

DATE: July 13, 2016

TO: Agency Addressed (No. 03, 2016-17)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: Federal Reporting Workshop

The Bureau of Financial Reporting will host the Federal Reporting Workshop on July 28, 2016 from 9:00AM – 12:00PM at the Florida Department of Revenue Building 2, Room 2-1250. This workshop will provide an introduction to the Schedule of Expenditure of Federal Awards (SEFA) and Statewide Cost Allocation Plan (SWCAP), and an explanation of agency responsibilities.

The workshop will cover a variety of topics, including:

- SEFA & SWCAP program and process overviews.
- Uniform Grant Guidance updates and SEFA.
- Instructions for completion of the SEFA Workbook and discussion of document updates.
- Question & answer session.

**Note:** Attendees **MUST** register for the workshop (BFR 106 – Federal Reporting Workshop) using the [DFS Learning Management System](#). Please register by noon on **Monday, July 25, 2016**. Agencies are required to select no more than two (2) representatives to attend the Workshop on their behalf. Registrations will not be accepted via email.

Please contact [FLAIR Education](#) if you need assistance with the registration process or if you have any additional questions.

For questions or additional information, contact BFR at [LocalGov@myfloridacfo.com](mailto:LocalGov@myfloridacfo.com), [FedReporting@myfloridacfo.com](mailto:FedReporting@myfloridacfo.com), or 850-413-5571.