



State of Louisiana

Division of Administration

Office of Statewide Reporting and Accounting Policy

August 7, 2013

OSRAP MEMORANDUM 14-04

TO: Fiscal Officers
State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Preparing the Fiscal Year Ended June 30, 2013 Schedule 8s

The Schedule 8 Package has been changed for FY13. Schedule 8-2 is now required to be completed and returned to OSRAP as part of the agency package. The reconciliation form has an explanation of the reason for this change.

The Schedule 8 instructions, forms, examples, contact worksheets and information necessary to complete the Schedules are contained in one Excel workbook: FY 13 Schedule 8s for State Agencies.xls. The files must be downloaded and printed from our website www.doa.la.gov/osrap/index.htm (click on Schedule 8 Instructions and select the file) to aid you in preparing the Schedules.

Many of the requirements and guidelines in the SEFA instructions are taken from the *2013 OMB Circular A-133 Compliance Supplement*, which may be accessed at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2013.

The deadline to submit the Schedule 8s to OSRAP is August 30, 2013. Send one printed copy of all the individual Schedules, the Recap, and the Contact Information to OSRAP, ATTN: Heidi Israel, Post Office Box 94095, Baton Rouge, LA 70804-9095. **Also, agencies must email an electronic copy of the same information** to Heidi Israel at Heidi.Israel@la.gov. Please **do not submit** your Schedule 8 package as part of your AFR package. They should be treated as two separate packages although they may be mailed together.

If your agency had no disbursements or other charges funded by federal financial assistance or made no issues of nonmonetary federal assistance during the fiscal year ended June 30, 2013, you are still required to return the schedules with a statement that you incurred no federal financial assistance expenditures or issues during the fiscal year.

If you have any questions or need additional information, please contact Heidi Israel via email or at (225) 342-1089. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/INDEX.HTM>

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