STATE OF ARIZONA
CLOSING PACKAGE

B - GENERAL SURVEY AND CHECKLIST

Overview

Purpose and Objectives

The purpose of this closing package is to reduce the time needed to complete the closing packages by helping each agency determine which of the other closing packages it must complete. Very few agencies will need to complete every package. It also tells the Division of Business and Finance (DBF) what closing packages to expect from each agency.

Agency Action Required

- **READ THIS CLOSING PACKAGE BEFORE YOU BEGIN WORK ON ANY OTHER CLOSING PACKAGE.**
- Complete the checklist and return it to the DBF **no later than the date shown in Section A.3 - Due Dates.**

Working Papers

All working papers may be subject to audit. The agency should keep copies of the completed General Survey and Checklist. In addition, the agency should keep any working papers that support answers to questions on the Checklist. Appropriate documentation and the level of detail will vary according to circumstances.

General Instructions

- Read, complete, and return the General Survey and Checklist before you begin work on any other closing package.
- Work through the questions and instructions on the Checklist one at a time, from top to bottom. Agencies must answer every question on the Checklist.
- **Answer each question on the Checklist only after you read and understand the related definitions of Key Terms in Section X - Glossary. Careful reading of these definitions is essential.**
- The person who completes and signs the Checklist should keep a copy. The DBF will contact the indicated preparer if there are any questions. Your agency will also need a copy of the completed Checklist to determine which closing packages to complete.
  - Please send questions regarding the closing package to ACFR@azdoa.gov.

STATE OF ARIZONA
CLOSING PACKAGE
B - GENERAL SURVEY AND CHECKLIST
At June 30, 2022

Agency: _____ (ID Code) _____ (Agency Name)

Prepared: _____ (Date) By: _____ (Employee Name) _____ (Title)

_____ (Phone) _____ (Email)

Approved: _____ (Date) By: _____ (Name/Title) _____ (Email)

Does your agency have any of the following:	YES	NO	INSTRUCTION
1. C - Cash, Cash Equivalents, and Investments			*See Glossary for description of item*
Did your agency have a bank account at June 30 with a balance of $1,000,000 or more or investments (short-term or long-term) of $1,000,000 or more that are not recorded in AFIS?	☐	☐	If yes, complete the Cash, Cash Equivalents, and Investments Closing Package by clicking the following link: Cash
2. D - Receivables			
Did your agency receive any money from non-state parties on loans or notes of $1,000,000 or more or did your agency have $1,000,000 or more in refunds of expenditures that are not recorded in AFIS?	☐	☐	If yes, complete the Receivables Closing Package by clicking the following link: Receivables
3. E - Inventory			
Did your agency have supplies or materials inventory on hand at June 30 estimated at $1,000,000 or more that are not recorded in AFIS?	☐	☐	If yes, complete the Inventory Closing Package by clicking the following link: Inventory
4. F - Fixed Assets			
Does your agency have fixed assets with an aggregate acquisition cost of $100,000 or more?	☐	☐	If yes, complete the Fixed Asset Closing Package by clicking the following link: Fixed Assets
5. G - Compensated Absences			
Does your agency have any Compensated Absences (accumulated annual leave, compensatory time, holiday leave, or sick leave) at June 30 of $1,000,000 or more that are not on the HRIS?	☐	☐	If yes, complete the Compensated Absences Closing Package by clicking the following link: Compensated Absences
6. H - Federal Financial Assistance			
Did your agency receive any Federal Assistance? (Either directly from the Federal Government or indirectly via another organization or state agency)?	☐	☐	If yes, complete the Federal Financial Assistance Closing Package by clicking the following links: Federal Financial Assistance Checklist; Federal Expenditure Adjustments; Add'l Federal Expenditure Reporting
7. I - Miscellaneous Revenues			
Did your agency receive Miscellaneous Revenue, Accounts Receivable, or Deferred Revenue of $1,000,000 or more that is not recorded in AFIS?	☐	☐	If yes complete the Miscellaneous Revenues Package by clicking the following link: Miscellaneous Revenue
8. J - Related Party			
Did your agency have Related Party Transactions (defined in the closing package) of $1,000,000 or more?	☐	☐	If yes complete the Related Party Package by clicking on the following link: Related Party
9. K - Pollution Remediation Obligations			
Does your agency have pollution remediation obligations of $1,000,000 or more?	☐	☐	If yes, complete the Pollution Remediation Obligations Closing Package by clicking on the following link: Pollution Remediation
10. L - Service Concession Arrangements			
Does your agency have service level arrangements (defined in the closing package) of $1,000,000 or more?	☐	☐	If yes, complete the Service Concession Closing Package by clicking on the following link: Service Concession Arrangements
11. M - Financed Purchases			
Does your agency have any financed purchase contracts where the outstanding principal balance owed by the State is at least $500,000 at June 30 and that transfers ownership of the underlying asset by the end of the contract term? Please exclude inter-agency contracts.	☐	☐	If yes, complete the Financed Purchases Closing Package by clicking on the following link: Financed Purchases
12. N - Leases			
A. Did your agency enter into any new leases (as a lessee or a lessor) of tangible assets, including office space, during the fiscal year where the lease payments owed/receivable are at least $100,000?	☐	☐	If yes to EITHER question, complete the Leases Closing Package (section A and/or B, depending on Yes answers) by clicking on the following link: Leases
B. Did your agency fill out the Collection Template for Conversion as either a lessee or a lessor?	☐	☐	

Continued on next page. Be sure to answer questions 13 - 14 on Page 3 of 3.

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At June 30, 2022

Agency: ID Code | Agency Name

Prepared: Date | By: Employee Name | Title

Phone | Email

Approved: Date | By: Name/Title | Email

Does your agency have any of the following:	YES	NO	INSTRUCTION
13. Litigations			*See Glossary for description of item*
Does your agency have any litigations of $1,000,000 or more that are not covered under Risk Management and/or the Attorney General?	☐	☐	If yes, your agency will be contacted by DBF for further information.
14. Asset Retirement Obligations			
Does your agency have any tangible assets that contain a legally enforceable liability associated with the retirement of the asset?	☐	☐	If yes, your agency will be contacted by DBF for further information. GASB 83