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COMMISSIONER OF ADMINISTRATION

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

January 17, 2014

OSRAP MEMORANDUM 14-14

TO: All Departments, Agencies, and Organizational Units
Within the State of Louisiana

FROM: Afranie Adomako, CPA
Director

SUBJECT: Cooperative Endeavors – Calendar Year End December 31, 2013

This memorandum is to request that your agency submit to OSRAP all Cooperative Endeavors that are active and have a balance as of **December 31, 2013**. The information is needed to prepare documentation for bond sale. The balance of the cooperative endeavors should reflect inception to date payments already made through December 31, 2013. List each cooperative endeavors even those that are not classified as “COP” in ISIS/CFMS. Examples of ISIS/CFMS codes are as follows: CEA, WIP, AGY, IAT, GOV, and OTH. If you do not use ISIS/CFMS, then these codes are not relative to your agency/organization.

To facilitate reporting, it is requested that you provide the information including your agency/organization’s name as illustrated in the excel worksheet that is attached. If your agency/organization does **not** have any cooperative endeavors to report, you are required to send the excel worksheet with the word “**NONE**” and your agency/organization’s name.

Please submit the completed excel worksheet or “none” statement to Katherine Porche at Katherine.Porche@la.gov by **Friday, January 31, 2014**.

If you have any questions concerning this memorandum, please call Katherine Porche at (225) 219-4442 or me at (225) 342-0708. For general instructions on completing the cooperative endeavors worksheet, go to OSRAP website and review AFR Packets, AFR Appendix – F, page 34 and 35. You will need to substitute June 30, 2013, with December 31, 2013, where applicable.

Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.louisiana.gov/osrap>.

[Click here for Attached Excel Spreadsheet](#)

AA:kbp