



The A&A Ledger

Florida Department of Financial Services | Division of Accounting & Auditing

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FYE 2024 ACFR RECAP

By Tammy Eastman

Section 216.102(3)(b), Florida Statutes, requires the Chief Financial Officer (CFO) to prepare and publish the State's Annual Comprehensive Financial Report (ACFR) using generally accepted accounting principles on or before February 28 of each year.

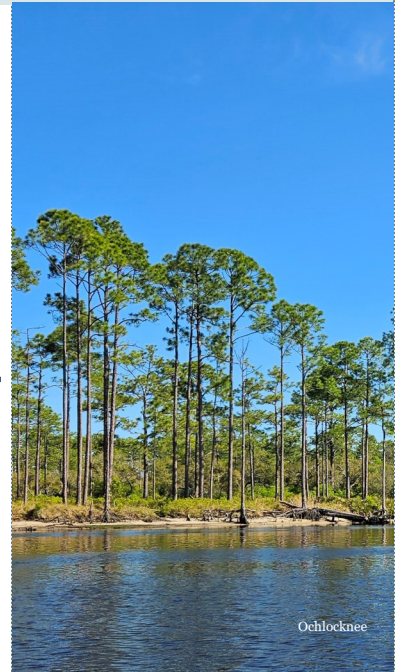
The Bureau of Financial Reporting (BFR) thanks all agency team members that contributed to the ACFR process and helped make this a very successful year! The ACFR was published in February with an unmodified audit opinion. Your contributions made this possible!

FYE 2024 ACFR was the second year Workiva was used to gather financial data with the systematic use of forms functionality. This process was expanded to include forms that support transfer transactions between agencies and within agencies. As a result, this greatly improved the balancing of receivables and payables which resulted in substantial time savings and effort. We greatly appreciate each agency's willingness to learn and work with us on this change. We can all proudly say that this initiative was a major success.

In addition, Statewide Master Adjustment Application (SWMA) agency use was tested and implemented during the FYE 2024 ACFR compilation process. This was made possible by agency assistance from Florida Department of Financial Services, Bureau of Accounting, Florida Department of Corrections, Florida Department of Transportation, and Florida Department of Health. Team members from these agencies assisted with testing during and after normal work hours. A special note of appreciation to these agencies. All agencies deserve a pat on the back for learning the new process and achieving a successful outcome.

New Training! Statewide Financial Reporting Section (SFRS) and the Office of Florida Financial Education worked together to develop training courses on Workiva, SWMA, and ACFR processes that are tailored to the needs of agency team members working in financial reporting and contributing to the ACFR compilation. These courses are available on demand in People First! Thank you to the Financial Education team for their hard work making this available!

Thank you for everything you do to guarantee the ACFR is published successfully!



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MacLay Gardens State Park

MONITORING TOOLS FOR AGREEMENT MANAGERS

BY KIM HOLLAND

Contract and grant managers play a crucial role in maintaining accountability and transparency in contract management and monitoring processes. They are statutorily tasked with ensuring smooth communication between providers and the state agency, enforcing the terms and conditions of the agreement, monitoring and documenting provider performance, and confirming the receipt of goods and services.

The Bureau of Auditing is developing a tool that can be used to document and track provider performance. This tool will allow contract and grant managers to easily identify and address issues in a timely manner.

If there are any specific features or elements you would like for us to consider when developing the tool, please email audit.info@myfloridacfo.com. We look forward to your feedback.



FLIPPING FOR FLIPS!

BY DERRICK WALTERS

The Bureau of Vendor Relations (BVR) within Accounting & Auditing is excited to announce the implementation of a new system to help with the collection and validation of important payee information! Coming in late 2025, we plan to launch a new portal called the Florida Integrated Payee System, or FLIPS.



FLIPS will be a safe, efficient, and secure portal that allows suppliers/payees that receive payments from the State of Florida to provide important information that is required for payment issuance and tax reporting:

- physical and remit addresses,
- tax information (e.g., tax identification number),
- banking information for Electronic Fund Transfers (EFT),
- And more!

Payees will be able to manage the information they record within the portal; no longer will payees require support to update their remittance address or bank account information. They will be able to make the updates they need in near real time.

Be on the lookout for additional information coming soon!!

ACFR COVER PHOTO WINNER

BY NIKI NOLTON

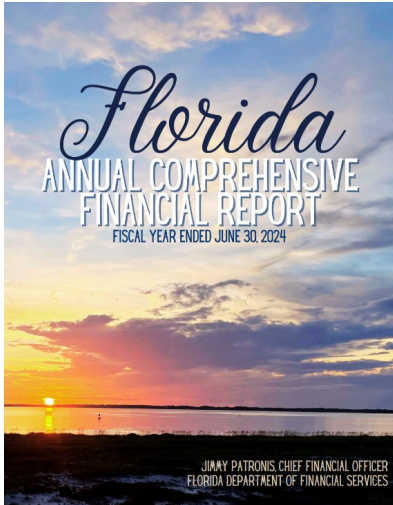
Each year, the Bureau of Financial Reporting (BFR) compiles the Florida Annual Comprehensive Financial Report (ACFR) to outline the state's financial condition at fiscal year-end and the results of operations during the fiscal year. Once the ACFR is complete, it's posted online and is read by all State of Florida agencies, the Chief

Financial Officer (CFO), the Governor, and the public.

