




## FINANCE AND ADMINISTRATION CABINET OFFICE OF THE CONTROLLER

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TO: Agency Heads and Fiscal Officers  
FROM: Joe McDaniel, Controller   
DATE: May 23, 2024  
SUBJECT: Fiscal Year 2024 Annual AFR Closing Package

Through the Annual Financial Report (AFR) forms, we request that you provide certain financial information to the Finance and Administration Cabinet by August 9, 2024. This information is used in the preparation of financial reports for the fiscal year ended June 30, 2024, in accordance with generally accepted accounting principles.

A new process for submitting the AFR Closing Package has been developed using Workiva's software, WDesk. This software has been utilized by the Office of the Controller to create the Annual Comprehensive Financial Report for the last four fiscal years. It has also successfully been used to collect agency SEFA data for the last two fiscal years.

As part of this new process, each Cabinet/Department must complete and submit the attached form identifying the submitter(s) and approver(s) within the agency that are responsible for completion of the closing package by **June 7, 2024** to Jessica Pinkston at [jessica.pinkston@ky.gov](mailto:jessica.pinkston@ky.gov) or Christina Shuffett at [christina.shuffett@ky.gov](mailto:christina.shuffett@ky.gov). We need this information to grant users access to the software and to assign appropriate departmental permissions.

We look forward to your cooperation and prompt response. AFR Closing Package instructions and online training information will be available soon.

If you have any questions, please contact Jessica Pinkston at [jessica.pinkston@ky.gov](mailto:jessica.pinkston@ky.gov).

Attachment: 2024 AFR Closing Package Reporting Delegation form