

DEPARTMENT OF FINANCIAL SERVICES

2021 BFR Federal Reporting Workshop

Bureau of Financial Reporting

CFO JIMMY PATRONIS

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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.

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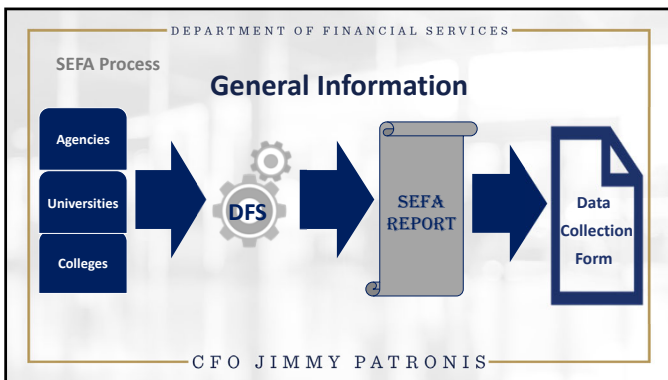
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Continuing Professional Education Credits (CPE)

- 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.

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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**.

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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.

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SEFA Process

SEFA Workbook

- Assistance Listing (Catalog of Federal Domestic Assistance (CFDA))
 - Verify Assistance Listing online at 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!

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SEFA Process

SEFA Workbook

Needs Revisions

Checklist Item Name

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Checklist Item No. 11

Review Item Name

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Grading

<p style="text-align: center;">Timeliness</p> <ul style="list-style-type: none"> • 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 <p style="text-align: center;">50%</p>	<p style="text-align: center;">Accuracy</p> <ul style="list-style-type: none"> • A(100%) = Submitted with ready status 1st try • C (70%) = 1st submission needs revisions • F (0%) = Additional submissions need revisions <p style="text-align: center;">50%</p>
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Grading Scale

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

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SEFA Process

Dates to Remember

<p>Agencies:</p> <ul style="list-style-type: none"> • September 10: SEFA Workbook Due. <ul style="list-style-type: none"> • Submit SEFA Workbook electronically to FinancialReporting@myfloridacfo.com • Limit revisions after due date to audit adjustments submitted by the Auditor General • November 9: Agency Representations Letter to CFO Due. 	<p>Colleges and Universities:</p> <ul style="list-style-type: none"> • September 20: SEFA Workbook Due. <ul style="list-style-type: none"> • Submit SEFA Workbook electronically to 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.
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Thank You!

Questions?

Comments?

Suggestions?

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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

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