

DATE: May 16, 2016

TO: Agency Addressed (No. 38, 2015-2016)

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

SUBJECT: CONCENTRATION ACCOUNT WORKSHOP

The Division of Treasury's Bureau of Funds Management will be hosting a Concentration Account Workshop on June 6, 2016 from 9AM – 11AM in the Hermitage Center Conference Room 1<sup>st</sup> Floor. The Hermitage Center is located at **1801 Hermitage Blvd., Tallahassee, FL. 32308.**

This workshop is intended to introduce agencies to the new vendor for Concentration Account services, as well as provide demonstrations of new applications and processes.

Treasury recommends agency personnel located in Tallahassee attend in person, but will also provide a conference line and workshop materials for those who would like to participate remotely.

The Hermitage Center requires a list of authorized visitors for entry into the building and access to their conference room. Attendees **MUST** register for the workshop (TRS 100 Concentration Account Workshop) using the [DFS Learning Management System](#). Please register by noon on **Thursday, June 2, 2016**. Since space is limited, please limit attendance to 3 representatives per agency.

Please contact [FLAIR Education](#) if you need assistance with the registration processor if you have any additional questions.

Please direct questions or information requests to the Bureau of Funds Management at [Fundsmanagement@myfloridacfo.com](mailto:Fundsmanagement@myfloridacfo.com), or the Bureau main line at 850-413-3166.