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MEMORANDUM

DATE: July 16, 2019

TO: All State Agencies
ATTN: Accounting Managers

FROM: D. Clark Partridge 
State Comptroller

RE: Fiscal Year 2019 Closing Package Information Requirements

Once again it is time to prepare the State's Comprehensive Annual Financial Report (CAFR). We appreciate your continued cooperation as we meet the State's reporting requirements. An integral part of the CAFR is the inclusion of information relating to the Closing Packages.

The Closing Packages can be found at <https://gao.az.gov/financials/cafr/closing-package-information>. All Closing Packages, except for Fixed Assets, are interactive PDFs and the information can be entered directly into the forms. You will need to send a copy of your completed closing packages via email to CAFR@azdoa.gov.

Please be aware that the General Survey and Checklist threshold amounts established requiring submission of the Closing Package information have been increased. These increased thresholds should be reviewed to avoid submission of information no longer required.

State agencies that submit audited financial statements prepared using the accrual basis of accounting to the GAO do not need to complete any part of the closing package. A separate letter will be sent to those agencies.

Thank you for your cooperation and contributions to the preparation of the CAFR. Your efforts in the timely submission of Closing Packages are greatly appreciated.

Please email CAFR@azdoa.gov with any questions.