

DATE: April 25, 2017

TO: Agency Addressed (No. 33, 2016-2017)

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

SUBJECT: FINANCIAL REPORTING WORKSHOP

The Department of Financial Services (DFS), Bureau of Financial Reporting, will conduct a financial reporting workshop on May 12, 2017, (9:00 a.m. – 11:00 a.m.) at the Department of Children and Family Services, Building 4, 1313 Winewood Boulevard in Tallahassee, Florida. The workshop will provide updated information related to the preparation of the Comprehensive Annual Financial Report (CAFR) and is primarily for agency personnel involved in the preparation of financial information reported in the CAFR.

Register for the workshop through DFS' [Learning Management System](#) (LMS) by noon on **May 11**. The workshop is under the course area of Accounting and Auditing: BFR 102 – Financial Reporting Workshop. The [LMS User Manual](#) provides instructions on registering.

In order to accommodate participation from all agencies, a limit of two (2) representatives from each agency is requested. Agencies may request additional representatives to place on a waiting list at [sfrs@myfloridacfo.com](mailto:sfrs@myfloridacfo.com).

Workshop materials will be available subsequent to the registration deadline on [DFS' website](#).