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MEMORANDUM

DATE: July 3, 2017
TO: All State Agencies
ATTN: Accounting Managers
FROM: D. Clark Partridge 
State Comptroller
RE: Fiscal Year 2017 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.

Important changes this fiscal year include the addition of Capital Leases to the Closing Packages. Further, the Fixed Asset Closing Package will require information to be prepared for the agency as a whole and not by AFIS fund. Other updates were done to the Closing Packages, so please ensure that the most recent updated versions are submitted.

In completion of the Fixed Asset Closing Package, review your agency’s fixed assets for fiscal year 2017 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 which 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	None
Additions	FIN-AZ-AM-C049a	Fixed Asset Acquisitions by Department and Asset Type	Within prompts, enter: Acq. Start/End Date: 7/01/2016, 6/30/2017
Disposals	FIN-AZ-AM-C050	Fixed Asset Dispositions by Department, Fund, and Asset Type	Within prompts, enter: Disp. & Rec. Dates Start/End Date: 7/01/2016, 6/30/2017
Accumulated Depreciation	FIN-AZ-AM-N357	Fixed Asset Accumulated Depreciation by Fund	Within prompts, enter: Accounting period: 13

The Closing Packages (found at <https://gao.az.gov/financials/cafr/closing-package-information>) are on-line interactive and 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. Note that the entire closing package will be attached to the email; therefore, if there are multiple forms, only submit once.

Reminder, all agencies must complete and submit the General Survey and Checklist (Form 60) by July 17, 2017 (see the Closing Packages Due Dates section). State agencies that submit audited financial statements to the GAO do not need to complete any part of the closing package. A separate letter will be sent to those agencies.

Again, thank you for your cooperation and contributions to the preparation of the CAFR; your efforts are greatly appreciated. Please email CAFR@azdoa.gov with any questions.