



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

June 18, 2013

OSRAP MEMORANDUM 13-38

TO: All ISIS State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Instructions for Preparation of the Annual Fiscal Report (AFR)

Enclosed are the instructions and forms necessary for the completion of your reporting entity's Annual Fiscal Report (AFR) for the period ending June 30, 2013. OSRAP will prepare all of the depreciation schedules for movable property and buildings.

As in prior fiscal years, you will obtain the "lead" schedules for Schedules 1, 3, and 4 from BUNDL. There were no changes made to these forms. In an effort to aid agencies, applicable information in ISIS has been accumulated and the schedules produced. The lead schedules are to be returned with your completed AFR packet. DO NOT RETYPE THE LEAD SCHEDULES. Add the changes in the adjustment column on all schedules and adjust accordingly. The information needed for Notes J (annual and compensatory leave) and R (payroll accrual) will be provided to you from OSRAP. You may contact your assigned analyst after July 25th to obtain this information. Please provide GASB 34 accruals on Schedule 14.

Schedules 1, 3, and 4 will be on BUNDL after the 8/15/13 close. The ISIS report numbers are 4G31, 4G32, and 4G33, respectively. **Any changes that are needed on these schedules should be made on the original. Also, any payments for delivery dates on or before 6/30 paid with Current Year Appropriations (4G03), which appears on the Schedule 1, will be in BUNDL. To verify column 2 on Schedule 1, the 2011 4G03 Report will be in BUNDL in archives.**

OSRAP is not able at this time to prepare the Schedule 8 (Schedule of Expenditures of Federal Awards) package (instructions and forms) for fiscal year 2013. Many of the requirements and guidelines for the package are taken from the annual *OMB Circular A-133 Compliance Supplement*. OMB is currently making significant revisions to the Circular, which is delaying publication of the FY13 version. However, we do not expect the information requested from you to change significantly; we expect the order of the information to change. The FY12 package can be found on the OSRAP website for you to use to begin compilation and input of the data. **We will notify you when the FY13 package is updated and placed on our website**

so that you can transfer the information to the FY13 forms as easily as possible. If you have any questions, please contact Heidi Israel via email (Heidi.Israel@la.gov) or at (225)342-1089.

The appendices are no longer attached to the AFR packets. They are on OSRAP's website along with the other AFR packets at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>.

Four new Governmental Accounting Standards Board (GASB) statements are being implemented this year. GASB Statement 60, *Accounting and Financial Reporting for Service Concession Arrangements*, addresses issues related to service concession arrangements (SCAs), which are a type of public-private or public-public partnership. See OSRAP Memo 13-24 (www.doa.louisiana.gov/OSRAP/library/memos/13/OSRAP1324.pdf) for more information relating to GASB Statement 60. (Hold down the "ctrl" key when clicking the link.)

GASB Statement 61, *The Financial Reporting Entity: Omnibus, an amendment of GASB Statements 14 and 34*, modifies certain requirements for inclusion of component units in a government's financial statements. In addition, GASB Statement 61 amends the requirement in GASB Statement 14 for determining and reporting major component units; clarifies the reporting of equity interests in legally separate organizations; and expands note disclosures explaining the rationale for the classification of each component unit. See OSRAP Memo 13-25 (www.doa.louisiana.gov/OSRAP/library/memos/13/OSRAP1325.pdf) for more information relating to GASB Statement 61.

GASB Statement 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* codifies certain accounting and financial reporting guidance included in the Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principle Board Opinions, and Accounting Research Bulletins of the American Institute of Certified Public Accountants' Committee on Accounting Procedures that were issued on or before November 30, 1989 and do not conflict with current GASB pronouncements. This Statement brings into GASB's authoritative literature applicable accounting and financial reporting guidance previously residing only in the FASB and AICPA pronouncements. It eliminates the need for financial statement preparers and auditors to determine which FASB and AICPA pronouncement provisions apply to state and local governments. The implementation of GASB Statement 62 will have little impact on the AFRs. See OSRAP Memo 13-26 for more information relating to GASB Statement 62 (<http://www.doa.louisiana.gov/OSRAP/library/memos/13/OSRAP1326.pdf>).

GASB Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, standardizes the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position. This Statement changes the name and presentation of the statement of net assets. See OSRAP Memo 13-32 for more information relating to GASB Statement 63 (<http://www.doa.louisiana.gov/OSRAP/library/memos/13/OSRAP1332.pdf>).

As in the past, agencies should consider materiality before making adjustments to ISIS-generated schedules. Remember your agency reports are intended “to present fairly, in all *material* respects, the financial operations” of your agency. In this regard, the following table will be the basis of determining materiality and will assist you in your decision to adjust the system reports or submit them unchanged. If your aggregate adjustments are \$100,000 or more, we ask that you adjust the lead schedules regardless of the conclusions drawn from the materiality table. Additionally, in deciding whether adjustments should be made, you should use the aggregate amount of all adjustments. For example, if you have \$300,000 in expenditures with five adjustments totaling \$15,000 or more, you should record the adjustment. Each adjustment does not stand on its own. Materiality under the sliding scale method may be determined by multiplying the appropriate factor below by total revenues or expenditures. Using the table, apply the corresponding factor, interpolating as necessary between two factors.

<u>Revenues/Expenditures</u>	<u>Factor</u>
\$ 300,000	.050
1,000,000	.017
5,000,000	.015
10,000,000	.012
50,000,000	.008

Materiality factors are designed as an aid in completing the AFR. To ensure that the materiality table shown above is not impacting the state’s CAFR adversely, keep a record of all the differences you discover and do not include these on your financial reports. *This list of differences must be forwarded with the AFR packet to both the Office of Legislative Auditor and this office.*

The forms and instructions are designed to meet the general needs of most reporting units; however, this should not preclude adaptations (after approval from this office) for units having unique reporting situations.

You are not required to submit copies of system reports with your AFR (except Schedules 1, 3, and 4). The reports that you need not submit include the appropriation reports, agency trial balances, and copies of any ad hoc reports.

Any changes from last year in the instructions, AFR, and notes appear in **bold lettering**. The completed packet should include the following:

1. Schedule 1 (General Operating Appropriation Funds, Schedule of Revenues and Expenditures - Budgetary Comparison, Current Year Appropriation –Budget - Legal Basis)
2. Schedule 3 (Schedule of Appropriated Revenue by Type - General Operating Appropriation Funds)
3. Schedule 3-1 (Schedule of Adjustments Due to Cash Basis Programs)
4. Schedule 4 (Schedule of Non-Appropriated Major State Revenue and Income Not Available)

5. Schedule 6 (Non- Appropriated Other Funds- Schedule of Revenues, Expenditures and Changes in Fund Balance)
6. Schedule 6-1 (Escrow Fund Schedule of Revenues, Expenditures, and Changes in Balances)
7. Schedule 8 (Schedule of Federal Financial Assistance) – **will be notified when updated and available on our website**
8. Schedule 10 (Schedule of Per Diem Paid Board/Commission Members)
9. Schedule 11 (Schedule of Consultant Fees for Feasibility Studies and Other Special Reports, by Fund)
10. Schedule 13 (Schedule of Interagency Receipts)
11. Schedule 14 (GASB 34 Revenue Accruals)
12. Schedule 14A (GASB 34 Expenditure Accruals)
13. Schedule 15 (Comparison Figures)
14. Schedule 16 (Cooperative Endeavors)
15. Notes – **Do not** change the note sequence. If a note does not pertain to your entity, put N/A by the note letter, and maintain the note lettering in the packet.

If you have any questions concerning the Schedule 8 forms, contact Heidi Israel at Heidi.Israel@la.gov or Devery Pierce at Devery.Pierce@la.gov. You may also call OSRAP's Help Desk at 225-342-1097 and indicate that the call is in reference to the Schedule 8 forms.

The deadline to submit the AFR packet is August 30, 2013. This packet is on OSRAP's website at www.doa.la.gov/osrap/index.htm (click on AFR packets and select "ISIS"). **An appendix to the AFR packets, which provides more detail on certain notes, may be found as a separate packet on OSRAP's website along with the AFR packets at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>.** Please return **two** completed hard copies to OSRAP, Post Office Box 94095, Baton Rouge, LA 70804-9095. **Do not staple the reports; use a binder clip.**

A copy of the AFR should be electronically forwarded to the Louisiana Legislative Auditor (LLA) along with the affidavit to LLAFileroom@lla.la.gov. Please send the AFR as a single document in multi-page Tagged Image File Format (TIFF). If you cannot view or send .tif files, please work with your IT staff to download one of the many free TIFF viewers from the internet. All currently supported Microsoft operating systems allow .tif viewing natively, and it is the most common open standard for this purpose. For those who need to image a document as a .tif, the software for your scanner(s), as well as a variety of copiers, should allow this function. If the scanner or copier is not configured to create a .tif, your IT staff (or appropriate designee) should be able to assist. For the most part, Microsoft operating systems will support .tif viewing and imaging. You may also send a single document in multi-page Portable Document Format (PDF) if you have the software/hardware capability. Please do not send zipped files or multiple single-page documents. If you have any questions, need further information, or are unable to forward the AFR electronically to the LLA please contact Donna Melancon-Bourgeois at 225-339-3822 or dmelancon@lla.la.gov.

OSRAP Memo 13-38

June 18, 2013

Page 5

If you have any questions concerning the above, contact the OSRAP analyst assigned to your agency per the list on the next page.

AA:ps

Enclosures

AGENCY ASSIGNMENTS

<u>DEPARTMENT</u>	<u>ANALYST</u>	<u>PHONE #</u>
Office of the Governor: 01-100 through 01-259 01-107	Kim Dwin Tonia Jackson	219-4445 342-8090
Veterans Affairs	Kim Dwin	219-4445
Judiciary	Tonia Jackson	342-8090
Elected Officials: 04-139, 141, 158, 160, 165 04-146 04-147, 148, and 928	Deborah Zundel Sean Langlois Pam Stephens	342-0710 342-5509 342-0712
Economic Development	Pam Stephens	342-0712
Culture, Recreation, and Tourism	Sean Langlois	342-5509
Department of Transportation	Katherine Porche	219-4442
Corrections 08-400 through 08-416,450,451	Rhonda Coston	342-1093
Public Safety 08-418 through 08-425,966	Rhonda Coston	342-1093
DHH 09-303/305/306/307/320/326	Kim Dwin	219-4445
DHH – 09-330 through 351	Kim Dwin	219-4445
DCFS	Kim Dwin	219-4445
Natural Resources	Katherine Porche	219-4442
Revenue and Taxation	Pam Stephens	342-0712
Environmental Quality	Sue Seab	342-1096
Workforce Commission	Katherine Porche	219-4442
Wildlife	Deborah Zundel	342-0710
Civil Service	Sean Langlois	342-5509
Education	Sean Langlois	342-5509
Special Acts	Tonia Jackson	342-8090
Other Requirements	Sean Langlois	342-5509

TABLE OF CONTENTS FOR THE AFR PACKET

<u>Instructions</u>	<u>Page</u>
Sequential Steps in Preparation of Annual Fiscal Report for all Agencies	1
Completing Schedule 3	2
Completing Schedule 3-1	3
Completing Schedule 4	4
Completing Schedule 1	5
Completing Schedule 6	7
Completing Schedule 6-1	8
Completing Schedule 13	10
Completing Schedule 14 and 14A	11
Note Instructions	13
 <u>Schedules and Notes</u>	
Schedules 1 through 16	not numbered
Affidavits	not numbered
Table of Contents for Notes	15
Notes	16-55
 <u>Other</u>	
Completing Schedule 8	sent separately

SECTION: Instructions for Preparation of Annual Fiscal Report

Page 1

UNIT TYPE: All ISIS State Agencies

PROCEDURES: Sequential Steps in the Preparation of the Annual Fiscal Report

1. Prepare Schedule 3 (Schedule of Appropriated Revenue by Type - General Operating Appropriation Funds) Note: ISIS agencies should adjust system-generated reports if material differences are found.
2. Prepare Schedule 3-1 (Schedule of Adjustment Due to Cash Basis Programs) for agencies with cash basis programs only.
3. Prepare Schedule 4 (Schedule of Non-Appropriated Major State Revenue and Income Not Available) Note: ISIS agencies should adjust system-generated reports if material differences are found.
4. Prepare Schedule 1 (General Operating Appropriation Funds, Schedule of Revenues and Expenditures - Budgetary Comparison, Current Year Appropriation - Budget - Legal Basis) Note: ISIS agencies should adjust system-generated reports if material differences are found.
5. Prepare Schedule 6 (Schedule of Revenues, Expenditures and Changes in Fund Balance - Non-Appropriated Other Funds)
6. Prepare Schedule 6-1 (Schedule of Revenues, Expenditures, and Changes in Balance - Escrow Fund)
7. Prepare Schedules 10 (Schedule of Per Diem Paid Board (Commission Members), and 11 (Schedule of Consultant Fees for Feasibility Studies), if applicable.
8. Prepare Schedule 13 (Schedule of Interagency Receipts)
9. Prepare Schedule 14 (GASB 34 Revenue Accruals)
10. Prepare Schedule 14A (GASB 34 Expenditure Accruals)
11. Prepare Schedule 15 (Comparison Figures)
12. Prepare Schedule 16 (Cooperative Endeavors)
13. Prepare Schedule 8 (Schedule of Federal Financial Assistance)
14. Prepare Note presentations

