



ANDY BESHEAR  
Governor

Commonwealth of Kentucky  
FINANCE AND ADMINISTRATION CABINET  
**OFFICE OF THE CONTROLLER**  
Room 484, Capitol Annex  
702 Capital Avenue  
Frankfort, Kentucky 40601  
(502) 564-2998  
(502) 564-6597 Facsimile

HOLLY M. JOHNSON  
Secretary

EDGAR C. ROSS  
Controller

TO: Agency Heads and Property Officers  
FROM: Edgar C. Ross, Controller   
DATE: March 17, 2020  
SUBJECT: Fiscal Year 2020 Annual Fixed Asset Inventory

Effective Wednesday, March 18, 2020 all scheduled annual physical inventory of fixed assets should be postponed until March 30, 2020 or thereafter. The postponement is an attempt to reduce and slow the spread of the novel coronavirus (COVID-19), to ensure that persons and groups disperse from the scene of the emergency, and to promote and secure the safety and protection of the civilian population.

The due date for the annual physical inventory of fixed assets of May 29, 2020, has been extended to **June 12, 2020**. If your agency has scheduled the annual physical inventory of fixed assets between March 18, 2020 – March 30, 2020, we request you notify [Matthew Rice](#), Auditor of Public Accounts (APA), with rescheduled dates and locations so that a representative from the APA may be present, at their discretion.

We continue to monitor the developments surrounding COVID-19 along with the guidance from the Governor and the Centers for Disease and Control (CDC). Our primary goal has been and will continue to be the health, protection, and well-being of the Commonwealth.