

State of Louisiana  
Office of Statewide Reporting and Accounting Policy

Jeff Landry  
Governor

Taylor F. Barras  
Commissioner of Administration



Division of Administration  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095  
Phone (225) 342-0708  
Fax (225) 342-1053

June 17, 2026

**OSRAP MEMORANDUM 26-12**

TO: Fiscal Officers  
LaGov agencies

FROM: Brian Fleming, CPA  
Director, Office of Statewide Reporting and Accounting Policy

SUBJECT: LaGov agencies' timely AFR submissions and preparing for the FY26  
LaGov close

As most of you are aware, the State of Louisiana's Annual Comprehensive Financial Report (ACFR) must be issued by December 31. Missing this deadline is not an option, as it could result in significant financial consequences to the State.

To ensure we continue to meet this deadline, it is important that OSRAP receives your agency's AFR(s) by **August 31, 2026**. It is equally important that agency personnel prioritize and respond promptly to all auditor requests, especially those related to amounts and disclosures included in the AFR.

As in prior years, OSRAP will require the prioritization of certain agency-specific schedules and note disclosures contained in the AFR (or submitted separately) that are critical to the timeline established with the auditors. OSRAP will communicate these items directly to each applicable agency once they are finalized with the auditors. Please note that the due dates for these prioritized agency-specific schedules and notes will be independent of any extension granted for the AFR.

The auditors include due dates for all time-sensitive requests with an expectation that agency personnel will respond by the date stated in the request. If the requested due date is not possible, agencies must immediately inform the auditors and propose an alternative date. As in prior years, the auditors will communicate all delayed responses to the Division of Administration.

Agencies should start preparing now so they are in the strongest possible position going into the fiscal year close and to ensure all fiscal year 2026 deadlines can be met. Recommended steps include:

1. Classify all deposits daily.
2. Repay business area fund loans as soon as the cash is available. There are many funds that have outstanding loans and also have cash that could be used to repay all or some of the loan. **All loans must be repaid before June 30.** If your agency anticipates it will not have the cash to repay a loan by June 30, please send a description of the circumstances to the OSRAP Help Desk no later than June 24 for further guidance.
3. Post parked and saved as complete documents in a timely manner. There are a significant number of these currently in the system.
4. Process goods receipts and invoices and contact vendors that are late on invoicing. Exact cut-off dates for system transactions in the 12-extended period will be similar to the prior year and will be communicated by early July.
5. Establish an internal timeline that allows for all closing entries, including pooling entries, carryforwards, and reversions, to be entered and posted in period 12-extended. **All closing entries must be posted no later than August 14.**
6. Review the payment exception report daily for any payments that did not process and take appropriate action.
7. Enter new and amended leases and subscriptions in LeaseController as they are executed. Do not wait until AFR preparation time to begin identifying and entering new agreements and modifications in LeaseController. All reportable leases and subscriptions must be entered, reviewed, and in approved status in LeaseController prior to **July 30, 2026**, which is the scheduled date for the LeaseController fiscal year 2026 closing. Requests for LeaseController user access changes should be sent to [osrap@la.gov](mailto:osrap@la.gov). Also, please review OSRAP's email dated May 6, 2026, to all users for important updates and reminders related to LeaseController.
8. Ensure LaGov asset master records (AMRs) have been properly updated for acquisitions, transfers, and disposals. Review the ZFI1190 and ZFI1144 linkage discrepancy reports to identify potential discrepancies between AMRs and the related plant maintenance (PM) and real estate (RE) records, respectively. For the latest guidance, refer to OSRAP's monthly listserv reminder email on June 12, 2026.

9. Review the prior year's audit adjustments to your agency's AFR(s) and ensure staff have a plan that prevents the same errors from recurring. Audit adjustments cause significant delays to OSRAP and the auditors.
10. Ensure all necessary accounting staff are subscribed to OSRAP and LaGov listservs. Carefully review all year-close memos. Special attention should be given to AFR instructions, as new disclosures and financial statement account line changes will be required, including:
  - Business-type activities (BTA) AFRs, which include enterprise fund boards and internal service funds, will have new and revised account lines on the Statement of Revenues, Expenses, and Changes in Net Position because of GASBS No. 103, *Financial Reporting Model Improvements*. [OSRAP Memo 26-08](#) contains implementation guidance for this new standard.
  - LaGov and non-LaGov AFRs for governmental fund entities will include a new disclosure for encumbrances at year-end. This will include unliquidated purchase orders and contracts that will be completed and paid in fiscal year 2027 or future years.
  - All AFR types will have a new financial statement account line and/or disclosure for unusual or infrequent items, also resulting from GASBS No. 103 (see [OSRAP Memo 26-08](#)).
11. If your entity contracts with an accounting firm to assist with AFR preparation, please begin coordinating with them now so they can plan accordingly for the AFR due date.
12. Request access to AFR portal for any new users that will be responsible for entering and submitting AFRs. Requests should be sent to [Katherine.Porche@la.gov](mailto:Katherine.Porche@la.gov). AFR templates for fiscal year 2026 are expected to be available in the portal by July 6, 2026.

If you have any questions or concerns regarding this memo, please contact me at [Brian.Fleming@la.gov](mailto:Brian.Fleming@la.gov) or (225) 342-1091 or contact Angie Thibodeaux at [Angelina.Thibodeaux@la.gov](mailto:Angelina.Thibodeaux@la.gov) or (225) 342-1092.