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Schedule 3

Page 2

Schedule 3 is a presentation of Revenue activity for the agency appropriation (general & auxiliary) activities. It is generally intended to reflect ISIS activities and is normally a presentation of financial data on a legal budgetary basis. Non-revenue items (i.e. T100, T110, T120, T130, T150, T170, T180, T190, T195, T200, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385) are not shown on this schedule. Agencies on central cash management will receive a "lead" Schedule 3. The information on the schedule, as mentioned in the cover letter, is derived from data in ISIS. **DO NOT RETYPE THIS LEAD SCHEDULE.** Should you have adjustments, make pencil corrections on the lead schedule in Column VII and return it to this office with your packet. Remember adjustments less than those established using the materiality factors shown in the cover letter should not be made. The following is the method used in preparing the lead schedules:

1. In Column I enter the three digit ISIS Means of Financing Appropriation Number associated with the detail appropriated fund source.
2. In Column II enter the four digit ISIS revenue source code for revenue collections in that appropriated fund source.
3. In Column III enter by ISIS revenue source code the total cash receipts received and classified through June 30, 2013, from the June 30, 2013, Organization Responsibility Reports (2G00) or Appropriation Report (2G15). Do not include non-revenue items listed above.
4. Under Column IV enter by ISIS revenue source code the total cash receipts on deposit with the State Treasury but not classified as of June 30, 2013 (assumes classification subsequent to June 30, 2013). Refer to ISIS report 5G25 Prior Year Classification of Deposits on File as of 6/30/13 Report to obtain listing of unclassified receipts and to your July/August monthly transaction listings to determine subsequent classification type.
5. Column V is the total of Columns III and IV.
6. In Column VI enter by ISIS revenue source code the accounts receivable, which were collected and classified between 7/1/13 and 8/14/13, for the reported fiscal year within those appropriated sources, and were not included in either Column III or IV.
7. In Column VII agencies on central cash management would record material modified accrual adjustments to ISIS information. For example, cash received at 6/30 and classified in the 45 days must be footnoted so accounts receivable can be adjusted.
8. Column VIII "Total Revenue" is the total of Columns V, VI and VII. If classifications have been accomplished in accordance with established time frames, this amount should agree with the August 15, 2013 Organization Responsibility Report (2G00) or Appropriation Report (2G15) for fiscal year 2012-2013, except for adjustments in Column VII.

NOTE: The Total Revenue figure may include revenue in excess of budget. Direct General Fund Appropriation and Interim Emergency Board activity are not included on this schedule.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Schedule 3-1

Page 3

Section A is a method of adjusting 2012-2013 ISIS Means of Financing for departments (e.g. DHH) that have cash basis programs (such as Title 18 and/or 19). This schedule provides a means of reflecting revenue accrual data (both 2011-2012 and 2012-2013) using budgetary basis revenue data for those units having cash basis programs. If your agency has Federal cash basis grants, please accrue the revenue that you are to receive to cover the expenditures that have been incurred, if the grant was written with that specification. Units without these programs are not required to complete Schedule 3-1.

1. Column I - Enter the three digit ISIS Means of Financing Appropriation Number associated with each fund.
2. Column II - Enter the total revenue from Column VIII of Schedule 3 by means of financing.
3. Column III - Enter the accrual amounts established in 2011-2012 by means of financing, from the Schedule 3-1, column IV in your fiscal year 2012 AFR.
4. Column IV - Enter the 2013 cash basis program accruals by means of financing, i.e., revenues earned prior to June 30, 2013, but which will be deposited in the 2013-14 fiscal year during the period July 1, 2013 through June 30, 2014.
5. Column V-Equals Column II minus III plus IV.

Section B is a means of adjusting 2012-13 ISIS expenditures for departments that have cash basis programs. If your agency is required to complete this part of 3-1, call your designated analyst at the Office of Statewide Reporting and Accounting Policy for further instructions.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Schedule 4

Page 4

Schedule 4 is a presentation of non-appropriated (INA, major state and other non-appropriated) revenue activity occurring within the agency unit that is not available to finance operations. Although Schedule 4 is a presentation of financial data on a legal budgetary basis, it is normally equivalent to a modified accrual basis. Like Schedule 3, agencies on central cash management will receive a "lead" Schedule 4. DO NOT RETYPE THIS LEAD SCHEDULE. If you have adjustments, make pencil corrections on the lead schedule in Column VIII and return it to this office with your packet. The following is the method used in preparing the "lead" schedule:

1. In Column I enter the three-digit ISIS Appropriation Number and title associated with the Non-Appropriated Fund Source. (Income not available will not have a separate agency appropriation number. All Agencies will use XB2.)
2. In Column II enter the four-digit ISIS revenue organization number for the revenue source being reported.
3. In Column III enter the four-digit ISIS revenue source code.
4. In Column IV for each ISIS revenue source code enter total cash receipts classified through June 30, 2013 from the related ISIS Organization Responsibility Report (2G00). Do not include non-revenue accounts (i.e. T100, T110, T120, T130, T150, T170, T180, T190, T195, T200, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385, if applicable).
5. In Column V enter, by ISIS revenue source code, the total cash receipts on deposit with the State Treasurer but not classified as of June 30, 2013 which were classified subsequent to June 30, 2013 and prior to August 15, 2013. Refer to 5G25 Prior Year Classification of Deposits on File as of 6/30/13 to obtain listing of unclassified receipts and to your monthly transaction listing to determine subsequent classification.
6. Column VI is the total of Column IV and V.
7. In Column VII, enter by ISIS revenue source code, the accounts receivables, which were collected and classified between 7/1/13 and 8/14/13 for the reported fiscal year and were not included in either Column IV or V.
8. In Column VIII agencies on central cash management would record material modified accrual adjustments (see definition on preceding pages) to ISIS information (e.g. cash received at 6/30 and classified in the 45 days must be footnoted so accounts receivable can be adjusted).
9. Column IX "Total Revenue" is the total of Columns VI, VII, and VIII. If classifications have been accomplished in accordance with established time frames, this amount should agree with the August 15, 2013 Organization Responsibility Report (2G00) (or you can use the ISIS screens) for fiscal year 2012-13, except for any adjustments in Column VIII.

Schedule 1 is intended to represent total general operating activities (both means of financing and expenditure activities authorized in the general and auxiliary appropriations acts) on a legal budgetary basis.

Schedule 1 is a “lead” schedule produced through ISIS. It will be made available to those agencies with expenditures and/or revenues on ISIS. DO NOT RETYPE THIS LEAD SCHEDULE. No adjustments should be made unless the adjustments are greater than those established using the factors discussed in the cover letter. Should you have adjustments, make pencil corrections on the lead schedule in Column IV and return it to this office with your packet. Adjustments to this schedule may include additions to the accrual columns. If you received goods and/or services on or before June 30, 2013 and liquidated these invoices from your fiscal year 2014 appropriations, this amount will not be reflected on your “lead” schedule. Material amounts of such payments may be reflected as an adjustment in Column IV. Material additions to accounts receivable would also be reflected as an agency adjustment in Section A of Column IV.

The following is the method used in preparing the “lead” schedule:

1. In Column I indicate:
 - A. Revenues - Total actual year-to-date receipts by Means of Financing (exception GF and IEB indicate total warrants drawn) from June 30, 2013, Appropriation Report. This should equal Column V of Schedule 3 plus any non-revenue activity such as T100, T110, T120, T130, T150, T170, T180, T190, T195, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385, if applicable. NOTE: T200 should not be included on Schedule 1. NOTE: Increases will be due to unclassified cash and will equal the total of the revenue accounts shown on Run 5G25, *PY Classification of Deposits*.
 - B. Expenditures - Total actual year-to-date cash disbursements by programs at June 30, 2013, Appropriation Report by Agency (2G15). NON-ISIS agencies may obtain information from agency financial records.

NOTE: For ISIS agencies, Column I expenditures are adjusted by system accounts payable, debit memos, and returns of appropriation.

2. In Column II indicate:
 - A. Revenues - no information need be reported on these lines unless receipts classified to 2012-13 were recognized in error as revenue in the 2011-12 statement. (Note: This does not include Title 18 and 19 or ineligible patient fees for DHH.)
 - B. Expenditures - indicate those payments for goods and services received or rendered on or before June 30, 2012 and liquidated with fiscal year 2012-13 appropriation. ISIS Report 4G03 lists those documents you submitted with a June 30, 2012, or earlier delivery date and liquidated as a fiscal year 2012-13 payment. No adjustments should be made for inaccuracies unless the error is greater than those established using the sliding scale materiality factors discussed in the cover letter.

3. In Column III indicate:
 - A. Revenues - Total receivables on a legal budgetary basis by Means of Financing.
 - (1) General Fund and IEB receivables should equal the actual prior year warrants drawn and/or reversed between July 1 and August 14, 2013.
 - (2) Means of Financing receivables (lines 4 through 10) should equal Column VI on Schedule 3 plus any actual or accrued transfer activity (i.e. T110, T100, T130, T120, and T180) received or disbursed between 07/01/13 and 08/14/13. (Exception: for DHH agencies DO NOT include Title 18/19 accruals on Schedule 1.)
 - B. Expenditures – Total accrued liabilities by program may be derived by calculating all expenditures (account type 22) that were recorded during the thirteenth period. This would include system vouchers payable, debit memos, or returns of appropriations. Column III should represent total unliquidated bona fide obligations for goods and services received or rendered on or before 6/30/13. NOTE: ISIS Agencies: Should your June 30, 2013 Agency Trial Balance (2G01) reflect a balance for 6335, Vouchers Payable, you may obtain the breakdown by program from run 1G07B Unscheduled Payment Turnaround Report, and 1G26B EFT Unscheduled Turnaround Report at 6/30/13. Should you have credit memos, increase the appropriate program in Column I and decrease the respective amounts in Column III for the amount of the credit memo. Should you have payables, decrease the appropriate program in Column I and increase the respective amounts in Column III. The ISIS report will show accounts payable without a sign. Debit memos will have a negative (-) sign beside the number.
4. In Column IV agencies on ISIS would record accrual adjustments to system information. Remember, you should include all payables that were not liquidated in the 45-day close period with the prior year appropriations; however you should not include future scheduled lease payments that are shown in Note M. Maintain a detailed list of these payables to back up the amount shown on Schedule 1. **DO NOT INCLUDE GASB 34 REVENUE AND EXPENDITURE ACCRUALS.**
5. In Column V indicate the total of Column I, minus Column II, plus Column III, and plus or minus Column IV.
6. In Column VI indicate the revised appropriation amount, which should agree to the Appropriation Report by Agency as of August 15, 2013, or the latest approved BA-7.
7. Column VII "Variance" is the net result of Column VI minus Column V. NOTE: If Column VI is greater than Column V, the variance would be unfavorable for appropriated revenue and favorable for appropriated expenditures. If Column VI is less than Column V, the opposite would be the case.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE All ISIS State Agencies
PROCEDURES: Schedule 6

Page 7

Schedule 6 is necessary only if the unit has non-appropriated operational activities (i.e. Chapel funds, Inmate Welfare funds, etc). **These funds are not held in the State Escrow Fund, but held by the individual institution for the residents or members.** Due to the possible diversity of activity type, a free format is provided. Be sure that the "Fund Balance, at beginning of year" equals the "Fund Balance, at end of year" on the prior year's report. Any adjustments to the beginning balance should be placed on the adjustment line.

Schedule 6-1 is used to account for the **Escrow Fund**, which is on the full accrual basis. This fund will present receivables and payables that occurred during the 45-day close plus those amounts attributed to prior year activity and not classified to the system. The “Balance at the beginning of year” should be the amount of the prior year ending balance. This amount is on the full accrual basis and may be different from your system amount for the Prior Year Carryover (T190). If there is a difference, please make a notation. A credit to revenue is an addition/receivable and a debit to revenue is a deduction/payable. If your agency uses an expenditure organization, then expenditures are shown as a deduction/payable.

The Escrow Fund is used to collect assets that are held for others. Those assets held that belong to another state fund or state entity should be removed from the Escrow Fund and not reported in Schedule 6-1 for Escrow. “Removed” means do not show it at all in Escrow on the Schedule 6-1; otherwise including it will overstate your additions and deletions in Escrow because these amounts will also be reported in the other state fund or state entity. One example is taxes paid in protest. These taxes are accounted for in the Escrow Fund, but a portion of the taxes ends up in the General Fund. That portion that ends up in the General Fund will not be included and reported in the Escrow Fund on Schedule 6-1.

GASB provides for this requirement in GASB Statement 34, paragraph 111 as follows: Sometimes an agency fund is used as a *clearing account* to distribute financial resources to other funds of the government, as well as other entities. When this occurs, the portion of the clearing account balance that pertains to the other funds of the state should not be reported in agency funds. Rather, it should be reported as assets in the appropriate funds. The following are some organizations that we know are GASB Statement 34, paragraph 111 organizations that are removed and not reported in Schedule 6-1.

