

DATE: December 18, 2017

TO: Agency Addressed (No. 18, 2017-2018)

FROM: Paul Whitfield, Division Director
 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 first quarter of 2018 has been published. The calendar may be found at <https://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>

Classes being offered in the first quarter include:

Class	Registration
Advancing Accountability – Best Practices for Contract and Grant Management* For State Agency personnel. Provided to meet requirements of Section 287.057 (14) and Section 215.971(2)(a)1., Florida Statutes.	Registration Form
Advancing Accountability – For Service Providers For recipients/sub-recipients of state and federal financial assistance and other providers of client services.	Registration Form
Contract/Grant Monitoring: Steps for Success For State Agency Personnel. Previous attendance of Advancing Accountability or Florida Certified Contract Manager training is a prerequisite.	Registration Form
FLAIR Fundamentals For State Agency Personnel.	https://apps8.fldfs.com/lms/Home.aspx
FLAIR Expenditures For State Agency personnel. Previous attendance of FLAIR Fundamentals is a prerequisite.	https://apps8.fldfs.com/lms/Home.aspx
Florida Single Audit Act For State Agency personnel and service providers.	Registration Form
Payroll Fundamentals For State Agency Personnel.	https://apps8.fldfs.com/lms/Home.aspx

***Contract/grant managers responsible for contracts/agreements exceeding \$100,000 will not register for this course. They are required to become a Florida Certified Contract Manager.** For additional information on this certification please visit the [DMS Website](#).

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>.