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TO: Agency Addressed (No. 01, 2017-2018)

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

SUBJECT: TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING  
CLASSES PUBLISHED

The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the third quarter of 2017 has been published. The calendar may be found at <http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.

Classes being offered in the third quarter include FLAIR Fundamentals, FLAIR Expenditures, FLAIR Revenues, and Payroll Fundamentals. Also being offered are the Florida Single Audit Act training and Contract and Grant Management for State Agencies and Service Provider trainings.

The Office of Florida Financial Education has scheduled two trainings to be held during August at the Department of Transportation facility at the Turkey Lake Turnpike Plaza in Ocoee, FL. Each of these trainings will combine topics from the FLAIR Fundamentals training and the FLAIR Expenditures training and is designed for staff working outside of Tallahassee who use FLAIR in their current position.

Registration instructions for all classes offered to State of Florida employees may be found at <http://www.myfloridacfo.com/Division/AA/Training/StateAgency.htm>.

Registration instructions for all classes offered to vendors may be found at <http://www.myfloridacfo.com/Division/AA/Training/Vendors.htm>.

For additional information, please access the training website at <http://www.myfloridacfo.com/Division/AA/Training/FinancialEd.htm>.