Agency #	Agency Name	Org #	Org Name	Ultimate Fund Recorded In
100	Executive Office	ER01	Annie E Casey Foundation Esc	General Fund
100	Executive Office	ER02	The Wallace Foundation Esc	General Fund
100	Executive Office	ER03	MacArthur Foundation Esc	General Fund
100	Executive Office	EE01	Annie E Casey Foundation Esc	General Fund
100	Executive Office	EE02	Wallace Foundation	General Fund
100	Executive Office	EE03	MacArthur Foundation Esc	General Fund
100	Executive Office	ER07	MacArthur Escrow 0994944	General Fund
100	Executive Office	EE07	MacArthur Escrow 0994944	General Fund
107	Division of Administration	ERF1	Permanent Supportive Housing	General Fund
107	Division of Administration	ERF2	Case Mgmt - DHAP Esc	General Fund
107	Division of Administration	EEF1	Perm Supportive Housing - Exp	General Fund
107	Division of Administration	EEF2	Case Mgmt – Exp	General Fund
147	STO	7100	Unclaimed Property Reserve	General Fund
147	STO	7122	External Audit Collections	General Fund
148	State Treasurer	R125	Petro - Gas Unclassified	Transp Trust/Timed
148	State Treasurer	R133	Petro - Motor Fuels Unclassified	Transp Trust/Timed
148	State Treasurer	R155	Petro - Sp Fuels Unclassified	Transp Trust/Timed
148	State Treasurer	R160	Petro - Sp Fuels IFTA Unclassified	Transp Trust/Timed
324	LERN Board	E101	LERN Board Esc Rev	General Fund
324	LERN Board	5001	LERN Board Esc Disb	General Fund
326	Office of Public Health	5323	LERN Board Esc Disbursements	General Fund
326	Office of Public Health	E323	LERN Board Esc	General Fund
419	Office of State Police	4014	Sp Collections – Dr	General Fund
419	Office of State Police	4018	Sp Collections – Cr	General Fund
419	Office of State Police	FEMA	FEMA - Reimb Due to SERF	General Fund

SECTION: Instructions for Preparation of Annual Fiscal Report
 UNIT TYPE All ISIS State Agencies
 PROCEDURES: Schedule 6-1

419	Office of State Police	EFEM	Settlements Due to SERF	General Fund
420	Office of Mtr Vehicles	4040	Handling Fee – Esc	General Fund
420	Office of Mtr Vehicles	4041	Handling Fees Settlement	General Fund
420	Office of Mtr Vehicles	4055	MV Collections - Cr	General Fund
420	Office of Mtr Vehicles	4060	MV Collections - Dr	General Fund
422	State Fire Marshall	3075	Fire Marshall - Suspense Esc	General Fund
422	State Fire Marshall	3110	Fire Marshall Collections – DR	General Fund
422	State Fire Marshall	3112	Fire Marshall Collections – CR	General Fund
422	State Fire Marshall	ESAM	FM Esc Amusements	General Fund
432	DNR	1224	Escrow - One Call Program Rev	General Fund
432	DNR	2224	Escrow - One Call Program Exp	General Fund
435	DNR	1528	Coastal Permit Fees/Esc	General Fund
562	Ethics Administration	ESCR	Ethics Adm – Esc	General Fund
562	Ethics Administration	ESCE	Ethics Adm – Esc	General Fund
661	Office of Stu Fin Asst	ER01	Esc - Lumina Found Rev	General Fund
661	Office of Stu Fin Asst	ER02	Esc - Lumina Found Int	General Fund
661	Office of Stu Fin Asst	EE01	Lumina Fnd – Exp	General Fund
661	Office of Stu Fin Asst	ER03	TB Fund Raiser Rev Org	General Fund
850	DEQ	1900	Environmental Refund Acct	Env Trust/Haz Wst Site Clean Up
850	DEQ	1905	Esc - Marine Shale	Env Trust/Haz Wst Site Clean Up
850	DEQ	2900	Environmental Refund Expense	Env Trust/Haz Wst Site Clean Up
850	DEQ	2905	Esc - Marine Shale Expense	Env Trust/Haz Wst Site Clean Up

The amounts for Schedule 6-1 can be obtained by adding together organizations that are **not** GASB Statement 34, paragraph 111 organizations from the 2G00, Organization Responsibility Report.

Please provide the GASB Statement 34, paragraph 111 amounts that have been excluded by organization on the Schedule 6-1 and indicate the fund in which the amounts will be ultimately reported.

Note: As all SAP agencies have the payroll clearing subfund, K98, it will no longer be necessary, or possible, for agencies to complete a 6-1 for payroll clearing accounts.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Schedule 13

Page 10

Schedule 13 is a recapitulation of the total Interagency Receipts (IAT) reported on Schedule 3, as of August 14, 2013.

1. In Column I, list the ISIS Agency Number, if applicable, where the revenue came from. (**Not your agency number. If you do not know the agency number, leave blank.**)
2. In Column II, list the name of the agency, college, internal service fund, etc. that provided the revenue.
3. In Column III, enter the amount received from each source at June 30, 2013.
4. In Column IV, enter the amount of unclassified cash for each source at June 30, 2013.
5. In Column V, enter the amount of accounts receivable for each source received during the 45 day close.
6. In Column VI, enter the total revenue received from each source and this should equal the sum of columns III, IV, and V.

*****Schedule 13 totals must equal Schedule 3, Line C, Columns III, IV, VI, and VIII totals.*****

DO NOT INCLUDE ANY GASB 34 ACCRUALS OR AGENCY ADJUSTMENTS MADE ON SCHEDULE 3 FOR IAT.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Schedule 14 and 14A

Page 11

Schedule 14 is for GASB 34 revenue accruals by funding source, organization number, and object. Revenues under the modified accrual basis are recognized when they become measurable and available and are consequently reflected on Schedules 1, 3, 3-1, and 4, for example. Under GASB 34, revenues that have become measurable, regardless of availability, should also be reflected. Record the gross revenues your agency has earned on Schedule 14, which are not reflected on any of the aforementioned schedules. Then list the allowance for uncollectibles by funding sources.

List your agency's American Recovery and Reinvestment Act revenue by organization and ARRA expenditures by program on Schedules 14 and 14A.

Using Schedules 3 and 4 please complete the following:

Insert the organization numbers and object code that pertains to the revenue that will have a GASB 34 accrual.

Column A – From Schedule 3 use column V and from Schedule 4 use column VI. This will be the total revenue at 6/30. **Separate the amounts for Federal funds and Federal ARRA for each column on this schedule.**

Column B – Enter your agency adjustment for the revenue.

Column C – Total of columns A plus B.

Column D – From Schedule 3 use column VI and from Schedule 4 use column VII. This will be the total accounts receivable at 8/14.

Column E – Enter your agency adjustment for the accounts receivable.

Column F – Total of columns D plus E.

Column G – Total of columns C plus F. These totals represent column VIII on Schedule 3 and column IX on Schedule 4.

Column H – Full accrual gross adjustments to the revenue/receivable from the prior year. These amounts are on the 2011-12 Schedule 14, column K.

Column I – Full accrual allowance amounts from the prior year. These amounts are on the 2011-12 Schedule 14, column L. This should be a negative amount.

Column J – Total of columns H and I.

Column K – Full accrual gross adjustments to the revenue/receivable for the current year. These amounts are from your agency and must include revenues earned by June 30, 2013 and not recorded in ISIS as well as those recorded in fiscal year 2014 that should have been fiscal year 2013 revenues.

Column L – Full accrual allowance amounts for the current year must be your estimated uncollectibles from the receivables not yet collected. These amounts are from your agency. This should be a negative amount.

Column M – Total of columns K and L.

Column N – Total of full accrual revenue at 6/30. Subtract column J from C.

Column O – Total of full accrual receivable at 8/14. Add columns F and M.

Column P – Total of columns N plus O.

In the last column, list, by source, the amounts included but not expected to be collected in one year.

Schedule 14A is for GASB 34 expenditure accruals by program.

Using Schedule 1, Section B, please complete the following:

Column A – Schedule 1, column I should be used. This will be the total expenditures at 6/30.

Column B – Enter your adjustments from Schedule 1, columns II and any agency adjustment for the expenditures.

Column C – Total of columns A plus B.

Column D – Use column III of Schedule I. This will be the total accounts payable at 8/14.

Column E – Enter your agency adjustment for the accounts payable.

Column F – Total of columns D plus E.

Column G – Total of columns C plus F.

Column H – Full Accrual gross adjustments to the 2011-12 expenditures/payables from the prior year, if applicable. These amounts may be included in your 2011-12 Schedule 14A.

Column I – Full accrual gross adjustments to the expenditures/payables for the current year. These amounts are from your agency.

Column J – Total of full accrual expenditures at 6/30. Subtract column H from C.

Column K – Total of full accrual payables at 8/14. Add columns F and I.

Column L – Total of columns J plus K.

The last section is the ARRA expenditures by program. Please indicate the amounts from the above Schedule 1. For further information on ARRA, please contact your ARRA liaison for instructions.

Note B - This amount must agree with the amounts shown by the State Treasurer. List where these monies are being held – i.e. cash in bank, cash on hand, receivable, or payable.

Note C - Deposits and Investments - The purpose of this note is to disclose the related risk associated with deposits and investments held for the state by financial institutions. Additional information for this note can be found on OSRAP's website (see Appendices Packet, Appendix A, at <http://www.doa.louisiana.gov/OSRAP/afpackets.htm>).

1. Deposits with Financial Institutions – We only require disclosure of cash not in the State Treasury. Cash and cash equivalents include only those amounts on deposit in financial institutions and do not include cash on hand or petty cash maintained at your agency.

The total of Cash, Certificates of Deposit, and Other should be your reconciled bank balances at June 30th. The amounts reported in the bank balances section should be the ending balance(s) on your June 30th bank statement(s).

2. Investments - Those investments meeting GASB Statement 31 reporting requirements must be reported at fair value.

If you are reporting investments held outside the State Treasury, you must provide the additional disclosures as requested in Section 3 through 6 of this Note.

Note E – Indicate the inventory at June 30, 2013.

Note F - Total amount of seed(s) must equal the records of the State Treasurer. This should agree with revenue source T220 on the 2G01 report.

Note G - Deferred Revenues will be mainly from Department of Health and Hospitals, Department of Children and Family Services, Department of Education, and Governor's Office of Homeland Security and Emergency Preparedness. This represents the Federal revenue that was received during the fiscal year and not earned.

Note J - Leave balances, both annual and compensatory, **will be sent to you from OSRAP**. LRS 17:425 provides for payment for up to 25 days of unused leave for all employees under the supervision of the Board of Elementary and Secondary Education, or other boards of control of publicly supported educational institutions.

Note M – Sections 1 and 2 of this note apply only to those arrangements in which the agency is the lessee. Revenue leases, those leases where the agency is the lessor, are to be reported on this note in Sections 3 and 4. Do not include intra-agency leases. Intra-agency leases are leases between agencies in the primary government. For instance, if the Dept. of Children and Family Services (DCFS) leases space from Wildlife and Fisheries (WLF), then DCFS should not report this as an operating lease nor should WLF report this as a lessor lease. However, if DCFS leases office space from a component unit (e.g. LSU, Capital Human Services District, etc.), then DCSFS should report this as an operating lease and LSU or the component unit would report it as a lessor lease.

SECTION: Instructions for Preparation of Annual Fiscal Report
UNIT TYPE: All ISIS State Agencies
PROCEDURES: Notes (Continued)

Page 14

Note Q - In-kind contributions are often the result of a non-monetary match for a grant. An example would be the loan of office space by a local government to satisfy a match requirement on a federal grant.

Note R - The totals for this note can be found on the HR Report ZF75, SI Payroll Posting Report, which **will be provided by OSRAP to the agencies**. (Column I must agree with Note R from FY 2012.) Remember to list all payroll accruals by program. Regardless of payroll accrual amounts, all sections of this note must be completed.

Note T- You must include any significant activities that occurred after June 30, 2012 that impact your agency and are not already reflected in the financial reports. This will include activities that may impact any subsequent fiscal year's operations and may include impairment of assets, bond sales, settlement of litigation, etc.

Note Z – Since the AFR no longer has a Statement A, include the amount of the agency's prepaid expenses.

Note AA - The totals for this note can be found on the HR Report ZF65, Retirement Incentive Pay Report, which **will be provided by OSRAP to the State Uniform Payroll agencies**.

STATE OF LOUISIANA
Annual Fiscal Reports
Fiscal Year Ended June 30, 2012

(Agency Name and Mailing Address)

Send to:
Division of Administration
Office of Statewide Reporting
and Accounting Policy
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

Send to:
Legislative Auditor
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397
LLAFileroom@lla.la.gov

Physical Address:
1201 North Third Street
Claiborne Building, 6th Floor, Suite 6-130
Baton Rouge, Louisiana 70802

Physical Address:
1600 North Third Street
Baton Rouge, Louisiana 70802

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____
(Name) _____ (Title) of _____ (Agency) who
duly sworn, deposes and says, that the financial reports herewith given present fairly financial
information of _____ (agency) at June 30, 20__
and the results of operations for the year then ended in accordance with policies and practices
established by the Division of Administration or in accordance with Generally Accepted Accounting
Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed
before me, this _____ day of _____, ____.

