

**University and DSO
Annual Reporting Requirements
2023-2024**

Due Date *	Report(s) Due **
DSO Reporting Requirements and Deadlines	
August 31, 2023	FY 22-23 Draft Financial Statements
October 13, 2023	FY 22-23 Audited Financial Statements
November 3, 2023	Quarter 1 23-24 Cash and Investment Balances / Reports
November 10, 2023	FY 22-23 Annual DSO Certification Statement
November 17, 2023	FY 22-23 Actual Results Compared to BOT-Approved Plan
November 17, 2023	Quarter 1 23-24 Financial Reports
January 25, 2024	Mid-Year Forecasts
February 9, 2024	Quarter 2 23-24 Cash and Investment Balances / Reports
February 16, 2024	Quarter 2 23-24 Financial Reports
March 29, 2024	Submit to Florida Auditor General: FY 22-23 Audited Financials and Checklist
April 19, 2024	FY 2024 Annual Financial Plans & Strategy Statements
May 1, 2024	File 2023 Annual Report - Florida Division of Corporations
May 10, 2024	Quarter 3 23-24 Cash and Investment Balances / Reports
May 15, 2024	FY 22-23 Form 990, 990-T, F-1120 - Final Filing Deadline
May 17, 2024	Quarter 3 23-24 Financial Reports
August 1, 2024	Due To/From Schedule
August 30, 2024	Quarter 4 23-24 Cash and Investment Balances / Reports
August 31, 2024	FY 23-24 Unaudited Financial Statements: <ul style="list-style-type: none"> • Balance Sheet and Income Statement (Cash Flows not yet needed) - Must be in the same format as your audited financial statements (NOT Q4 Financial Reports) • Include all Footnotes that will be included in USF's statements - Investment information and Debt information
August 31, 2024	FY 23-24 CU Forms <ul style="list-style-type: none"> • CU Forms with beginning balances should be provided to DSOs July 31
October 13, 2024	FY 23-24 Audited Financial Statements

University Reporting Requirements and Deadlines	
September 10, 2023	FY 22-23 Draft Financial Statements
November 17, 2023	Quarter 1 23-24 Financial Reports
November 30, 2023	FY 22-23 Audited Financial Statements
January 25, 2024	Mid-Year Forecasts
February 16, 2024	Quarter 2 23-24 Financial Reports
May 17, 2024	Quarter 3 23-24 Financial Reports
September 10, 2024	FY 23-24 Draft Financial Statements

**Submit all Reports to the Financial Reporting Mailbox:
dsosfinancialreporting@usf.edu**

* Due dates are tentative and subject to change.

** Additional reports may be required at the request of USF leadership, BOT, BOG