

**University and DSO  
Annual Reporting Requirements  
2024-2025**

Due Date *	Report(s) Due **
<b>DSO Reporting Requirements and Deadlines</b>	
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"> <li>• Balance Sheet and Income Statement (Cash Flows not yet needed) <ul style="list-style-type: none"> <li>- Must be in the same format as your audited financial statements (NOT Q4 Financial Reports)</li> </ul> </li> <li>• Include all Footnotes that will be included in USF's statements <ul style="list-style-type: none"> <li>- Investment information and Debt information</li> </ul> </li> </ul>
August 31, 2024	FY 23-24 CU Forms <ul style="list-style-type: none"> <li>• CU Forms with beginning balances should be provided to DSOs July 31</li> </ul>
October 13, 2024	FY 23-24 Audited Financial Statements
November 8, 2024	Quarter 1 24-25 Cash and Investment Balances / Reports
November 15, 2024	Quarter 1 24-25 Financial Reports
November 22, 2024	FY 24-25 Annual DSO Certification Statement
January 20, 2025	FY 2025 Mid-Year Forecasts
February 7, 2025	Quarter 2 24-25 Cash and Investment Balances / Reports
February 14, 2025	Quarter 2 24-25 Financial Reports
March 31, 2025	Submit to Florida Auditor General: FY 23-24 Audited Financials and Checklist
April 18, 2025	FY 2026 Annual Financial Plans & Strategy Statements
May 1, 2025	File 2025 Annual Report - Florida Division of Corporations
May 9, 2025	Quarter 3 24-25 Cash and Investment Balances / Reports
May 15, 2025	FY 23-24 Form 990, 990-T, F-1120 - Final Filing Deadline
May 15, 2025	Quarter 3 24-25 Financial Reports
August 1, 2025	Due To/From Schedule
August 29, 2025	Quarter 4 24-25 Cash and Investment Balances / Reports
August 29, 2025	FY 24-25 Unaudited Financial Statements
August 29, 2025	FY 24-25 CU Forms
October 13, 2025	FY 24-25 Audited Financial Statements
<b>University Reporting Requirements and Deadlines</b>	
September 10, 2024	FY 23-24 Draft Financial Statements
November 15, 2024	Quarter 1 24-25 Financial Reports
November 30, 2024	FY 23-24 Audited Financial Statements
January 20, 2025	FY 2025 Mid-Year Forecasts
February 14, 2025	Quarter 2 24-25 Financial Reports
May 15, 2025	Quarter 3 24-25 Financial Reports
September 10, 2025	FY 24-25 Draft Financial Statements
<b>Submit all Reports to the Financial Reporting Mailbox:</b> <a href="mailto:dsfinancialreporting@usf.edu">dsfinancialreporting@usf.edu</a>	

\* Due dates are tentative and subject to change.

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