Annually, the cover for the ACFR is selected from a picture taken by a Division team member. This year, forty photos were submitted for consideration. The ultimate winner was chosen by DFS leadership.

Now the moment you've been waiting for...
the winner of the ACFR cover photo for 2024 is...

NOELLA YODER in the Bureau of Auditing/Article Five submitted a photo of Dog Island, FL! Kim Jacobs used this beautiful photo for the cover layout.



ADVANCING ACCOUNTABILITY

BY DAMIEN JONES

Contract Managers responsible for contracts in excess of Category II (currently \$35,000) must take Advancing Accountability; if a contract exceeds \$100,000, the Contract Manager must also become a Florida Certified Contract Manager to meet legislative requirements.

The Office of Florida Financial Education has enhanced Advancing Accountability for State Agencies. It now has a fresh look with updated content and interactive examples.

Who is Required to Take the Course?

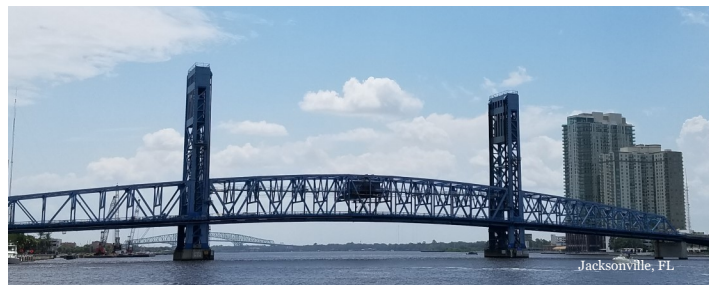
- According to Florida Statute 287.057(15)(b), all contract managers responsible for contracts valued at Category 2 (currently \$35,000.00) or more are required to take Advancing Accountability for State Agencies.

How Often Should This Training Be Taken?

- The Department of Financial Services Division of Accounting and Auditing recommends that contract managers take the course at least every five years to stay updated on policy changes and best practices

Between July 2021 – December 2024, the content from Advancing Accountability for State Agencies was incorporated into the Florida Certified Contract Manager (FCCM) Training. If you obtained a FCCM certification during this period, you met the requirement for Advancing Accountability and do not need to take the DFS Advancing Accountability course separately.

We encourage everyone to check our [training calendar](#) for upcoming sessions including classes on Advancing Accountability and Florida PALM Chart of Accounts. For any questions, please reach out to us at dfsfinancial@myfloridacfo.com.





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MEMOS OF NOTE

Agency Addressed and Chief Financial Office Memorandum are issued regularly by the Division to share information, provide guidance, and distribute policy to agency personnel. The following memos were published within the last quarter.

#	Title	Summary
CFO #3	Contract Summary Form	Update and clarify the use of the Florida Accountability Contract Tracking System (FACTS) Contract Summary Form (CSF) requirements.
CFO #28	Florida Palm Security Access Managers Update	Update to the number of SAMs each agency can have as determined by the agency size.
CFO #29	Processing Time Needed for Time Sensitive Payments	Requests to produce a payment outside of normal payment processing times requires written justification from the Administrative Services Director or equivalent, sufficient documentation to authorize the payment, and point of contact information. Requests require approval by the Director of A&A or his/her delegate.
AAM17	Information Warehouse FLAIR Master File Analysis Tool Update	Provided an overview on the update made to the Information Warehouse FLAIR Master File Analysis Tool.
AAM19	Judgement Interest Rate for the Quarter Beginning January 1, 2025	Corrected interest judgement rate for the quarter beginning January 1, 2025.
AAM20	Judgment Interest Rate for the Quarter Beginning April 1, 2025	Corrected interest judgement rate for the quarter beginning April 1, 2025.

Online Training

Do you work with Financial Statements? Do you use Workiva? The Office of Florida Financial Education is excited to announce two new Workiva trainings. Workiva is the software used to create the Annual Comprehensive Financial Report (ACFR). These trainings offer agency personnel the opportunity to preview and gain an understanding of the Workiva environment and its functionality. Take these training courses to better understand what Workiva is, how to navigate in the software, the forms available, and ACFR requirements within Workiva. Look for these in the People First LMS.

Thank you!

Accounting and Auditing wants to give a big shout out to the 28 agencies that submitted their Point of Contact (POC) responses so quickly. We know that it was a quick turnaround request, but it is important for us to know who to contact so we can resolve any issues timely and not impact payments or other critical issues.

For those agencies that did not submit a response, there is still time! The form is attached for your convenience, and you can email the completed form to acctaudpmt@myfloridacfo.com.