

DATE: July 20, 2016

TO: Agency Addressed (No. 04, 2016-17)

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

SUBJECT: Schedule of Expenditures of Federal Awards

The Office of Management and Budget (OMB) issued Uniform Guidance to replace the administrative requirements of previous OMB Circulars. The Uniform Guidance is effective for the single audit of the State for the 2014-15 fiscal year (i.e., audits beginning after December 26, 2014). The Uniform Guidance requires non-federal entities to prepare and submit to the Federal Audit Clearinghouse a Schedule of Expenditures of Federal Awards (SEFA) for each fiscal year. The new guidance requires some changes to the presentation format and inclusion of information regarding the applicable indirect cost rate(s).

The updated documentation used in preparation of the SEFA for the fiscal year ending June 30, 2016 is available on the web at: <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>. On the "Forms" page, expand the drop-down box titled "Financial Reporting". The SEFA Workbook is titled DFS-A1-1830 SEFA Form, and includes multiple worksheets.

The document updates include the following:

1. Agencies are to provide information about the applicable indirect cost rate(s) used for the reported grants in column 17 of the SEFA tab. The Checklist includes an item for agencies to mark that the indirect cost rate information was provided.
2. Definitions of key terms relevant to the SEFA are provided.
3. Clarification is provided for the reporting procedures for transfers between State of Florida entities.
 - a. Payments of a contractual nature - A State of Florida entity that made payments of a contractual nature to another State entity is to include these amounts as part of total expenditures (column 13) of their SEFA Workbook. The entity that received payments of a contractual nature from another State of Florida entity should not record these amounts on their SEFA Workbook.
 - b. Payments of a grant nature - A State of Florida entity that provided a subgrant of Federal funds to another State entity is to record the expenditure of Federal awards as part of the total expenditures (column 13) and as part of the total subgranted to State of Florida entities (column 14) of the SEFA Workbook. A State of Florida entity that received subgrants of Federal funds from another State entity is to record the expenditure of Federal funds as part of the total expenditures (column 13) of the SEFA Workbook for the fiscal year in which the funds are expended.

The SEFA workbook should be completed and electronically submitted to fedreporting@myfloridacfo.com by September 12, 2016 for state agencies, September 19, 2016 for Colleges, and September 30, 2016 for Universities. Please direct any questions to Bureau of Financial Reporting via the above email or by telephone at (850) 413-5511.