




Andy Beshear
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L. Joe McDaniel
CONTROLLER

TO: Agency Heads and Fiscal Officers
FROM: Joe McDaniel, Controller 
DATE: May 19, 2025
SUBJECT: Fiscal Year 2025 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 8, 2025. This information is used in the preparation of financial reports for the fiscal year ended June 30, 2025, in accordance with generally accepted accounting principles.

The Office of the Controller will be using Workiva's software, WDesk, for submitting the AFR Closing Package. As part of this 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 6, 2025** to Christina Shuffett at 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 Christina Shuffett at christina.shuffett@ky.gov.

Attachment: 2025 AFR Closing Package Reporting Delegation form