



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, July 25, 2025

9:00 a.m. to 11:00 a.m.

Florida Lottery – Powerball Conference Room

Agencies Represented	<i>Department of Corrections, Department of Financial Services, Florida PALM, Department of Law Enforcement, Department of Management Services, Department of Military Affairs (Online), Department of Transportation, Department of Veterans Affairs (Online), Florida Lottery, Commission on Offender Review, Division of Administrative Hearings, Justice Administrative Commission, Department Fish and Wildlife Conservation Commission, Legislature, Highway Safety and Motor Vehicles, Department of Environmental Protection, Department of State, Department of Business and Professional Regulation, and Florida Citrus (Online).</i>
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Department of Financial Services

Division of Accounting and Auditing

Florida PALM Separation of Duties (SOD) Conflicts:

- Draft Policy can be reviewed [here](#).
- Reviewed Separation of Duties (SOD) and internal control risks.
- Internal control function: keep conflicting roles separate.
- SOD conflicts increase fraud risk and require mitigation plans.
- Agencies must prepare SOD conflict mitigation plans for online UAT.
 - Example: HSMV is planning a SOD conflict mitigation plan during UAT
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Carry Forward:

- Agencies should never have negative carry forward balances.
- Often a timing issue (e.g., delayed federal draws).
- A&A recommends completing draws early to confirm sufficient cash.

PCard & Clearing Queues:

- Agencies must stay on top of outstanding queues (clearing charges) before Florida PALM go-live.
- Critical payments need to be identified in advance.
- PCard system will be updated during PALM cutover; existing queues will not carry over.
- Group suggested 'turning off' PCards or lowering spending limits to \$1.
- Charges using FLAIR accounting must be cleared in FLAIR – no conversion will occur.
- JAC requested another list of outstanding PCard charges.
- Agencies should prepare for several days without a PCard system.
- Florida PALM will not be available starting June 26.

Batch Files:

- A list of questions to assess risk in batch file processes will be included in the Batch Tool framework.
- The tool is under development and will be shared for feedback in the near future.
 - The tool will help evaluate internal controls and risk levels.
 - Covers current FLAIR batch files, future Florida PALM interfaces, and spreadsheet uploads.

Change Support Network (CSN) for FLIPS:

- FLIPS stands for: Florida Integrated Payee System.
- A&A is gearing up for the implementation
- CSN workshop is planned for Friday, September 4, 2025
 - Agency Addressed Memorandum will be posted soon with more details.
 - Workbook of preparedness activities will be provided to the agencies
 - 12 tasks planned for agency preparedness'
- The goal of FLIPS is to streamline vendor onboarding and EFT setup.
 - Agencies will send limited-info invitations (business name, email, etc.).
 - MFMP vendor registration will no longer feed the supplier file. MFMP registration will still be required for procurement. FLIPS will feed supplier file in Florida PALM.
 - FLIPS will be for payment
 - MFMP will be for procurement
 - PCard vendors will not be added to supplier file.

CFO Memo #3 – Contract Summary Form (CSF):

- A&A is open to different solutions, provided internal controls are met.
 - DBPR prefers MFMP receiving function
 - A&A supports this if contract manager certifies deliverables met in MFMP Purchase Order.
 - Agencies requesting uniform guidance on when a CSF form is required.
 - FDLE: unclear when CSF applies (service vs. part/service mix).
 - DJJ: relayed that they require 'I certify' statement on each invoice request.
 - Mark Merry requested agencies share CSF solution ideas to the AcctAudPMT@MyFloridaCFO.com inbox.

Division of Treasury

Use of Gold and Silver to Pay Debts:

- New Treasury system for escrow accounts going live in August.
- HB999 (2025): allows government entities to accept gold/silver coin electronically as legal tender.
- Rulemaking underway, to be published by November 2025.
- Agencies may elect whether or not to accept this form of payment.
- DFS has not yet made a decision.
- Report to legislature will outline implementation challenges.
- Contact Sarah Pons at Sarah.Pons@myfloridacfo.com for questions.
 - [Use of Gold and Silver Coin to Pay Debts](#)

Roundtable Topics

Session Highlights:

- HB 581 – Bill on prepaids made it through the house and sub committees.
 - When the bill got to the senate it was tabled
 - Will be brought back in the next session
 - Planning to amend section 215.422 on advance payments.
- JAC: requested draft language be shared with agencies for input.

Contact Us Website Page:

- Check out the A&A Contact Us Website page [here](#).

Is Policy being Shared, (e.g., CFO Memo) with Agencies Finance and Accounting Teams:

- JAC: requested memos include effective dates and origin history.
- Subscribe to the [A&A Division Ledger](#) (newsletter) for Memo updates.

Florida PALM Transition Planning:

- DJJ: What will agency personnel do during downtime between FLAIR and PALM?
 - Agencies should prepare for closings and Florida PALM Readiness in general

Adjourn