

DATE: April 18, 2024

TO: Agency Addressed (No. 17, 2023-2024)

FROM: Renee Hermeling, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: 2023-2024 FISCAL YEAR-END WORKSHOP

The Department of Financial Services (DFS), Division of Accounting and Auditing, will be conducting two fiscal year-end training workshops on Friday, May 3, 2024. The workshops will take place from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. at the Centre of Tallahassee (formerly known as the Tallahassee Mall), Suite 400, Room C100, at 2415 N. Monroe St., Tallahassee, Florida. The workshops will provide information to assist agencies with key dates and information related to year-end and Certified Forward processes.

The workshop will cover a variety of topics including due dates and guidance for processing payments and deposits prior to fiscal year-end. Additional topics related to the dual-year period will be discussed including the Certified Forward process, New Account Code creation, asset depreciation, and more.

Representatives from the Division of Accounting and Auditing, the Division of Treasury, and MyFloridaMarketPlace will be available to answer year-end questions.

Register for either workshop through the DFS Learning Management System in [People First](#) by Wednesday, May 1, 2024. The workshops can be found under the course area of Accounting and Auditing: 2023-2024 Fiscal Year-End Training. If you have previously registered, no changes are needed.

Fiscal year-end reference materials will be published before the workshop to: [Workshop Resources \(myfloridacfo.com\)](#)