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MEMORANDUM

TO: All State Agencies
ATTN: Accounting Managers

FROM: D. Clark Partridge
State Comptroller

DATE: July 1, 2011

SUBJECT: Fiscal Year-End 2011 Fixed Asset Reporting Requirements

The General Accounting Office (GAO) requests your assistance in providing us with financial information relating to fixed assets for FY 2010-2011. This information will be presented in the State's Comprehensive Annual Financial Report (CAFR) 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.

Depending on whether or not your agency added or disposed of fixed assets during FY11, a maximum of four (4) fixed asset reports from the information recorded on the AFIS Fixed Asset System will be available in Control-D. They are (1) DAFR8370, **Total Fixed Assets** by Fund, General Ledger Account, Object/COBJ and Property Number; (2) DAFR 9940, Fixed Asset **"True" Additions** by Fund, General Ledger Account, Object/COBJ and Property Number; (3) DAFR 9930, Fixed Asset **Disposals** by Fund, General Ledger Account, Object/COBJ and Property Number, and; (4) DAFR 9350, Fixed Asset **Accumulated Depreciation** by Fund & C/I Indicator. These reports display only those assets which have been capitalized, i.e., those assets with a 'C/I indicator' set to **C.** Your agency should be able to view the year-end reports in Control D on August 1, 2011. The year-end reports will contain "Adjustment" in the Report Period field of the report header.

Your Agency should review these fixed asset reports for accuracy and completeness. Reports are considered accurate and complete if all asset categories are reported and the information is current. 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 FY11 reporting requirements.

The Fixed Asset Closing Package (found at http://www.gao.az.gov/publications/close/clpkgfile/F-Fixed_Assets.pdf) is 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. 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 19, 2011. 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 Gary Kern at (602) 542-5625 or Michael Kallaur at (602) 542-5462.

DCP: gmk