports</b> <i>(Final FY Financial Packet includes Annual Inventory/NSIP/In-Kind)</i>	<b>July 31, 2026</b>
<b>Program Income Supplement Report</b> <i>(for the Period of October 1, 2025 – June 30, 2026)</i>	<b>July 31, 2026</b>
<b>CPA Engagement Letter w/LLA Approval</b>	<b>September 30, 2026</b>
<b>Program Income Supplement Report</b> <i>(for Period July 1, 2026 – September 30, 2026)</i>	<b>October 15, 2026</b>
<b>FY 2026 CPA Audit Report</b>	<b>December 31, 2026</b>
<b>Monthly Financial Reports</b>	<b>15th of each month</b>
<b>Quarterly Financial Reports &amp; Budget To Actual Reports</b> <i>(due no later than the 15th of the month following the close of each quarter's end - September 30th, December 31st &amp; March 31st, June 30th)</i>	<b>15th of each month</b>

**Failure to submit reports timely will result in reports from the previous month being keyed which may result in your Agency being cash managed.** Also, extensions will not be granted for submission of **Final** Monthly, Quarterly & Annual Financial Reports.

\*An Independent CPA Audit Firm must be engaged to conduct your Agency's audit within **60 days** of the close of the fiscal year. Engagement approvals are granted by the Louisiana Legislative Auditor's office. EA does not hold authority to grant extensions of time to submit CPA Audit Reports.

**Electronic copies (fax or email) are acceptable. Please Submit Original and Revised Budgets in Excel and PDF Format via email to: [GOEABUDGET@la.gov](mailto:GOEABUDGET@la.gov)**