

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 1, 2018

OSRAP MEMORANDUM 18-22

TO: All ISIS State Agencies

FROM: Afranie Adomako, CPA
Director of Management and Finance

SUBJECT: Annual Fiscal Report (AFR) Authorized Data Entry Users

OSRAP has developed a web portal to electronically capture agency AFR data for State Agencies for the fiscal year ending June 30, 2018. In coming weeks, OSRAP will provide additional information and training resources to assist in the completion of the new on-line AFR. Right now, OSRAP needs the contact information for individuals who will login, enter information, and submit the AFR. We are asking that you limit the individuals that will enter data as authorized users to three (3) individuals.

The first attachment is the authorized individual contact information for the AFR data entry. You will need to complete this form and send it to Katherine Porche at katherine.porche@la.gov by Monday, June 11, 2018. If you are in charge of multiple agencies, please list the authorized persons for each agency on a separate form.

The second attachment (reference purpose) is all the agencies that are included in the AFR web portal implementation that OSRAP is requesting contact information for on the first attachment.

If you have any questions concerning this memo, please call Katherine Porche at (225) 219-4442 or Mark Rhodes at (225) 342-0711.

AA:kbp

**ANNUAL FISCAL REPORT (AFR) AUTHORIZED DATA ENTRY USERS
CONTACT INFORMATION**

| | Contact# 1 | Contact# 2 | Contact# 3 |
|--|-------------------|-------------------|-------------------|
| Entity Number | | | |
| Entity Name | | | |
| Name (First and Last Name) | | | |
| Job Title | | | |
| Personnel Number (P followed by 8 digits) | | | |
| Phone Number | | | |
| Email Address | | | |

Return completed form to katherine.porche@la.gov by Monday, June 11, 2018.

ANNUAL FISCAL REPORT (AFR) PORTAL AGENCY LIST

| | |
|-----|--|
| 100 | Executive Office |
| 101 | Office of Indian Affairs |
| 102 | Office of the Inspector General |
| 103 | Mental Health Advocacy Service |
| 106 | Louisiana Tax Commission |
| 107 | Division of Administration |
| 109 | Coastal Protection and Restoration Authority |
| 111 | Homeland Security and Emergency Preparedness |
| 112 | Department of Military Affairs |
| 116 | Louisiana Public Defender Board |
| | Louisiana Commission on Law Enforcement and the Administration of Criminal |
| 129 | Justice |
| 130 | Department of Veterans Affairs |
| 131 | Louisiana War Veterans Home |
| 132 | Northeast Louisiana War Veterans Home |
| 133 | Office of Elderly Affairs |
| 134 | Southwest Louisiana War Veterans Home |
| 135 | Northwest Louisiana War Veterans Home |
| 136 | Southeast Louisiana War Veterans Home |
| 139 | Secretary of State |
| 141 | Office of The Attorney General |
| 146 | Lieutenant Governor |
| 147 | State Treasurer |
| 158 | Public Service Commission |
| 160 | Agriculture and Forestry / Licensing & Regulatory Boards Fund |
| 165 | Department of Insurance |
| 251 | LED-Office of the Secretary |
| 252 | LED-Office of Business Development |
| 254 | Louisiana State Racing Commission |
| 255 | Office of Financial Institutions |
| 261 | CRT-Office of the Secretary |
| 262 | CRT-Office of State Library of Louisiana |
| 263 | CRT-Office of State Museum |
| 264 | CRT-Office of State Parks |
| 265 | CRT-Office of Cultural Development |
| 267 | CRT-Office of Tourism |
| 273 | DOTD-Administration |
| 276 | DOTD-Engineering and Operations |
| 303 | LDH-Developmental Disabilities Council |
| 305 | LDH-Medical Vendor Administration |

ANNUAL FISCAL REPORT (AFR) PORTAL AGENCY LIST

306 LDH-Medical Vendor Payments
307 LDH-Office of the Secretary
320 LDH-Office of Aging and Adult Services
324 LDH-Louisiana Emergency Response Network (LERN)
326 LDH-Office of Public Health
330 LDH-Office of Behavioral Health
340 LDH-Office for Citizens with Developmental Disabilities
360 Office of Children and Family Services
400 Corrections-Administration
402 Louisiana State Penitentiary
403 Office of Juvenile Justice
405 Raymond Laborde Correctional Center
406 Louisiana Correctional Institute for Women
407 Winn Correctional Center
408 Allen Correctional Center
409 Dixon Correctional Institute
413 Elayn Hunt Correctional Center
414 David Wade Correctional Center
415 Adult Probation and Parole
416 B.B. "Sixty" Rayburn Correctional Center
418 DPS-Office of Management and Finance
419 DPS-Office of State Police
420 DPS-Office of Motor Vehicles
422 DPS-Office of State Fire Marshall
423 DPS-Louisiana Gaming Control Board
424 DPS-Liquefied Petroleum Gas Commission
425 DPS-Louisiana Highway Safety Commission
431 DNR-Office of the Secretary
432 DNR-Office of Conservation
434 DNR-Office of Mineral Resources
435 DNR-Office of Coastal Management
451 Local Housing of State Adult Offenders
452 Local Housing of State Juvenile Offenders
440 LDR-Office of Revenue
474 LWC-Workforce Support and Training
511 WLF-Office of Management and Finance
512 WLF-Office of the Secretary
513 WLF-Office of Wildlife
514 WLF-Office of Fisheries
560 State Civil Service

ANNUAL FISCAL REPORT (AFR) PORTAL AGENCY LIST

561 Municipal Fire and Police Civil Service
562 Ethics Administration
563 State Police Commission
565 Board of Tax Appeals
653 Louisiana School for the Deaf & Visually Impaired
655 Louisiana Special Education Center
657 JDL, Louisiana School for Math, Science and the Arts
658 Thrive Academy
662 Louisiana Educational Television Authority
666 Board of Elementary and Secondary Education
673 N.O. Center For Creative Arts/Riverfront
678 DOE - State Activities, Management and Finance
681 DOE - Subgrantee Assistance
682 DOE - Recovery School District
695 DOE - Minimum Foundation Program
697 DOE - Non-public Educational Assistance
699 DOE - Special School Districts
856 DEQ-Office of Environmental Quality
905 Interim Emergency Board
906 District Attorneys and Assistant District Attorneys
923 Corrections Debt Services
925 Unclaimed Property Leverage Fund Debt Service
931 LA Economic Development - Debt Service and State Commitments
933 Governor's Conference and Interstate Compacts
939 Prepaid Wireless 911 Service (agy# 440)
941 Agriculture & Forestry - Pass Thru Funds (agy# 160)
966 Supplementary Payments to Law Enforcement Personnel
977 DOA - Debt Service and Maintenance