

DATE: May 24, 2016

TO: Agency Addressed (No. 40, 2015-2016)

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

SUBJECT: FLORIDA SINGLE AUDIT ACT ANNUAL CERTIFICATION

Annual Agency Certification for Fiscal Year Ending June 30, 2016

Chapter 69I-5.005(4), Florida Administrative Code, requires State agencies to annually certify the accuracy and completeness of their state projects included in the Catalog of State Financial Assistance (Catalog). Agencies must complete the Catalog of State Financial Assistance Certification (Form DFS-A2-AC), available at <https://apps.fldfs.com/fsaa/documents/agencycertification.doc>, and identify any additions, deletions, or changes applicable to Fiscal Year 2015-2016. The completed certification form and documentation for additions/deletions/changes must be submitted to the Bureau of Auditing by **June 15, 2016**.

Additionally, we are requesting agencies to certify the accuracy and completeness of state projects for Fiscal Year 2016-2017 by **September 15, 2016** by submitting a completed certification form and associated documentation for additions/deletions/changes.

In future years, the Bureau of Auditing is requesting agencies to complete and submit the Annual Agency Certification no later than September 1st for the current fiscal year.

Additions to the Catalog require a new CSFA project number. Three (3) forms are required to add a new project:

1. State Project Determination Checklist (Form DFS-A2-PD);
2. CSFA Request Form (Form DFS-A2-AR);
3. Agency Reporting Form/Compliance Supplement Form (Form DFS-A2-CS).

All forms are available at <https://apps.fldfs.com/fsaa/> under the Links/Forms tab. Please ensure all required signatures are complete on each form prior to submission.

Deletions to the Catalog should be submitted by printing the current project detail and writing 'Delete Project' at the top, and clearly state the reason the project is being deleted from the catalog. **Please include all pertinent documentation to support your request. Project deletions must be signed and dated by the agency's Program Administrator responsible for the project.**

Changes to projects currently on the catalog should be submitted by printing the current project detail summary, striking through language that is to be deleted, and legibly writing the new language in the margin. **Please include all pertinent documentation to support your request.**

Changes must be signed and dated by the agency's Program Administrator responsible for the project. Examples of changes to projects may include changes to funding source or amount, GAA line item reference, or contact information.

Electronic submissions and documentation can be emailed to FSAA@myfloridacfo.com or all originals can be mailed to:

Angie Sullivan, FCCM
Department of Financial Services
Bureau of Auditing
200 East Gaines Street
Tallahassee, Florida 32399-0355

Please contact the Bureau of Auditing at (850) 413-3060 if you have any questions.