

DEPARTMENT OF FINANCIAL SERVICES

# 2021 BFR Federal Reporting Workshop

Bureau of Financial Reporting

CFO JIMMY PATRONIS

# Welcome

## Questions/Issues

- Use the “Ask a Question” icon.
- All questions will be answered in the Q&A section.
- If you lose your online connection, click on the link in your registration confirmation email to resume the webinar.
- GoToWebinar Customer Support:

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# Agenda

- Welcome and Introduction
- SEFA Process.
  - General Information.
  - SEFA Workbook.
  - SEFA ACFR Relationship.
- Grading.
- Important Dates.
- Q&A.

# Continuing Professional Education Credits (CPE)

- 2 hours of CPE has been approved by the Florida Department of Business and Professional Regulation.
- By responding “Yes” to the first poll question, you are letting us know that you want CPE credit.
- You **must** respond to all Poll Questions to qualify for the two (2) hours of CPE.
  - There are a total of 5 poll questions.

SEFA Process

# General Information



## SEFA Process

# General Information

- Agencies that expend federal awards are required to submit the schedule and notes to SEFA.
- SEFA captures all agency expended federal funds.
- All federal assistance received is categorized as either **Direct Revenues** or **Pass-Through From**.
- All federal assistance expended is categorized as either **Expenditures** or **Pass-Through To**.

## SEFA Process

# General Information

- Pass-through entity **must**:
  - Inform the sub-recipient that the funds the sub-recipient is receiving are federal funds.
  - Provide the correct Assistance Listing (Catalog of Federal Domestic Assistance (CFDA)) number and program name.
- All federal funds received are reported in SEFA even if agency/university does not have pass-through federal funds to another entity.

## SEFA Process

# SEFA Workbook

- Assistance Listing (Catalog of Federal Domestic Assistance (CFDA))
  - Verify Assistance Listing online at [sam.gov](http://sam.gov).
- Rounding Expenditures
- Expenditure Types
  - Select the type of expenditure that is being reported
    - R&D: Y/N
    - ARRA: Y/N
    - COVID-19: Y/N
    - American Rescue Plan (ARP): Y/N
- Responses on Checklist
  - 19 Checklist Items
- Review Status
  - Ready for Submission!







## SEFA ACFR Relationship

GL 61400

GL 62100

GL 65600

GL 68300

GL 68700



**Total SEFA  
Expenditures**

5% and \$35 Million Thresholds

SEFA ACFR Relationship

# Reconciliation Template

SEFA Reconciliation Template				
<b>Instructions:</b>				
The expenditures reported on the SEFA should be compared to the grant revenues recorded in the financial statements. If the difference is 5% or more of the total SEFA expenditures, or \$35 million or more, an explanation is required. Specific reconciling items should be identified in the space below.				
ACFR			OLO	SEFA
GL Code	GL Title	Financial Statements Balance		Total Expenditures Reported
61400	Grants and Donations - Non Capital (Federal Portion)		0	\$ -
62100	Capital Grants and Donations (Federal Portion)			
65600	Federal Funds Transfers In from Other Agencies			
68300	Non Capital Grants and Donations (Federal Portion)			
68700	Capital Grants and Donations (Federal Portion)			
		Total Balance: \$		-
		<b>ACFR/SEFA Reconciling Difference</b>		
				0.00%
				\$ -
Reconciling Items (1)			Amounts	
1				
2				

# Grading

## Timeliness

- A (100%) = On or before deadline
- B (80%) = 1-2 business day late
- C (70%) = 3-5 business days late
- D (60%) = 6-10 business days late
- F (0%) = >10 business days late

50%

## Accuracy

- A(100%) = Submitted with ready status 1<sup>st</sup> try
- C (70%) = 1<sup>st</sup> submission needs revisions
- F (0%) = Additional submissions need revisions

50%

## Grading

# Grading Scale

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

SEFA Process

# Dates to Remember

## Agencies:

- **September 10:** SEFA Workbook Due.
  - Submit SEFA Workbook electronically to [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)
  - Limit revisions after due date to audit adjustments submitted by the Auditor General
- **November 9:** Agency Representations Letter to CFO Due.

## Colleges and Universities:

- **September 20:** SEFA Workbook Due.
  - Submit SEFA Workbook electronically to [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)
  - Limit revisions after due date to audit adjustments submitted by the Auditor General
  - Colleges submit to DOE by due date that DOE has provided.
  - Universities submit to BOG by due date that BOG has provided.
- **November 9:** Agency Representations Letter to CFO Due.

# Thank You!





## References

- [31 U.S.C. Ch. 75 § 7502](#) – Requires single audit
- [2 CFR 200.501 Audit requirements](#)
- [2 CFR 200.510 Financial Statements](#)
- [2 CFR 200.331 Subrecipient and Contractor Determinations](#)
- [2 CFR 200.332 Requirements for pass-through entities](#)
- [2 CFR 200.400, \(Cost Principles \)Policy Guide](#)
- [Compliance Supplement](#) – Audit Procedures
- [Assistance Listings - SAM.gov](#)
- [Data Collection Form Instructions \(SF-SAC\)](#) – Federal submission requirements

## Contact

[financialreporting@myfloridacfo.com](mailto:financialreporting@myfloridacfo.com)

Lyna Ty

Government Analyst II

(850) 413-5592

[Lyna.Ty@myfloridacfo.com](mailto:Lyna.Ty@myfloridacfo.com)

Kayla Hanak

Senior Management Analyst Supervisor

(850) 413-3097

[Kayla.Hanak@myfloridacfo.com](mailto:Kayla.Hanak@myfloridacfo.com)

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