

Office of Statewide Reporting and Accounting Policy
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

June 4, 2024

OSRAP Memorandum #24-14

TO: Fiscal Officers
Non-LaGov agencies and component units

FROM: Brian Fleming, CPA
Director, Office of Statewide Reporting and Accounting Policy

SUBJECT: Non-LaGov agencies and component units' timely AFR submissions

The State of Louisiana's financial statements are required by statute to be issued by December 31. This requires that the Office of Statewide Reporting and Accounting Policy compile the State's financial statements with sufficient time for the Legislative Auditor to audit and provide opinions on those financial statements by December 31.

In order for us to meet this deadline, it is important that we receive your entity's annual fiscal report (AFR) by **August 31, 2024**¹.

As the current fiscal year end close approaches, please be aware that extensions for AFR submissions beyond the due date for your entity will be limited to only unforeseen circumstances outside of management's control. Any request for an extension must include an explanation of the unforeseen circumstance that has occurred.

The preparation and timely submission of the AFR to this office is the responsibility of management. The AFR templates for fiscal year 2024 will be available in the portal no later than June 30, 2024. If your entity contracts with an accounting firm to compile the AFR or your contracted auditor assists with AFR preparation, please forward this letter to them so they can plan accordingly.

If you have any questions, please contact me at brian.fleming@la.gov or Katherine Porche at katherine.porche@la.gov.

¹ August 31 deadline not applicable to university systems and pension systems.