Signature of Agency Official

NOTARY PUBLIC

Prepared by: _____

Title: _____

Telephone No.: _____

Date: _____

Email: _____

STATE OF LOUISIANA
Annual Fiscal Reports
Fiscal Year Ended June 30, 2012

(Agency Name and Mailing Address)

Send to:
Division of Administration
Office of Statewide Reporting
and Accounting Policy
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

Send to:
Legislative Auditor
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397
LLAFileroom@lla.la.gov

Physical Address:
1201 North Third Street
Claiborne Building, 6th Floor, Suite 6-130
Baton Rouge, Louisiana 70802

Physical Address:
1600 North Third Street
Baton Rouge, Louisiana 70802

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____ (Name)
_____(Title) of _____(Agency) who
duly sworn, deposes and says, that the financial reports herewith given present fairly financial
information of _____ (agency) at June 30, 20__
and the results of operations for the year then ended in accordance with policies and practices
established by the Division of Administration or in accordance with Generally Accepted Accounting
Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed
before me, this _____ day of _____, _____.

Signature of Agency Official

NOTARY PUBLIC

Prepared by: _____

Title: _____

Telephone No.: _____

Date: _____

Email: _____

 (Agency Name)
 STATE OF LOUISIANA
 GENERAL OPERATING APPROPRIATION FUNDS
 SCHEDULE OF REVENUES AND EXPENDITURES - BUDGETARY COMPARISON
 CURRENT YEAR APPROPRIATION (BUDGET - LEGAL BASIS)
 FOR THE YEAR ENDED JUNE 30, 2013

Schedule No. _____
 ISIS Agency No. _____

PROGRAMMATIC BUDGETING

GENERAL APPROPRIATION

	Cash Basis	Adjustment	Accrual	Agency Accrual Adj.	Total	Revised Budget	Favorable (Unfavorable)
	I	II	III	IV	V	VI	VII
A REVENUES							
1 Appropriated by Legislature:							
2 State General Fund	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3 Interim Emergency Board	_____	_____	_____	_____	_____	_____	_____
4 Federal Funds	_____	_____	_____	_____	_____	_____	_____
5 State General Fund by fees and self generated revenues	_____	_____	_____	_____	_____	_____	_____
6 State General Fund by interagency receipts	_____	_____	_____	_____	_____	_____	_____
7 Auxiliary funds	_____	_____	_____	_____	_____	_____	_____
8 Other appropriated fund sources:							
9 _____ fund	_____	_____	_____	_____	_____	_____	_____
10 _____ fund	_____	_____	_____	_____	_____	_____	_____
11 Total appropriated revenue	_____	_____	_____	_____	_____	_____	_____
B EXPENDITURES (List Programs)							
Appropriated expenditures:							
12 Program 1	_____	_____	_____	_____	_____	_____	_____
13 Program 2	_____	_____	_____	_____	_____	_____	_____
14 Program 3	_____	_____	_____	_____	_____	_____	_____
15 Program 4	_____	_____	_____	_____	_____	_____	_____
16 Program 5	_____	_____	_____	_____	_____	_____	_____
18 Total appropriated expenditures	_____	_____	_____	_____	_____	_____	_____
19 Excess (deficiency) of appropriated revenues over appropriated expenditures	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Agency Name)
 STATE OF LOUISIANA
 SCHEDULE OF APPROPRIATED REVENUE BY TYPE
 GENERAL OPERATING APPROPRIATION FUNDS
 FOR YEAR ENDED JUNE 30, 2013

Schedule No. _____
 ISIS Agency No. _____

Appropriated Revenue Fund	ISIS Appr Number I	Revenue Source Code II	Classified Cash Receipts Through June 30, 20__ III	Unclassified Cash Receipts at June 30, 20__ IV	Total Cash Deposit with Treasury (III + IV) V	Accounts Receivable at June 30, 20__ VI	Agency Adjustment to Modified Accrual Only VII	Total Revenue VIII
Federal funds								
A-1 _____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
A-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
A-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
A Subtotal - Federal funds			_____	_____	_____	_____	_____	_____
State General Fund by fees and self generated revenues								
B-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
B-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
B-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
B Subtotal - General Fund by fees and self generated			_____	_____	_____	_____	_____	_____
State General Fund by interagency receipts								
C-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
C-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
C Subtotal - General Fund by interagency receipts			_____	_____	_____	_____	_____	_____
Auxiliary funds								
D-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
D-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
D-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
D Subtotal - Auxiliary funds			_____	_____	_____	_____	_____	_____
Other funds								
E-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
E-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
E-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
E Subtotal - Other funds			_____	_____	_____	_____	_____	_____
F Total appropriated revenue			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Agencies with cash basis programs only)

(Agency Name)
 STATE OF LOUISIANA
 SCHEDULE OF ADJUSTMENTS DUE TO CASH BASIS PROGRAMS
 JUNE 30, 2013

Schedule No. _____
 ISIS Agency No. _____

	ISIS Appropriation Number I	Total Revenue (Column VIII from Schedule 3) II	Cash Basis Program Accrual From 2011-2012 AFR III	Cash Basis Program Accrual For 2012-2013 IV	Adjusted Revenue For 2012-2013 V
A. Appropriated Revenues/Fund Source and Type					
1. Federal Funds	_____	\$ _____	\$ _____	\$ _____	\$ _____
2. State funds by fees and self-generated revenue	_____	_____	_____	_____	_____
3. State General Funds by interagency receipts	_____	_____	_____	_____	_____
4. State funds by auxiliary	_____	_____	_____	_____	_____
5. State funds by other	_____	_____	_____	_____	_____
6. Total		\$ _____	\$ _____	\$ _____	\$ _____
B. Appropriated expenditure					
	ISIS Appropriation Number	Total Expenditure Schedule I	Cash Basis Program Accrual From 2011-2012 AFR	Cash Basis Program Accrual for 2012-2013	Adjusted Expenditure For 2012-2013
7. Program 1	_____	\$ _____	\$ _____	\$ _____	\$ _____
8. Program 2	_____	_____	_____	_____	_____
9. Program 3	_____	_____	_____	_____	_____
10. Program 4	_____	_____	_____	_____	_____
11. Program 5	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17. Total Expenditures		\$ _____	\$ _____	\$ _____	\$ _____

(Agency Name)
 STATE OF LOUISIANA
 SCHEDULE OF NON APPROPRIATED (MAJOR STATE REVENUE & INCOME NOT AVAILABLE)
 FOR THE YEAR ENDED JUNE 30, 2013

Schedule No. _____
 ISIS Agency No. _____

ISIS Appropriation Number and Title I	Revenue Organization Number II	Revenue Source Code III	Classified Cash Receipts through June 30, 20__ IV	Unclassified Cash Receipts at June 30, 20__ V	Total Cash on Deposit with Treasury (IV + V) VI	Accounts Receivable at June 30, 20__ VII	Agency Adjustment to Modified Accrual Only VIII	Total Revenue IX
Income not available:								
A-1	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
A-2	_____	_____	_____	_____	_____	_____	_____	_____
A-3	_____	_____	_____	_____	_____	_____	_____	_____
A-4	_____	_____	_____	_____	_____	_____	_____	_____
A	Subtotal Income not available		_____	_____	_____	_____	_____	_____
Major State Revenue:								
B-1	_____	_____	_____	_____	_____	_____	_____	_____
B-2	_____	_____	_____	_____	_____	_____	_____	_____
B-3	_____	_____	_____	_____	_____	_____	_____	_____
B-4	_____	_____	_____	_____	_____	_____	_____	_____
B-5	_____	_____	_____	_____	_____	_____	_____	_____
B-6	_____	_____	_____	_____	_____	_____	_____	_____
B-7	_____	_____	_____	_____	_____	_____	_____	_____
B-8	_____	_____	_____	_____	_____	_____	_____	_____
B-9	_____	_____	_____	_____	_____	_____	_____	_____
B	Subtotal Major State Revenue		_____	_____	_____	_____	_____	_____
Other Non-Appropriated:								
C-1	_____	_____	_____	_____	_____	_____	_____	_____
C-2	_____	_____	_____	_____	_____	_____	_____	_____
C-3	_____	_____	_____	_____	_____	_____	_____	_____
C	Subtotal Other Non-Appropriated		_____	_____	_____	_____	_____	_____
D	Total Non Appropriated Fund Sources		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

STATE OF LOUISIANA
 _____ (agency)
 ESCROW FUND
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN BALANCES
 FOR THE YEAR ENDED JUNE 30, 2013

List the ISIS organizations associated with the escrow activity below:

_____, _____, _____, _____

Balance at beginning of year (FY 2012 8/14) \$ _____

Revenues (additions July 1, 2012 through June 30, 2013)

Expenditures (deductions July 1, 2012 through June 30, 2013)

Balance as of June 30, 2013 _____

Accruals

Receivables:

Amount classified in 2013 (July 1, 2013 through August 14, 2013) _____

*Amount classified in 2014 (July 1, 2013 through August 14, 2013) _____

**Amount not classified as of August 14, 2013 (GASB 34 full accrual) _____

Payables:

Amount paid in 2013 (July 1, 2013 through August 14, 2013) _____

*Amount paid in 2014 (July 1, 2013 through August 14, 2013) _____

**Amount not paid as of August 14, 2013 (GASB 34 full accrual) _____

GAAP Balance at end of year \$ _____

***Amount of Balance included as cash in Note C \$ _____

*Should be accruals for prior year activity but reflected in the 2014 fiscal year.

**Should be accruals for prior year activity not yet reflected in the financial system.

***The amount of the GAAP balance at year end that is cash and/or investments should be included in Note C (p.18-29).

Disclose GASB 34 Paragraph 111 amounts by organization not included in this schedule, and the ultimate fund in which they are recorded (see instructions):

<u>Agency</u>	<u>Organization</u>	<u>Amount</u>	<u>Ultimate Fund Recorded In</u>
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
	Total	\$ _____	

Prepared By _____
 Telephone _____ Email _____

GASB 34 EXPENDITURE ACCRUALS FOR THE YEAR ENDED JUNE 30, 2013

(rounded in dollars)

Schedule Number _____

ISIS Agency Number _____

	A	B	C (A + B)	D	E	F (D + E)	G (C+F)	H	I	J (C-H)	K (F+I)	L (J+K)
	MODIFIED ACCRUAL						FULL ACCRUAL ADJ.		FULL ACCRUAL			
	Expenditures @ 6/30			Accounts Payable			Prior Year Gross Adj. to Exp./AP	Current Year Gross Adj. to Exp./AP	Expenditures @ 6/30	Accounts Payable	Total	
	Per ISIS	Agency Adj.	Per Agency	Per ISIS	Agency Adj.	Per Agency	Total					
Schedule 1 Programs:												
	\$	\$	\$ -	\$	\$	\$ -	\$ -	\$	\$	\$ -	\$ -	\$ -
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
Total s	\$	\$	\$ -	\$	\$	\$ -	\$ -	\$	\$	\$ -	\$ -	\$ -
ARRA by Programs:												
	\$	\$	\$ -	\$	\$	\$ -	\$ -	\$	\$	\$ -	\$ -	\$ -
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
			-			-	-			-	-	-
Total s	\$	\$	\$ -	\$	\$	\$ -	\$ -	\$	\$	\$ -	\$ -	\$ -

STATE OF LOUISIANA

_____ (Agency)

COMPARISON FIGURES

- 1) To assist OSRAP in determining the reason for the change in financial position for the state, please complete the schedule below. If the change in revenues or expenditures is more than **\$5 million** from the previous year's figure, explain the reason for the change. (Add additional sheets as necessary for the explanation section.)

	<u>2013</u>	<u>2012</u>	<u>Difference</u>	<u>Percentage Change</u>
Revenues (a)	\$ _____	\$ _____	\$ _____	\$ _____
Expenditures (b)	_____	_____	_____	_____
Explanation for change:	_____			

(a) Revenues must equal the following:

- Total revenue on Schedule 3 or Schedule 3-1, if prepared
- + Full current year accrual revenues on Schedule 14
- Full prior year accrual revenues on Schedule 14
- + 2013 Payroll Federal revenue accrual from Note R
- 2012 Payroll Federal revenue accrual from Note R

(b) Expenditures must agree with total expenditures on Schedule 1 or Schedule 3-1, if prepared, **plus** 2013 payroll accrual, **less** 2012 payroll accrual

- 2) To assist OSRAP in determining the reason for the changes in the budget, please complete the schedules below. If the change is more than **\$5 million**, explain the reason for the difference. (Add additional sheets as necessary for the explanation section.)

	<u>2013 Original Budget (c)</u>	<u>2013 Final Budget (d)</u>	<u>Difference</u>	<u>Percentage Change</u>
Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Expenditures	_____	_____	_____	_____
Explanation of change:	_____			

	<u>2013 Final Budget (d)</u>	<u>2013 Actual (e)</u>	<u>Difference</u>	<u>Percentage Change</u>
Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Expenditures	_____	_____	_____	_____
Explanation of change:	_____			

- (c) The original budget amount should equal the budget amount appropriated by the Legislature (Act 13 of the 2012 Reg. Session).
 (d) The final budget amount should equal the original budgeted amount plus or minus all of the BA7's (revisions) and it can be found on Schedule 1, column 6.
 (e) Actual revenues and expenditures can be found on Schedule 1, column 5.

