

DATE: April 21, 2017

TO: Agency Addressed (No. 32, 2016-2017)

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

SUBJECT: YEAR END TRAINING WORKSHOP

The Department of Financial Services (DFS), Division of Accounting and Auditing, will be conducting a year-end training workshop on May 4, 2017, (1:30 p.m. - 4:00 p.m.) at the Department of Children and Family Services, Building 4, 1317 Winewood Blvd., Tallahassee, Florida. The workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes.

The workshop will cover a variety of topics and include due dates and guidance processing payments and deposits prior to fiscal year. Additional topics related to the dual year period will be discussed including the Certified Forward process, New Account Code creation, and asset depreciation.

Representatives from the Division of Accounting & Auditing, the Division of Treasury, and MyFloridaMarketPlace will be available to answer your year-end questions.

Register for the workshop through the DFS Learning Management System at <https://apps8.fldfs.com/lms/Home.aspx> by **May 2, 2017**. The workshop can be found under the course area of Accounting and Auditing: Year End Training Workshop.

In order to accommodate participation from all agencies, a limit of two (2) representatives from each agency is requested. Agencies may contact Accounting and Auditing at (850) 413-5511 or [NewAccountCode@myfloridacfo.com](mailto:NewAccountCode@myfloridacfo.com) to place additional representatives on the waiting list.

Workshop materials will be provided subsequent to the registration deadline on the DFS website <http://www.myfloridacfo.com/Division/AA/Links/default.htm>.