

DATE: July 26, 2017

TO: Agency Addressed (No. 04, 2017-18)

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

SUBJECT: Federal Reporting Training

The Bureau of Financial Reporting (BFR) will host Federal Reporting Training on Wednesday, August 9, 2017 from 9AM to 12PM at the Florida Department of Revenue Building 2, Room 2-1250. This training will provide an introduction to the Schedule of Expenditure of Federal Awards (SEFA) and the Statewide Cost Allocation Plan (SWCAP). The training will include an explanation of agency responsibilities related to the SEFA and SWCAP, the key due dates, step-by-step instructions for completing the SEFA Form (DFS-A1-1830), and question and answer sessions.

**Note:** Attendees MUST register for the Federal Reporting Training (BFR 106) using the [DFS Learning Management System](#). **Please register by noon on Monday, August 7, 2017.** Agencies may select up to two (2) representatives to attend the training. Registrations will not be accepted via email.

Please contact [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com) if you need assistance with the registration process.

For questions or additional information, please contact BFR at [FedReporting@myfloridacfo.com](mailto:FedReporting@myfloridacfo.com).