NOTES TO THE FINANCIAL STATEMENT

TABLE OF CONTENTS

<u>Notes</u>	<u>Note Name</u>	<u>Page No.</u>
A	Summary of Significant Accounting Policies	16
B	Imprest Funds	17
C	Deposits with Financial Institutions and Investments*	18
D	Capital Lease Assets	30
E	Inventory of Materials and Supplies	30
F	Seeds	30
G	Deferred Revenue	30
H	Operating and Capital Grants for GASB 34 Presentation	31
I	Judgments, Claims, and Similar Contingencies	31
J	Leave	32
K	Other Postemployment Benefits Plan (OPEB)	33
L	Encumbrances	34
M	Lease and Rental Commitments	34
N	Related Party Transactions	40
O	On-Behalf Payments for Fringe Benefits and Salaries	40
P	Pass-Through Grants	41
Q	In-Kind Contributions	41
R	Payroll and Related Benefits Accrual	42
S	Government-Mandated Nonexchange Transactions (Grants)	44
T	Subsequent Events	44
U	Infrastructure	44
V	Land and Land Improvements	45
W	Impairment of Capital Assets and Insurance Recoveries*	45
X	Intangible Assets including Capitalized Software	47
Y	Revenues – Pledged or Sold*	48
Z	Prepaid Expenses and Advances	50
AA	Employee Termination Benefits	50
BB	Pollution Remediation Obligations	51

*The Appendices Packet is located on OSRAP's website at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

INTRODUCTION

The _____ is an agency of the State of Louisiana reporting entity and was created in accordance with Title _____, Chapter _____ of the Louisiana Revised Statutes of 1950 as a part of the _____ branch of government. The _____ is charged with _____ within the State of Louisiana.

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The _____ prepares its financial reports in accordance with the procedures established by the Division of Administration. The financial activities of the _____ are accounted for on a fund basis whereby a set of separate, self-balancing accounts are maintained to account for appropriated or authorized activities. The information presented herein, is reported under the modified accrual basis of accounting as prescribed by GAAP for fund level reporting.

The general fixed assets and long-term obligations of the agency are not recognized in the accompanying financial reports presented at fund level. All capital assets of the primary government are, however, reported at the government-wide level of reporting, as required by GAAP.

Annually the State of Louisiana issues a comprehensive annual financial report, which includes the activity contained in the accompanying financial reports. The comprehensive annual financial report is audited by the Louisiana Legislative Auditor.

1. FUND ACCOUNTING

General Operating Appropriations - The General Operations Fund is used to account for all general and auxiliary fund appropriated operating expenditures and minor capital acquisitions. All appropriated general and auxiliary operations revenue is accounted for in this fund.

Non-Appropriated Funds (describe each Non-Appropriated Fund)

Major State Revenues and Income Not Available - The agency collects major state revenues that are remitted to the State Treasury for deposit to statutorily dedicated funds. In addition, the agency collects funds specifically identified by the Division of Administration - Budget Office as Income Not Available that are remitted to the State Treasury. These amounts are not available to the agency for expenditure and are detailed on Schedule 4.

Payroll Clearing Fund - The Payroll Clearing Fund is used to account for payroll deductions and accrued benefits.

STATE OF LOUISIANA

_____ (Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

The non-appropriated funds relating to Major State Revenues, Income Not Available and Payroll Clearing are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

For purposes of this report presentation, collections in excess of Appropriated Means of Financing are shown on Schedule 3.

2. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial reports. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the _____ are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration - Office of Statewide Reporting and Accounting Policy as follows:

Revenues - State General Fund and Interim Emergency Board appropriations are recognized as the net amount warranted during the fiscal year including the 45-day close period. Fees and self-generated revenues, interagency transfers, federal funds, intrafund revenues, non-appropriated revenues, and other financing sources (with the exception of agency funds) are recognized in the amounts earned, to the extent that they are both measurable and available. (Describe other basis of revenue recognition, which differs from this.)

Expenditures - Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that obligations of employees' vested annual and sick leave are recorded as expenditures when paid. (List any other exceptions.)

B. IMPREST FUNDS

The agency maintains a permanent Travel and Petty Cash Imprest Fund in the amount of \$_____ as authorized by the Commissioner of Administration and advanced by the State Treasurer's Office (STO) in accordance with Title 39. The funds are permanently established and periodically replenished from agency operating funds when expenditure vouchers are presented. At June 30, 20____, the petty cash consists of:

- *Cash in Bank Accounts \$_____
- Petty Cash on Hand \$_____
- Other Receivables \$_____

***Amounts included as cash in bank accounts above should also be included within the deposit section of Note C as deposits in bank per bank accounts.**

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS (If all agency cash and investments are deposited in the State Treasury disregard note C. See Appendices Packet, Appendix A, at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>, for more information related to Note C)

1. DEPOSITS WITH FINANCIAL INSTITUTIONS

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the _____ (agency) may deposit funds with a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the agency may invest in time certificates of deposit in any bank domiciled or having a branch office in the State of Louisiana, savings accounts or shares of savings and loan associations and savings banks, and in share accounts and share certificate accounts of federally or state chartered credit unions.

Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities should be held in a custodial bank in the name of the agency under the account of the pledging fiscal agent bank in a holding or custodial bank. The State Treasurer's Office or agency receives safekeeping receipts or an acknowledgement of the pledge of securities from the custodial bank.

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose deposits that are insured with no custodial credit risk. GASB Statement 40 requires only the separate disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either: 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

The deposits at June 30, 2013, consisted of the following:

	<u>Cash</u>	Nonnegotiable <u>Certificates of Deposit</u>	<u>Other (Describe)</u>	<u>Total</u>
Balance per agency books	\$ _____	\$ _____	\$ _____ \$ _____	\$ _____
Deposits in bank accounts per bank	\$ _____	\$ _____	_____	\$ _____
Bank balances of deposits exposed to custodial credit risk:				
a. Deposits not insured and uncollateralized	\$ _____	\$ _____	\$ _____	\$ _____
b. Deposits not insured and collateralized with securities held by the pledging institution	_____	_____	_____	_____
c. Deposits not insured and collateralized with securities held by the pledging institution's trust department or agent <u>but not in the entity's name</u>	_____	_____	_____	_____

NOTE: The "Deposits in bank accounts per bank" will not necessarily equal the "Balance per agency books".

The following is a breakdown by banking institution, program, and amount of "Deposits in bank accounts per bank" balances as shown above:

<u>Banking institution</u>	<u>Fund Type</u> <small>(i.e. imprest, inmate, HUD)</small>	<u>Amount</u>
1. _____	_____	\$ _____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Total		\$ _____

2. INVESTMENTS

The agency does (does not) maintain investment accounts as authorized by _____ (note legal provisions authorizing investment by the agency).

A. Custodial Credit Risk

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured, not registered in the name of the entity, and are held by either a counterparty or held by a counterparty's trust department or agent but not in the entity's name. Repurchase Agreements are not subject to credit risk if the securities underlying the repurchase agreement are exempt from credit risk disclosure.

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end, including the rating agency used (Moody’s, S & P, etc.). All debt investments regardless of type can be aggregated by credit quality rating (if any are unrated, disclose that amount).

Rating Agency	Rating	Fair Value
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		\$ _____

B. Interest Rate Risk

1) Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years for each debt investment type. (NOTE: Total debt investments reported in this table should equal total debt investment reported in Section A – Credit Risk of Debt Investments, unless you have an external investment pool as discussed in OSRAP Memo 11-22.)

Type of Debt Investment	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1-5	6-10	Greater Than 10
U.S. Government obligations	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
U.S. Agency obligations	_____	_____	_____	_____	_____
Mortgage backed securities	_____	_____	_____	_____	_____
Collateralized mortgage obligations	_____	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____	_____
Other bonds	_____	_____	_____	_____	_____
Mutual bond funds	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total debt investments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2) List the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms of the investment (e.g. coupon multipliers, reset dates, etc.). See Appendices Packet, Appendix A, at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm> for examples of debt investments that are highly sensitive to changes in interest rates.

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

<u>Debt Investment</u>	<u>Fair Value</u>	<u>Terms</u>
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
Total	\$ <u>_____</u>	

C. Concentration of Credit Risk

List, by amount and issuer, investments in any one issuer that represents 5% or more of total external investments (not including U.S. government securities, mutual funds, and investment pools).

<u>Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
Total	\$ <u>_____</u>	

D. Foreign Currency Risk

Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies). List by currency denomination and investment type, if applicable.

<u>Foreign Currency</u>	<u>Fair Value in U.S. Dollars</u>	
	<u>Bonds</u>	<u>Stocks</u>
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
Total	\$ <u>_____</u>	\$ <u>_____</u>

4. DERIVATIVES (GASB 53)

A. Summary of Derivative Instruments

Complete the following table, "Summary of Derivative Instruments" for all derivative instruments held by the entity at June 30, 2013. If no derivative instruments were held by the entity at June 30, please state "None".

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

Summary of Derivative Instruments

Type	Notional	Changes in Fair Value		Fair Value at June 30	
		Classification	Amount	Classification	Amount *
<u>Investment Derivative Instruments:</u>			\$		\$
<u>Fair Value Hedges:</u>			\$		\$
<u>Cash Flow Hedges:</u>			\$		\$

*If fair value is based on other than quoted market prices, the methods and significant assumptions used to estimate those fair market values should be disclosed.

B. Investment Derivative Instruments

Investment derivative instruments include derivative instruments that are not effective or are no longer effective and cannot be classified as hedging derivative instruments. Separately list each investment derivative instrument included in the table above and discuss the exposure to risk from these investments for the following risks:

1. Credit Risk of Investment Derivative Instruments

2. Interest Rate Risk of Investment Derivative Instruments

	Investment Maturities (in years)					
	Notional	Fair Value	Less than 1 yr	1 - 5 Years	6-10 Years	More Than 10 Yrs.
<u>Investment Derivative Instruments:</u>						

Disclose the reference rate for each investment derivative instrument along with any embedded option. _____

3. Foreign Currency Risk of Investment Derivative Instruments

Foreign Currency	Fair Value in U.S. Dollars	
	Bonds	Stocks
	\$	\$
Total	\$ -	\$ -

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

4. Reclassification from Hedging Derivative Instrument to Investment Derivative Instrument

Item Reclassified	Notional Amount	Ineffective @	Fair Value @ 6/30/13	Ineffective @	Fair Value @ 6/30/12	Change in Fair Value @ 6/30/13
		6/30/13 (Y/N)		6/30/12 (Y/N)		
						-
						-
						-

C. Hedging Derivative Instruments

Complete the following table for all hedging derivative instruments held by the entity at June 30, 2013.

Terms and Objectives of Hedging Derivative Instruments

Type	Notional	Objective	Effective Date	Maturity Date	Terms *	Counterparty Credit Rating

*Terms include reference rates, embedded options, and the amount of cash paid or received, if any, when a forward contract or swap (including swaptions) was entered into.

Interest rates and various swap indices change over time. Use the schedule below to summarize payments on the swap and interest payments to bondholders for applicable hedging derivative instruments.

Hedging Derivative Instrument	Counterparty Swap Payment			Interest Payments to Bondholders	Total Payments
	To	From	Net		

List each hedging derivative separately, and discuss the exposure to risk from these hedges for the following risks:

1. Credit Risk of Hedging Derivative Instruments

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

2. Interest Rate Risk of Hedging Derivative Instruments

Investment Maturities (in years)

	Notional	Fair Value	Less than 1 Year	1 - 5 Years	6-10 Years	Greater than 10 Years
<u>Hedging Derivative Instruments:</u>						

3. Basis Risk of Hedging Derivative Instruments

4. Termination Risk of Hedging Derivative Instruments

5. Rollover Risk of Hedging Derivative Instruments

6. Market-Access Risk of Hedging Derivative Instruments

7. Foreign Currency Risk of Hedging Derivative Instruments

<u>Foreign Currency</u>	<u>Fair Value in U.S. Dollars</u>	
	<u>Bonds</u>	<u>Stocks</u>
	\$	\$
Total	\$	\$
	-	-

If any hedged items are a debt obligation, then its net cash flows are required to be disclosed in accordance with GASB Statement No. 38, paragraphs 10 – 11. This information, if applicable, should be provided below, and will be included in Note 8 of the CAFR.

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

Using the following chart, provide the principal and interest requirements to maturity for those hedged items that are a debt obligation. If your fiscal year ends other than June 30, change the date within the table. If the number of years for your debt to terminate exceeds the years listed, add those years to the table (in 5 year increments).

Debt and Lease Obligations for Hedged Debt (per GASB Statement 38, paragraph 10)

Fiscal Year Ending June 30	Principal	Interest	Hedging Derivative Instruments, Net	Total
2014	\$	\$	\$	-
2015				-
2016				-
2017				-
2018				-
2019-2023				-
2024-2028				-
2029-2033				-
2034-2038				-
2039-2043				-
Total \$	\$ -	\$ -	\$ -	-

NOTE: The hedging derivative column reflects only net receipts/payments on derivative instruments that qualify for hedge accounting.

List any terms by which the interest rates change for variable-rate debt.

Using the following chart, provide the future minimum lease payments for those hedged items that are obligations under capital and noncancelable operating leases (per GASB 38, paragraph 11). If your fiscal year ends other than June 30, change the date within the table. If the number of years for your lease extends beyond the years listed, add those years to the table (in 5 year increments).

