

**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: April 21, 2025 (Revision)

RE: **IMPORTANT DATES TO REMEMBER**

This is a reminder of the upcoming due dates:

FY 2025 Final Budget Revision	April 30, 2025
FY 2026 Original Budget	July 1, 2025
FY 2025 Request to Carryover Funds	July 31, 2025
Annual Inventory Schedule	July 31, 2025
FY 2025 Final Financial Reports <i>(Final FY Financial Packet includes Annual Inventory/NSIP/In-Kind)</i>	July 31, 2025
Program Income Supplement Report <i>(for the Period of October 1, 2024 – June 30, 2025)</i>	July 31, 2025
CPA Engagement Letter w/LLA Approval*	September 30, 2025
Program Income Supplement Report <i>(for Period July 1, 2025 – September 30, 2025)</i>	October 15, 2025
FY 2025 CPA Audit Report	December 31, 2025
Monthly Financial Reports	15th of each month
Quarterly Financial Reports & Budget To Actual Reports <i>(due no later than the 15th of the month following the close of each quarter's end - September 30th, December 31st & March 31st, June 30th)</i>	15th of each month

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