



To: All Fiscal Officers
From: Robert Caldwell, Chief Financial Officer
Date: December 2, 2024
Subject: Year-End Packet Memo

This year-end packet includes various requests for information pertinent to the preparation of the Annual Comprehensive Financial Report (ACFR) and the Schedule of Receipts and Expenditures of Federal Awards for the calendar year ending December 31, 2024. The following memos are enclosed. Please note the corresponding due dates.

<u>Memo</u>	<u>Due Date</u>
1. Lease Agreements/Rental Contracts	December 13, 2024
2. Annual Inventory	January 22, 2025
3. Grants and Loans to Other Entities	January 15, 2025
4. Cash Held Outside the County Treasury	January 15, 2025
5. Cash on Hand	January 15, 2025
6. Long Term and Other Liabilities	January 15, 2025
7. Grant and Entitlement Funding	February 5, 2025
8. Subscription Based IT Arrangements	December 13, 2024

For your convenience the necessary forms are attached but may also be found on Fiscally Speaking:

<http://www.franklincountyauditor.com/fiscal/fiscally-speaking/form-center/year-end-forms>

In addition to the above, you may receive requests for information particular or unique to your agency. Instructions for accounts payable and accounts receivable (beginning of year payments and pay-ins) will be sent to all Enterprise ERP users by e-mail. We appreciate your prompt attention to all requests. Please direct questions and responses to Amy Hernandez Paz at 614-525-7348 or amy.hernandezpaz@franklincountyohio.gov. Thank you for your cooperation.

Enclosures



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