Fiscal Year Ending June 30	Minimum Future Lease Payment
2014	\$
2015	
2016	
2017	
2018	
2019-2023	
2024-2028	
2029-2033	
2034-2038	
2039-2043	
Total \$	-

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

If effectiveness is determined by another quantitative method not identified in GASB Statement No. 53, provide the identity and characteristics of the method used, the range of critical terms the method tolerates, and the actual critical terms of the hedge.

D. Contingent Features

Disclose any contingent features that are included in derivative instruments held at the end of the reporting period. The required disclosures include (1) the existence and nature of contingent features and the circumstances in which the features could be triggered, (2) the aggregate fair value of derivative instruments that contain those features, (3) the aggregate fair value of assets that would be required to be posted as collateral or transferred in accordance with the provisions related to the triggering of the contingent liabilities, and (4) the amount, if any, that has been posted as collateral by the government as of the end of the reporting period.

E. Hybrid Instruments

If your entity has any hybrid instruments, disclosure of the companion instrument should be consistent with disclosures required of similar transactions. List any hybrid instruments below and provide information regarding any hybrid instruments and a reference to where the required disclosures can be found. If the required disclosures are not presented elsewhere, provide those disclosures below. If your entity does not have any hybrid instruments, state "None".

F. Synthetic Guaranteed Investment Contracts (SGICs)

If your entity has a fully benefit-responsive SGIC, then a description of the nature of the SGIC and the SGIC's fair value (including separate disclosure of the fair value of the wrap contract and the fair value of the corresponding underlying investments) should be disclosed as of the end of the reporting period. Provide those required disclosures below. If your entity does not have any, state "None".

5. POLICIES

Briefly describe the deposit and/or investment policies related to the custodial credit risk, concentration of credit risk, and foreign currency risk disclosed in this note. If no policy exists

STATE OF LOUISIANA

____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

concerning the risks disclosed, please state that fact.

6. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS - HELD OUTSIDE STO

- a. Investments in pools managed by other governments or mutual funds _____

- b. Securities underlying reverse repurchase agreements _____

- c. Unrealized investment losses _____

- d. Commitments as of June 30, ____, to resell securities under yield maintenance repurchase agreements:
 - 1. Carrying amount and market value at June 30 of securities to be resold _____

 - 2. Description of the terms of the agreements _____

- e. Losses during the year due to default by counterparties to deposit or investment transactions _____

- f. Amounts recovered from prior-period losses _____

Legal or Contractual Provisions for Reverse Repurchase Agreements

- g. Source of legal or contractual authorization for use of reverse repurchase agreements _____

- h. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year _____

Reverse Repurchase Agreements as of June 30

- i. Credit risk related to the reverse repurchase agreements (other than yield maintenance agreements) outstanding at balance sheet date, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest _____

- j. Commitments on June 30, ____, to repurchase securities under yield maintenance agreements _____

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

- k. Market value on June 30, ____, of the securities to be repurchased _____

- l. Description of the terms of the agreements to repurchase _____

- m. Losses recognized during the year due to default by counterparties to reverse
repurchase agreements _____

- n. Amounts recovered from prior-period losses _____

Fair Value Disclosures

- o. Methods and significant assumptions used to estimate fair value of investments, if
fair value is not based on quoted market prices _____

- p. Basis for determining which investments, if any, are reported at amortized cost ____

- q. For investments in external investment pools that are not SEC-registered, a brief
description of any regulatory oversight for the pool _____

- r. Whether the fair value of your investment in the external investment pool is the same
as the value of the pool shares _____

- s. Any involuntary participation in an external investment pool _____

- t. If you are unable to obtain information from a pool sponsor to determine the fair
value of your investment in the pool, methods used and significant assumptions
made in determining fair value and the reasons for having had to make such an
estimate _____

- u. Any income from investments associated with one fund that is assigned to another
fund _____

Land and Other Real Estate Held as Investments by Endowments

- v. Does your agency own land or other real estate held as investments by endowments?
_____(yes or no) Any applicable fair value note disclosures associated with
land or real estate held as investments by endowments is reported in the Fair Value
Disclosures section above.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

D. CAPITAL LEASE ASSETS

List individually those items of movable property that meet the definition of a capital lease and have a value of \$5,000 or more (attach additional sheets as needed) and those buildings with a value of \$100,000 or more that are considered capital leases (see Note M for the definition of a capital lease).

Description of Item	Movable Property Tag No.	Date Acquired	Historical Cost of Each Item
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. INVENTORY OF MATERIALS AND SUPPLIES

In general, inventories are recorded as expenditures when purchased. The value of inventory, determined under (perpetual or periodic) inventory system using the (FIFO, LIFO, etc.) valuation method, at June 30, 2013, is \$_____. NOTE: Do not count postage as inventory, but include it in prepayments, if material.

F. SEEDS

The agency is in receipt of a seed in the amount of \$_____ as authorized by the joint approval of the State Treasurer and the Commissioner of Administration and drawn against the State Treasurer. The seed represents a liability to the unit and must be repaid if not reauthorized annually.

The breakdown of such advances, by unit, are as follows:

	<u>Fund/ Program</u>	<u>Date Authorized</u>	<u>Amount</u>
1.	_____	_____	\$ _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
	Total		\$ _____

G. DEFERRED REVENUE

Deferred revenue represents revenue (generally federal) that was received in the current and/or prior fiscal year but is not yet earned. Certain federal grants may fit this description; however, **do not adjust revenues on Schedules 3 or 4 for deferred revenue, regardless of materiality.**

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

	Beginning Balance at 7/01/2012	Additions	Deletions	Ending Balance at 6/30/2013
Federal	\$ _____	\$ _____	\$ _____	\$ _____
Self-generated	_____	_____	_____	_____
Interagency Transfer	_____	_____	_____	_____

NOTE: for the Governor’s Office of Homeland Security and Emergency Preparedness (Agency 01-111), the amount in this note should equal the Prepaid Expenses (Note Z)

H. OPERATING AND CAPITAL GRANTS FOR GASB 34 PRESENTATION

Please provide the following: The total operating grants and contributions were \$ _____ and the total capital grants and contributions were \$ _____.

- 1) Operating Grants – represent total amount of grant revenues for the year that are restricted by the grantor for operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.
- 2) Capital Grants – represent the total amount of the revenues for the year from grants restricted by the grantor for the acquisition, construction, or renovation of capital assets.

The sum of both should equal total federal revenues on Schedule 3 plus current year federal accruals less prior year federal accruals. **Occasionally the state may receive non-operating federal grants. If you have a non-operating federal grant, please identify and provide a description with the revenue amount on an attached sheet.**

I. JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

Obligations and losses arising from judgments, claims, and similar contingencies are paid through the state's self-insurance fund and are not reflected in the accompanying special purpose financial reports. The self-insurance fund is operated by the Office of Risk Management, the state agency responsible for the state's risk management program.

Liability for claims and judgments should include specific incremental claim expenditures/expenses, if known, or if it can be estimated (e.g., legal fees for outside legal assistance).

NOTE: Should you have claims which have not been submitted to Risk Management, include a schedule of these claims.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

Claims and litigation cost of \$_____ was incurred in the current year.

Disclose any guarantee of indebtedness even if there is only a remote chance that the government will be called on to honor its guarantee.

Those agencies collecting federal funds, which have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance separately.

<u>Program</u>	<u>Date of Disallowance</u>	<u>Amount</u>	<u>Probability of Payment*</u>	<u>Estimated Settlement Amount**</u>
1. _____	_____	\$ _____	_____	\$ _____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

* Reasonably possible, probable, or remote

** Include estimated liability amount if known

J. LEAVE

1. Annual and Sick Leave

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits. Act 343 of 1993 allows members of the Louisiana State Employees' Retirement System, upon application for retirement, the option of receiving an actuarially determined lump sum payment for annual and sick leave which would otherwise have been used to compute years of service for retirement. The liability for unused annual leave payable at June 30, 2013, computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards Section C60.104, is estimated to be \$_____.

Civil Service General Circular Number 001155 states that classified employees belonging to the Teacher's Retirement System of Louisiana and to the Louisiana School Employee's Retirement System are not eligible for payment of unused sick leave upon retirement or death. L.R.S. 17:425 on the other hand provides for payment for up to 25 days of unused sick leave for members of these two systems. In Opinion Number 94-373, the Attorney General opined that the Civil Service Commission had jurisdiction over classified

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

employees and therefore those members are not eligible for payment of unused sick leave. Because the Commission has no authority over unclassified employees, those members are eligible to receive such compensation. Also, LSA-R.S. 17:425 applies to all retirement systems for teachers and employees of any parish or city school board, the State Board of Elementary and Secondary Education, or other boards of control of publicly supported educational institutions. Should you have employees who upon retirement (or their heirs upon the employee's death) are compensated for up to 25 days of unused sick leave, disclose the liability. The liability for this unused sick leave payable at June 30, 2013 is \$_____.

2. Compensatory Leave (Use for Non-Exempt Employees)

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employee's hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at June 30, 2013 computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.104 is estimated to be \$_____.

K. OTHER POSTEMPLOYMENT BENEFITS PLAN (OPEB)

OSRAP obtains OPEB information from the Office of Group Benefits for the Plans that OGB administers; however, additional information is needed for plans that they do not administer. If your agency has an active or retired employee who is a member of the LSU System Health Plan, please provide the following information on these employees:

- The covered payroll for **FY 2011-12** [annual gross payroll (**not including related benefits**) of all active employees who participated in the LSU System Health Plan] \$_____ ; and
- OPEB contributions for **FY 2012-13** for employees who participated in the LSU System Health Plan (defined as the employer payments for *retirees'* cost of 2013 insurance premiums) \$_____ .

Note that the covered payroll amount is from a previous year (FY 2011-12) because the actuarial figures provided in the valuation report to be used in the CAFR for fiscal year ended June 30, 2013 utilizes the data from this time frame.

Agencies that had employees who were members of the LSU System Health Plan in the prior year were as follows:

Office of the Governor
Secretary of State
Agriculture and Forestry

Division of Administration
Lieutenant Governor
Culture, Recreation, and Tourism

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

Dept. of Transportation and Development
Dept. of Natural Resources
Dept. of Education
Department of Veterans Affairs

Dept. of Health and Hospitals
Dept. of Wildlife and Fisheries
Office of Juvenile Justice
State Civil Service

If you have any questions, please contact Deborah Zundel at Deborah.Zundel@la.gov.

L. ENCUMBRANCES

The following are multi-year contracts whose payments are to be liquidated with statutorily dedicated funds **only**: (Show each year separately). The General Fund is not shown.

An example would be certain payments made by the Department of Natural Resources. Obligations are made against the Coastal Protection and Restoration Fund for contracts, which are let for two to five years in the future.

Be sure that you **do not double count cooperative endeavors** that are reported on Schedule 16.

Examples:

Conservation Fund _____

Lottery Proceeds Fund _____

M. LEASE AND RENTAL COMMITMENTS

Lease agreements, if any, have non-appropriation exculpatory clauses that allow lease cancellation if the Legislature does not make an appropriation for its continuation during any future fiscal period. Total operating lease expenditures for fiscal year 2012-2013 amounted to \$_____.

1. OPERATING LEASES – Do not include leases on state office buildings financed through Office Facilities Corporation

Operating leases are all leases which do not meet the criteria of a capital lease. Operating leases are grouped by nature (i.e. office space, equipment, etc.) and the annual rental payments for the next five fiscal years are presented in the following schedule. (NOTE: If lease payments extend past FY 2028, create additional columns and report these future minimum lease payments in five year increments.)

<u>Nature of lease</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2017</u>	<u>FY 2019 -2023</u>	<u>FY 2024 -2028</u>
a. Office space	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

NOTE: Where five-year amounts are requested, please list the total amount (sum) for the five-year period, not the annual amount for each of the five years.

Rental expense for operating leases with scheduled rent increases is based on the relevant lease agreement except in those cases where a temporary rent reduction is used as an inducement to enter the lease. In those instances, rental expense is determined on either a straight-line or interest basis over the term of the lease, as required by GASB Statement 13, and not in accordance with lease terms. The agency does (does not) have leases with scheduled rent increases due to temporary rent reductions used as an inducement to enter the lease. [If the agency does have leases with scheduled rent increases, attach a schedule listing all such leases.]

2. CAPITAL LEASES AND LEASE PURCHASES - Do not include leases on state office buildings financed through Office Facilities Corporation

Capital leases are defined as an arrangement in which any one of the following conditions apply (1) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

Schedule A should be used to report all capital leases including new leases in effect as of 6/30/13. In Schedule B, report only those new leases entered into during fiscal year 2012-2013. NOTE: LEAF leases should not be included in these schedules.

SCHEDULE A – CAPITAL LEASES EXCEPT LEAF LEASES

<u>Nature of lease</u>	<u>Gross amount of leased asset (Historical Cost)</u>	<u>Remaining interest and executory costs to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space	\$ _____	\$ _____	\$ _____	_____
b. Buildings	_____	_____	_____	_____
c. Equipment	_____	_____	_____	_____
d. Land	_____	_____	_____	_____
e. Other	_____	_____	_____	_____
Total	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>	_____

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2013: (NOTE: If lease payments extend past FY 2033, create additional rows and report these future minimum lease payments in five year increments.)

