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MEMORANDUM

DATE: July 16, 2018

TO: All State Agencies
ATTN: Accounting Managers

FROM: D. Clark Partridge 
State Comptroller

RE: Fiscal Year 2018 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.

An important change has been made this year regarding the Fixed Asset Closing Package. Agencies are still directed to the GAO website, Closing Package section for Fixed Assets. There is now a "Fixed Assets Guide" that explains how you should gather and report your agency's fixed asset activity for the fiscal year. We hope that you find this new process more streamlined and easier to use. Please do not use prior year Fixed Asset Closing Package forms.

The Closing Packages can be found at <https://gao.az.gov/financials/cafr/closing-package-information>. All Closing Packages, except for Fixed Assets, 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. However, if your agency has converted to Gmail, the "Submit by Email" feature will not function and you will need to send a copy of your completed closing packages via email to CAFR@azdoa.gov.

Reminder, all agencies must complete and submit the General Survey and Checklist (Form 60) by July 16, 2018 (see the Closing Packages Due Dates section). 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.

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.