

DATE: May 3, 2016

TO: Agency Addressed (No. 35, 2015-2016)

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 16, 2016, (1:00 p.m. – 5:00 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 include the following topics:

- Year-end overview
- Payments
- Deposits
- Cash/budget monitoring
- Certified forwards
- Tangible personal property
- Payroll
- Agency Closing Schedule

Register for the workshop through the DFS Learning Management System at <https://apps8.fldfs.com/lms/Home.aspx> by **May 11, 2016**. 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) 413-5803 or sfrs@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>.