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

	<u>Total</u>
2014	\$ _____
2015	_____
2016	_____
2017	_____
2018	_____
2019-2023	_____
2024-2028	_____
2029-2033	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	\$ _____

SCHEDULE B – NEW AGENCY CAPITAL LEASES EXCEPT LEAF

<u>Nature of lease</u>	<u>Gross amount of leased asset (Historical Cost)</u>	<u>Remaining interest and executory costs to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space	\$ _____	\$ _____	\$ _____	_____
b. Building	_____	_____	_____	_____
c. Equipment	_____	_____	_____	_____
d. Land	_____	_____	_____	_____
e. Other	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	_____

Following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2013: (NOTE: If lease payments extend past FY 2033, create additional rows and report these future minimum lease payments in five year increments.)

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

2014	\$ _____
2015	_____
2016	_____
2017	_____
2018	_____
2019-2023	_____
2024-2028	_____
2029-2033	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	\$ _____

3. REVENUE LEASES

LESSOR DIRECT FINANCING LEASES

A lease is classified as a direct financing lease when (1) any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) both the following criteria are satisfied:

- Collectability of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

Provide a general description of the direct financing agreement, and complete the schedule below.

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

<u>Composition of lease</u>	<u>Minimum lease payment receivable</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Building	_____	_____	_____
c. Equipment	_____	_____	_____
d. Land	_____	_____	_____
e. Other	_____	_____	_____
Less amounts representing executory costs	(_____)		
Minimum lease payment receivable	_____		
Less allowance for doubtful accounts	(_____)		
Net minimum lease payments receivable	_____		
Less estimated residual value of leased property	(_____)		
Less unearned income	(_____)		
Net investment in direct financing lease	<u>\$ _____</u>		

Minimum lease payments do not include contingent rentals, which may be received as stipulated in the lease contracts. Contingent rental payments occur if, for example, the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2013 were \$ _____ for office space, \$ _____ for building, \$ _____ for equipment, \$ _____ for land, and \$ _____ for other.

The agency received lease revenues for _____. Total revenues for fiscal year 2012-2013 totaled \$ _____. The following is a schedule by years of minimum lease receivables for the succeeding fiscal years as of June 30, 2013: (Note: If receivables extend past FY 2033, create additional rows and report these future receivables in five year increments.)

<u>Minimum Lease Receivables</u>	
2014	\$ _____
2015	_____
2016	_____
2017	_____
2018	_____
2019-2023	_____
2024-2028	_____
2029-2033	_____
 Total	 \$ _____

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

4. LESSOR - Operating Lease

When a lease agreement does not satisfy at least one of the four criteria for reporting as a capital lease (common to both lessee and lessor accounting), or both of the criteria for a lessor lease (collectability and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for leasing organized by major class of property and the amount of accumulated depreciation as of June 30, ____.

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Carrying Amount</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Buildings	_____	_____	_____
c. Equipment	_____	_____	_____
d. Land	_____	_____	_____
e. Other	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

The following is a schedule by years of minimum future rentals on noncancellable operating lease(s) as of _____ (last day of fiscal year):

<u>Fiscal Year</u>	<u>Office</u>	<u>Buildings</u>	<u>Equipment</u>	<u>Land</u>	<u>Other</u>
2014	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2015	_____	_____	_____	_____	_____
2016	_____	_____	_____	_____	_____
2017	_____	_____	_____	_____	_____
2018	_____	_____	_____	_____	_____
2019-23	_____	_____	_____	_____	_____
2024-28	_____	_____	_____	_____	_____
2029-33	_____	_____	_____	_____	_____
Total minimum future rentals	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Current year lease revenues received in fiscal year _____ totaled \$ _____.
Contingent rentals received from operating leases for fiscal year 2013 were \$ _____ for office space, _____ for buildings, \$ _____ for equipment, _____ for land, and \$ _____ for other.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

N. RELATED PARTY TRANSACTIONS

List all related party transactions as defined by FASB Codification Section 850 including the description of all relationships, the transactions, the dollar amount of the transactions and any amounts to or from which result from related party transactions.

O. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

On-behalf payments for fringe benefits and salaries are direct payments made by one entity to a third-party recipient for the employees of another, legally separate entity. One of the two entities party to on-behalf payments for fringe benefits and salaries may be a non-governmental entity. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends.

1. Reporting:

a. Employer Entity:

The amount of revenues recognized (received) during the year plus any receivables at year end by third-party recipients for fiscal year _____ is \$_____.

The amount of expenditures/expenses when the employer entity is not legally obligated to make payments is recognized as the amount of revenues recognized.

The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

The amount of expenditures/expenses when the employer entity is legally obligated to make payments is recognized based on the accounting standards applicable to that type of transaction. For example, if contributions are made to a pension plan, the expenditure/expense should be recognized following pension accounting standards. The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

b. Paying Entity:

A paying entity would not recognize any revenues for on-behalf payments for fringe benefits.

The amount of expenditures/expenses should be recognized in the same manner that the entity recognizes and classifies similar cash grants to other entities. The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

2. Disclosure:

The following on-behalf payments that are contributions to a pension plan for which the agency is not legally responsible are:

<u>Contributor</u>	<u>Pension Plan</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

P. PASS-THROUGH GRANTS

Pass-through grants are grants and other forms of financial assistance received by governmental entities to be transferred to or spent, according to legal or contractual requirements, on behalf of secondary recipients, which may or may not be governmental entities or agencies. Report only the pass-through grants that are in the agency's revenue and expenditure statements in this packet. Do not report pass-through arrangements in this note where the state functions as a pure cash conduit. To function as a pure cash conduit, the state must have no administrative involvement with the program, and the state may have no direct financial involvement with the grant program. Pure cash conduits should be reported in the Escrow Fund (Schedule 6-1.) Separate each type of grant and provide totals. Pass-through grants are grants which meet any of the following criteria:

- a) The government entity monitors secondary recipients for compliance with program requirements.
- b) The governmental entity determines secondary recipients' eligibility even if the grantor's eligibility criteria are used.
- c) The governmental entity is able to determine how grant funds are to be allocated.
- d) The governmental entity has direct financial involvement in administration of the grant, such as financing part of the program costs for matching purposes or being liable for disallowed costs. This does not apply to incidental administrative costs.

<u>Grant Name</u>	<u>Federal Identification Number</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		\$ _____

Q. IN-KIND CONTRIBUTIONS

List all in-kind contributions that are not included in the accompanying financial reports.

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

<u>In-Kind Contributions</u>	<u>Cost/Estimated Cost/ Fair Market Value as Determined by Grantor</u>
_____	\$ _____
_____	_____
_____	_____
Total	\$ _____

NOTE: In-kind contributions represent things of value donated or received by your agency from an outside source which would otherwise create an expenditure to the agency if the agency was required to purchase the goods or services from current resources. Examples are 1) pharmacy items donated to a state hospital from a pharmaceutical company, 2) food items donated to a state prison from the U.S. Department of Agriculture, or 3) donated fixed assets, recorded at fair market value, and also recorded in general capital assets. Do not include, within the in-kind contribution, funds contributed by local governments or nonprofit organizations to provide program matching shares.

R. PAYROLL AND RELATED BENEFITS ACCRUAL

Agencies will be required to reflect the 2012-2013 accrued personal services cost for this fiscal year on the accompanying financial reports. The following schedule will aid you in doing so. As most agency units pay their employees biweekly, this would require a fiscal year 2011-12 accrual calculation based on five (5) days and the fiscal year 2012-13 calculation will be based on five (5) days. Agencies must also determine the federal match on this accrual calculation. Agencies must submit the payroll accrual by program.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>FY 2010-11</u>	<u>FY 2011-12</u>
1. 07/13/12 Payroll (gross & related)	\$ _____	
2. 07/12/13 Payroll (gross & related)	\$ _____	\$ _____
	<u>X 50.0%</u>	<u>X 50.0%</u>
2a. Payroll accrual	_____	_____
2b. Add voids and supplementals (off cycle) paid in the 45 day close with prior year appropriations.	_____	_____
3. Total payroll accruals	\$ <u>_____</u>	\$ <u>_____</u>
4. Estimated federal receivable attributed to the accrual shown above	\$ <u>_____</u>	\$ <u>_____</u>

Total Agency Expenditures

5. Total programs from Schedule 1(or 3-1 if applicable) (Schedule 1, col. V, line 18 or Schedule 3-1, col. V, line 16)	_____
6. Less: 2011-12 accrual from line 3, column 1 above	_____
7. Plus: 2012-13 accrual from line 3, column 2 above	_____
8. This should be the total for <u>all</u> programs	\$ <u>_____</u>

Total Federal Revenue

9. Federal Funds from Schedule 3, column VIII, line A or Schedule 3-1, column V, line 1 (Federal)	_____
10. Less: 2011-12 accrual from line 4, column 1 above	_____
11. Plus: 2012-13 accrual from line 4, column 2 above	_____
12. Less: Deferred Revenues on Note G (Federal)	_____
13. Total Federal Funds for <u>all</u> programs.	\$ <u>_____</u>

Accrual by Programs: (total equals lines 3 and 4)

	<u>Payroll</u>	<u>Federal Receivable</u>
Program 1 _____	\$ _____	\$ _____
Program 2 _____	_____	_____
Program 3 _____	_____	_____
Program 4 _____	_____	_____
Program 5 _____	_____	_____
Total	\$ <u>_____</u>	\$ <u>_____</u>

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

S. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS)

The following government-mandated nonexchange transactions (grants) were received during fiscal year 2012-13: Refer to OSRAP Memorandum 01-41
http://www.doa.la.gov/osrap/library/memos/01/01-41_implementation_of_gasb_33.pdf

<u>CFDA Number</u>	<u>Program Name</u>	<u>State Match Percentage</u> %	<u>Total Amount of Grant</u> \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total government-mandated nonexchange transactions			\$ _____

T. SUBSEQUENT EVENTS - Describe events or transactions that occurred after the end of the fiscal period but prior to the issuance of the AFR that has a material impact on the agency's financial report. An example of such an event is a settlement of litigation that was still pending at the end of the fiscal year.

U. INFRASTRUCTURE

Infrastructure is defined as long-lived capital assets associated with governmental activities that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, street signage, street lamps, traffic signals, drainage systems, water and sewer systems, dams, and lighting systems.

Each agency with infrastructure assets is required to track infrastructure expenditures to determine if the year's expenditures would be above the \$3 million threshold, per agency per year. List individually those infrastructure items that comprise the capitalized amount of \$3 million, per agency for fiscal year 2013, per infrastructure asset:

<u>Description of Infrastructure</u>	<u>Cost</u> \$
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

V. LAND AND LAND IMPROVEMENTS (not reported to State Land Office or Facility Planning and Control)

Some agencies may acquire land or make land improvements that are not reported to the State Land Office or Facility Planning and Control. Land improvements are those betterments, improvements, and site preparations that ready land for its intended use. Some examples of land improvements would be excavation, filling, grading, and demolition of existing buildings, and removal or relocation of other property (telephone or power lines). Other land improvements are built or installed to enhance or facilitate the use of the land for a particular purpose and may include walking paths and trails, fences and gates, landscaping, sprinkler systems, fountains, and beaches. Land and land improvements should be reported at cost, estimated cost, or estimated fair value at date of acquisition and should include all expenses necessary to obtain title, such as legal fees.

List individually all land acquisitions and any improvements to land that the agency has made during the fiscal year that is not reported to the State Land Office or Facility Planning and Control:

<u>Description of Land or Improvement</u>	<u>Cost</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____

W. IMPAIRMENT OF CAPITAL ASSETS AND INSURANCE RECOVERIES

GASB Statement 42 establishes accounting and financial reporting standards for impairment of capital assets and for insurance recoveries. Governments are required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. A capital asset generally should be considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset. See the Appendices Packet, Appendix B, at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>) for more information on GASB Statement 42.

Please complete the schedule below for buildings and movable property that were permanently impaired in FY 2013. Insurance recoveries should be used to offset those impairment losses if received in the same year as the impairment. Include these insurance recoveries in the sixth column in the schedule below. {There are five different indicators of impairment described in Appendix B of the Appendices Packet at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>. They include (1) physical damage, (2) enactment of laws, etc. List the appropriate number (1-5) to identify the indicator of impairment in the last column.}

STATE OF LOUISIANA

(Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

<u>Building ID or Type of Movable Property or Equip.</u>	<u>Tag # (if applicable)</u>	<u>Estimated Restoration Cost</u>	<u>Orig.Cost + Additions & Modifications</u>	<u>Replace- ment Value</u>	<u>Insurance Recovery in the Same FY</u>	<u>Indicator of Impairment</u>

If your entity has capitalized infrastructure assets that have been impaired as described in Appendix B of the Appendices Packet at <http://www.doa.louisiana.gov/OSRAP/afrpackets.htm>, please provide the following information:

<u>Description</u>	<u>Amount of Impairment Loss Before Insurance</u>	<u>Insurance Recovery in Same Year</u>	<u>Net Impairment Loss</u>	<u>Indicator of Impair- ment</u>	<u>Reason for Impairment (e.g., hurricane)</u>

Insurance recoveries received in FY 12-13 related to impairment losses occurring in previous years, and insurance recoveries received in FY 12-13 other than those related to impairment of capital assets, should be reported as program revenues, nonoperating revenues, or extraordinary items, as appropriate. Indicate in the following schedule the amount, revenue organization, and source code of insurance recoveries not included in the schedule above.

