

DATE: May 25, 2016

TO: Agency Addressed (No. 41, 2015-2016)

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

SUBJECT: FINANCIAL REPORTING (CAFR) WORKSHOP

The Department of Financial Services (DFS), Bureau of Financial Reporting, will conduct a financial reporting workshop on June 10, 2016, (9:00 a.m. – 11:00 a.m.) at the Department of Children and Family Services, Building 4, 1313 Winewood Boulevard, 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 the CAFR.

Register for the workshop through the DFS' Learning Management System (LMS) at <https://apps8.fldfs.com/lms/Home.aspx> by **June 8, 2016**. The workshop is under the course area of Accounting and Auditing: BFR 102 – Financial Reporting Workshop. The instructions to register are on the website <http://www.myfloridacfo.com/Division/AA/Manuals/LMSUSERMANUAL091312.pdf>.

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.

Workshop materials will be available subsequent to the registration deadline on the DFS website <http://www.myfloridacfo.com/Division/AA/Links/default.htm>.