

State Accounting Office
Financial Reporting

DATE: July 25, 2005

TOPIC: Forms to Provide Financial Reporting Information on **Capital Assets and Leases**

APPLICABILITY: NOTE: These forms are to be completed by each state organization, as described below, **not** receiving a financial statement audit performed by an independent CPA firm. Organizations receiving independent audits may choose to utilize these forms to compile information for their auditors, but such organizations are not required to return completed forms to SAO.

The following forms and instructions are to be completed by each State organization holding capital assets and/or obligations under capital leases and/or operating leases. The forms and instructions are to be utilized to provide SAO with detailed information to prepare State-level financial statement note disclosures.

The *Capital Assets*, and *Leases policies* and the *forms and instructions for leases* apply to and can be utilized by all state organizations.

Separate forms and instructions have been developed to accumulate *capital asset* and *accumulated depreciation* information for organizations included in governmental funds and for organizations included in proprietary and/or fiduciary funds. In addition, separate capital asset and accumulated depreciation instructions have been provided for PeopleSoft and non-PeopleSoft organizations within each of these funds.

Pages 1-2-2 through 1-2-5 of the State of Georgia *Accounting Procedures Manual* provide a description of the State's GAAP fund structure and *Schedule "IA" – State Reporting Entity and GAAP Funds* provides guidance as to which fund each State organization is reported in.

SUBMISSION

REQUIREMENTS: Read the Capital Assets and Lease Policies prior to reading instructions for individual forms and before completing forms. Form naming conventions are included in instructions. Due dates are indicated on the Reporting Information for State Organizations page of the SAO Financial Reporting website. **Do not submit paper copies of these forms.**