<u>Type of Asset</u>	<u>Amount of Insurance Recovery</u>	<u>Revenue Organization</u>	<u>Revenue Source Code</u>	<u>Reason for Insurance Recovery (e.g., fire)</u>
<u>Buildings</u>				
<u>Movable Property</u>				
<u>Infrastructure</u>				

The carrying amount of impaired capital assets that are idle at year-end should be disclosed, regardless of whether the impairment is considered permanent or temporary. The following capital assets were idle at the end of the fiscal year. (Include any permanently impaired capital assets listed above that were idle at the end of the fiscal year, any temporarily impaired capital assets, and any assets impaired in the prior years that are still idle at the end of the current fiscal year. If the carrying value of the capital assets is unknown, indicate “unknown”.)

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

<u>Type of asset</u>	<u>Tag number(s) or building ID(s)</u>	<u>Carrying Value of Idle Impaired Assets</u>	<u>Reason for Impairment</u>
Buildings-permanently impaired	_____	_____	_____
Buildings-temporarily impaired	_____	_____	_____
Movable Property-permanently impaired	_____	_____	_____
Movable Property-temporarily impaired	_____	_____	_____
Infrastructure-permanently impaired	_____	_____	_____
Infrastructure-temporarily impaired	_____	_____	_____

X. INTANGIBLE ASSETS, including capitalized software (purchased or internally generated)

Currently, computer software is not required to be recorded in InCircuit’s Asset Management System (AMS); however, some entities use AMS for recording computer software. Computer software under OSRAP’s threshold of \$1 million should not be considered part of the State’s movable property. In order for OSRAP to determine the amount of computer software in AMS that should not be included in the State’s movable property, please provide the following for all computer software recorded in Protégé with an acquisition cost between \$5,000 and \$1 million:

<u>Software Name (as it Appears in AMS)</u>	<u>Asset #</u>	<u>Acquisition Cost</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
	Total	\$ _____

If your entity has purchased or licensed computer software with an acquisition cost of at least \$1,000,000 that is not recorded in AMS, please provide the following: (Note: To prevent OSRAP from double counting, only list software meeting the \$1 million threshold that is not in Protégé.) Also, list any internally generated software that meets the capitalization threshold of \$1 million. This would be comprised of costs that fall under the application development stage, which include the design of the chosen path (software configuration and software interfaces), coding, installation to hardware, testing (including the parallel processing phase), and data conversion (only to the extent required to make the software operational). For more information on internally generated software, see OSRAP Memo 09-34.

www.doa.louisiana.gov/OSRAP/library/memos/09/OSRAP0934.pdf

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

<u>Software Name (purchased or internally generated)</u>	<u>Acquisition Cost</u>	<u>Acquisition Date or Date Placed in Service if internally generated</u>
_____	\$ _____	_____
_____	_____	_____
Total	\$ _____	_____

In addition to purchased, licensed, or internally generated software, please complete the table below for any other intangible assets that your entity owns. Intangible assets include water, timber, and mineral rights: trademarks, copyrights, easements, and patents.

Note: Do not include land use rights, such as water rights, timber rights, and mineral rights associated with property already owned by the entity. Do not separate the cost of the land rights from the cost of the land. The reported value of the land (reported at historical cost) already includes consideration for all rights associated with the entity’s ownership and it should not be increased upon implementation of GASB Statement 51. Only report land rights (e.g. mineral rights) as an intangible asset if your entity owns the land rights, but not the land associated with it.

List any other intangible assets that your agency has:

<u>Type of Intangible Asset</u>	<u>Date Acquired</u>	<u>Value</u>
_____	_____	\$ _____
_____	_____	_____
Total		\$ _____

Y. REVENUES - PLEDGED OR SOLD (GASB 48)

1. PLEDGED REVENUES

Pledged revenues are specific revenues that have been formally committed to directly collateralize or secure debt of the pledging government, or directly or indirectly collateralize or secure debt of a component unit. Pledged revenues are revenue bonds that the State Bond Commission or the Louisiana Public Facilities Authority has authorized in your agency’s name or in your agency’s behalf. Pledged revenues must be disclosed for each period in which the secured debt remains outstanding and for each secured debt issuance. **Please prepare a separate Note Y for each secured debt issued.**

Provide the following information about the specific revenue pledged:

- a. Identify the specific pledged revenue:
 - Specific pledged revenue is _____
 - Debt secured by the pledged revenue (amount) _____

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

- Approximate amount of pledge _____
(equal to the remaining principal and interest requirements)
- b. Term of the commitment: _____
[number of years (beginning and ending dates by month and year) that
the revenue will not be available for other purposes]
- c. General purpose for the debt secured by the pledge: _____

- d. Relationship of the pledged amount to the specific revenue: _____

(the proportion of the specific revenue that has been pledged)
- e. Comparison of the pledged revenues (current year information):
 - Principal requirements _____
 - Interest requirements _____
 - Pledged revenues recognized during the period _____
(gross pledged revenue minus specified operating expenses)

NOTE: For any new revenue bonds, please send a copy of the following sections of the official bond statement

- Cover page
- Introductory statement
- Amortization schedule – terms and conditions
- Plan of financing
- Security for the bond (pledged revenue information)

2. FUTURE REVENUES REPORTED AS A SALE

Future revenues reported as a sale are proceeds that an agency/entity received in exchange for the rights to future cash flows from specific future revenues and for which the agency/entity's continuing involvement with those revenues or receivables is effectively terminated. (See OSRAP Memo 13-01, Appendix E, on OSRAP's website)

Provide the following information in the year of the sale ONLY:

- a. Identify the specific revenue sold:
 - the revenue sold is _____
 - the approximate amount _____
 - significant assumptions used in determining the approximate amount _____

- b. Period of the sale: _____
- c. Relationship of the sold amount to the total for that specific revenue _____

- d. Comparison of the sale:
 - proceeds of the sale _____

STATE OF LOUISIANA

(Agency)

NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013

- present value of the future revenues sold _____
- significant assumptions in determining the present value _____

Z. PREPAID EXPENSES AND ADVANCES

Certain items are commonly paid for in advance. Examples are insurance premiums and rent. If your prepayments, along with your other adjustments, exceed the materiality levels as discussed on page two of the cover letter, you should disclose this amount, including postage below.

Beginning Balance at <u>7/01/12</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance at <u>6/30/13</u>
\$ _____	\$ _____	\$ _____	\$ _____ -

Advances are monies given to providers for services to be performed at a future date. The amount of advances, for this agency at June 30, 20____ is \$_____.

Note: Governor’s Office of Homeland Security and Emergency Preparedness (Agency 01-111) - The Prepaid Expenses in this note should equal the Deferred Revenue (Note G).

AA. EMPLOYEE TERMINATION BENEFITS

Termination benefits are benefits, other than salaries and wages that are provided by employers as settlement for involuntary terminations initiated by management, or as an incentive for voluntary terminations initiated by employees. Involuntary termination benefits include benefits such as severance pay or continued access to health insurance through the employer’s group insurance plan. Voluntary termination benefits include benefits such as early retirement incentives.

Other termination benefits include:

1. Early retirement incentives, such as cash payments. Some state agencies adopted layoff avoidance plans to provide a mechanism to balance budget deficits while delaying or avoiding layoffs.
2. Continued access to healthcare, including COBRA costs paid by the agency
3. Career counseling
4. Outplacement services

Payments for accrued annual leave are not considered termination benefits. Annual leave is a part of the compensation that the state offers in exchange for services received. As a result, upon termination, payments for accrued annual leave are considered to be compensation for employee services. Do not report these amounts as termination benefits.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

GASB Statement 47 requires the following disclosures about an employer's accounting for employee termination benefits.

1. A description of the termination benefits arrangement(s).
2. Year the state becomes obligated
3. The number of employees affected
4. Cost of termination benefits
5. Type of benefit(s) provided
6. The period of time over which the benefits are expected to be provided
7. If the termination benefit affects the defined benefit pension (OPEB) obligations, disclose the change in the actuarial accrued liability for the pension or OPEB plan attributable to the termination benefit.
8. When termination liabilities are reported, disclose the significant methods and assumptions used to determine the liabilities to be disclosed (for as long as the liability is reported).

If a termination benefit is not recognized because the expected benefits are not estimable, the employer should disclose that fact.

The agency recognizes the cost of providing these benefits as expenditures when paid during the year. For FY _____ the cost of providing those benefits for _____ (number of) terminations totaled \$_____. For state uniform payroll agencies, these amounts are coded to G/L account 2125.

The liability for the accrued terminations benefits payable at June 30, _____ is \$_____. This liability consists of _____ (number of) terminations.

Provide a detailed description of termination benefits provided to employees as summarized above. Include names, job titles and amounts. Provide attachments as necessary. For state uniform payroll agencies, information on termination benefits in the form of early retirement incentives will be provided by OSRAP. _____

BB. POLLUTION REMEDIATION OBLIGATIONS (Governmental Funds)

Since governmental funds do not accumulate resources for eventual payment of unmatured general long-term indebtedness, do not include these amounts in your financial statements. The following schedule lists all pollution remediation activities in which _____ (agency/department) is involved. Amounts paid in the 13th period for pollution remediation totaled \$_____.

All outlays for pollution remediation activities are reported as expenditures unless made for one of these following reasons. Expenditures meeting the following criteria are to be capitalized.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

1. If made to prepare property for use when acquired with the expectation of pollution remediation;
2. If made to prepare property in anticipation of a sale up to the fair value after remediation;
3. If made to restore pollution-caused decline in service utility previously recognized as an asset impairment; or
4. If made to acquire assets that have a future alternative use after remediation is complete.

Items capitalized in fiscal year 2012-2013 consist of:

	Asset 1	Asset 2	Asset 3
Asset			
Capitalization criterion met (1-4 above)			
Cost			
Percentage of useful life used in pollution remediation			
Post-remediation useful life			

Disclosures

For recognized pollution remediation liabilities and recoveries of pollution remediation outlays, disclose the following:

- a. The nature and source of pollution remediation obligations (for example, federal, state, or local laws or regulations)
- b. The amount of the estimated liability (if not apparent from the financial statements), the methods and assumptions used for the estimate, and the potential for changes due to, for example, price increases or reductions, technology, or applicable laws or regulations
- c. Estimated recoveries reducing the liability.

For pollution remediation liabilities, or portions thereof, that are not yet recognized because they are not reasonably estimable, disclose a general description of the nature of the pollution remediation activities. For more information on measuring liability, see OSRAP Memo 09-24, <http://www.doa.la.gov/osrap/sagasb49.htm>.

SAMPLE disclosure: (This is a sample disclosure. Adapt as necessary to fit your specific agency.)

At June 30, 2013, _____ (agency) was a responsible party in the remediation of _____ (friable asbestos, removal of leaking underground fuel storage tanks, removal and replacement of contaminated soil, removal of lead-based paint, diesel spill cleanup, oversight and enforcement-related activities, post-remediation monitoring, etc.). A site assessment and preliminary evaluation of required remediation indicated a liability of \$ _____. This liability is not payable with current financial

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

resources. _____ (agency) paid \$ _____ for current fiscal year remediation activities.

The following worksheet is provided to assist in completing required note disclosure and in determining the agency's pollution remediation activities, current year expenses, adjustments to pollution remediation obligations, the amount of the year end liability, and amounts paid during the 13th period.

STATE OF LOUISIANA

_____ (Agency)

**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2013**

Explanation of GASB 49 Worksheet

- a Enter agency/department name
- b List projects reported in the prior fiscal year that had an outstanding liability at 6/30/12
- c List projects that were overlooked or not included as remediation projects in previous fiscal years
- d List remediation projects that were begun/identified in the fiscal year ending 6/30/2013
- e Enter project number assigned by FP&C, DEQ, or other number assigned to identify project
- f Year the project was begun--this is not necessarily the year remediation began; it should be the year the pollution was identified and includes time involved to develop a remediation plan and the actual remediation process
- g This column is used to report those projects that were included/added in the previous fiscal year and had a balance outstanding at the end of that year
- h This column is for reporting increases in the estimated remediation cost, whether from expanding the scope of the project to contracting for a specific service.
- i Record total expenditures related to the project made during the fiscal year, including those made in the 13th period [13th period expenditures are also shown separately in column AB (p)]
- j Record activities that decrease the estimated remediation liability that are not expenditures--for example, amounts included in original estimate were overstated and actual was less than what was recorded; scope of project not as extensive as originally estimated, etc.
- k The formula in this column sums columns J, L, N, and P (g, h, i, and j)
- l Indicate percentage of project completion in this column
- m Amounts in this column represent the portion of the ending liability that are due and payable within the next 12 months
- n Amounts in this column represent the portion of the ending liability that are not due and payable until after 6/30/14. This amount plus the amount in column V (m) must total the amount in column R (k)
- o This column is to identify any amounts that have been or will be received from other sources such as other responsible parties or insurance proceeds to help cover the cost of remediation
- p Record amounts expended on pollution remediation projects during the 13th accounting period in this column--this amount should be included in column N (i)
- q Provide reference and note explanations on an extra page, for example: (1) awaiting court decision