

# Schedule of Expenditures of Federal Awards (SEFA)

Bureau of Financial Reporting

# Welcome

## Questions/Issues

- Use the “Ask a Question” icon.
- All questions will be answered in the Q&A section.
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# Agenda

- SEFA Process.
- SEFA CAFR Relationship.
- Grading.
- Q&A.

# SEFA Process

## Topics

- General Information.
- SEFA Workbook.
- Important Dates.

SEFA Process

# General Information



## SEFA Process

# General Information

- Agencies that expend federal awards are required to submit the schedule and notes to SEFA.
- SEFA captures all agency expended federal funds.
- All federal assistance received is categorized as either **Direct Revenues** or **Pass-Through From**.
- All federal assistance expended is categorized as either **Expenditures** or **Pass-Through To**.

## SEFA Process

# General Information

- Pass-through entity **must**:
  - Inform the sub-recipient that the funds the sub-recipient is receiving are federal funds.
  - Provide the correct CFDA number and program name.
- All federal funds received are reported in SEFA even if agency/university does not have pass-through federal funds to another entity.

## SEFA Process

# SEFA Workbook

- Catalog of Federal Domestic Assistance (CFDA)
  - Verify CFDA online at [beta.sam.gov](https://beta.sam.gov).
- Rounding Expenditures
- Expenditure Types
  - Select the type of expenditure that is being reported
    - R&D: Y/N
    - ARRA: Y/N
    - COVID-19: Y/N
- Responses on Checklist
  - 18 Checklist Items
- Review Status
  - Ready for Submission!







# SEFA CAFR Relationship

GL 61400

GL 62100

GL 65600

GL 68300

GL 68700



**Total SEFA  
Expenditures**

5% and \$35 Million Thresholds



## SEFA Process

# Dates to Remember

- **September 11:** SEFA Workbook Due.
  - Submit SEFA Workbook electronically to [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)
  - Limit revisions after due date to audit adjustments submitted by the Auditor General
- **September 21:** SEFA Workbook Due.
  - Submit SEFA Workbook electronically to [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)
  - Limit revisions after due date to audit adjustments submitted by the Auditor General
  - Colleges submit to DOE by due date that DOE has provided.
  - Universities submit to BOG by due date that BOG has provided.
- **November 10:** Agency Representations Letter to CFO Due.
- **November 10:** Agency Representations Letter to CFO Due.

# Grading

## Timeliness

- A (100%) = On or before deadline
- B (80%) = 1-2 business day late
- C (70%) = 3-5 business days late
- D (60%) = 6-10 business days late
- F (0%) = >10 business days late

50%

## Accuracy

- A(100%) = Submitted with ready status 1<sup>st</sup> try
- C (70%) = 1<sup>st</sup> submission needs revisions
- F (0%) = Additional submissions need revisions

50%

## Grading

# Grading Scale

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

# Thank You!





# References

- 31 U.S.C. Ch. 75 § 7502 – Requires single audit
- 2 CFR 200.501 Audit requirements- <https://www.ecfr.gov/ar>
- 2 CFR 200.510 Financial Statements- <https://www.ecfr.gov/fs>
- 2 CFR 200.330 Subrecipient and Contractor Determinations- <https://www.ecfr.gov/cgi-bin>
- 2 CFR 200.331 Requirements for pass-through entities
- 2 CFR 200.400, (Cost Principles )Policy Guide
- Compliance Supplement – Audit Procedures
- CFDA website- <https://beta.sam.gov/>
- Data Collection Form Instructions (SF-SAC) – Federal submission requirements

# Contact

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