



Douglas A. Ducey
Governor

Craig C. Brown
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

GENERAL ACCOUNTING OFFICE
100 NORTH FIFTEENTH AVENUE • SUITE 302
PHOENIX, ARIZONA 85007
Phone: (602) 542-5601 • Fax: (602) 542-5749

MEMORANDUM

DATE: June 27, 2016
TO: All State Agencies
ATTN: Accounting Managers
FROM: D. Clark Partridge *D.C.P.*
State Comptroller
RE: Fiscal Year (FY) 2016 Fixed Asset Reporting Requirements

The General Accounting Office (GAO) requests your assistance in providing us with financial information relating to fixed assets for FY 2016. This information will be presented in the State's Comprehensive Annual Financial Report which is due annually to the Governor by December 31st. We want to thank you for your continued support of the State's financial reporting responsibilities.

In order to ensure accuracy and completeness, we are asking you to complete the following two steps for fiscal year-end fixed asset reporting (*note - fixed asset transactions for FY 2016 must be completed prior to July 18, 2016. Depreciation for June and 13th month will be run on July 19th and information available in infoAdvantage on July 20th*):

Review your agency's fixed assets for fiscal year 2016 by referring to the four (4) primary fixed asset reports (within infoAdvantage), listed below by category. Reports are considered accurate and complete if all asset categories are reported and the information is current. *These reports should display only those assets for FY 2016 and have been capitalized, i.e., those assets classified as 'non-memo'.*

Category	Report #	Report Name	Special Instructions
Total Assets	FIN-AZ-AM-N385	Fixed Assets by Type - Detail	None
Additions	FIN-AZ-AM-C049a	Fixed Asset Acquisitions by Department and Asset Type	Within prompts, enter: Acquisition Start/End Date: 7/01/2015, 6/30/2016
Disposals	FIN-AZ-AM-N50a	Fixed Asset Dispositions by Department, Fund, and Asset Type	Within prompts, enter: Disposal Start/End Date: 7/01/2015, 6/30/2016
Accumulated Depreciation	FIN-AZ-AM-357	Fixed Asset Accumulated Depreciation by Fund	Within prompts, enter: Accounting period: 13

Upon completion of this review, please refer to the Fixed Asset Closing Package for instructions on the forms that must be completed by your agency for FY 2016 reporting requirements. The Fixed Asset Closing Package (found at [Fixed Asset Closing Package link](#)) is on-line interactive. The information can be entered directly into the form and then submitted electronically by clicking on the "Submit by Email" button located on the bottom of the last page of the form. Please note that this entire closing package will be attached to the email; therefore, if there are multiple forms, only submit once.

The due date for the Fixed Asset Closing Package to be completed and submitted to the GAO is **August 26, 2016**. We appreciate your continued cooperation as we meet the State's reporting requirements. If you have any questions or need additional information concerning the Fixed Asset Closing Package, please contact Tami Schuler at (602) 542-6248 or email CAFR@azdoa.gov.