

FAP 120-07-00
FISCAL YEAR CLOSING

1. "GAAP" means Generally Accepted Accounting Principles.
2. The FAC shall close out old-year transactions within thirty (30) days of June 30, the last day of the fiscal year.
3. On or about March 1 of each year, the secretary of the FAC shall provide all constitutional officers, cabinet secretaries, department heads and fiscal officers with a closing schedule for the current fiscal year that specifies the following:
 - a. The last calendar date on which old-year transactions shall be processed by SAS;
 - b. The first calendar date on which new-year transactions shall be processed by SAS;
 - c. The final date for budget, purchase and personnel actions related to the old-year;
 - d. Rules regarding the lapse or carry-forward of various year-end fund balances; and
 - e. General information regarding the time frame within which an agency shall provide closing financial data to SAS for GAAP reporting purposes. Training shall be offered to the agencies and shall be primarily oriented toward the recognition and measurement of accounts payable and receivable and capitalization of General Fixed Assets in order to record and report June 30 fund balances in compliance with GAAP for state government.
4. An agency head shall either serve as, or appoint an employee of the agency to serve as, fiscal officer. Examples of fiscal officer responsibilities include:
 - a. Establishing and maintaining a proper internal control structure;
 - b. Establishing and maintaining the state's accounting system chart of accounts;
 - c. Providing assurances that agency financial reports accurately reflect underlying activity;
 - d. Conducting fiscal operations under GAAP; and
 - e. Acting as a single point of contact with the Office of the Controller.

Relates to: KRS 45.229; KRS 45.237; KRS 45.242; KRS 45.244; KRS 45.251;
KRS 45.301; KRS 45.306 and 200 KAR 38.070