

DATE: September 13, 2016

TO: Agency Addressed (No. 12, 2016-17)

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

SUBJECT: **FLORIDA SINGLE AUDIT ACT TRAINING**

The Department of Financial Services, Bureau of Auditing, is pleased to offer the Florida Single Audit Act (FSAA) training for State Agency personnel and service providers in the fourth quarter of 2016. The training will feature an introduction to the FSAA, focusing on the responsibilities of state awarding agencies and the required forms to be completed. The training will also provide a basic foundation for the State Projects Compliance Supplement with a focus on understanding compliance requirements and preparation of the Supplement. There is no registration cost for the class.

Training is scheduled for 9:00 AM – 3:00 PM on **October 13** and **November 8**.

Classes will be held at the *Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399*.

State agency personnel involved with the Florida Single Audit Act are strongly encouraged to attend. Employees may register by submitting a completed registration request available at <http://www.myfloridacfo.com/Division/AA/Training/default.htm>.

Please contact the Bureau of Auditing at [Accountability@myfloridacfo.com](mailto:Accountability@myfloridacfo.com) or (850) 413-3060 if you have any questions.