

DATE: March 31, 2025

TO: Agency Addressed (No. 22, 2024-2025)

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

SUBJECT: 2024-2025 FISCAL YEAR-END WORKSHOP

The Department of Financial Services (DFS), Division of Accounting and Auditing, will be conducting a fiscal year-end training workshop on Thursday, May 1, 2025. The workshop will take place from 9:00 a.m. to 12:00 p.m. at the Florida Department of Revenue at its Capital Circle Office Center (CCOC) campus, Building 2 in Room 1250, at 2450 Shumard Oak Boulevard. The workshop 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 the workshop through the DFS Learning Management System in [People First](#) by Monday, April 28, 2025. The workshop can be found under the course area of Accounting and Auditing: 2024-2025 Fiscal Year-End Workshop. Each agency can send up to three individuals to attend the workshop, however, if additional spots are needed, please email [AcctAudPMT@MyFloridaCFO.com](mailto:AcctAudPMT@MyFloridaCFO.com) before registering.

For those unable to attend the date of the Workshop, an On-Demand recording will be provided to People First within 5 business days of the workshop. Find the recorded training in [the People First LMS](#) under “2024-2025 Fiscal Year-End Workshop Recording”.

To access fiscal year-end training opportunities that are currently available, visit: [Statewide - Fiscal Year-End Online Training](#).

To access fiscal year-end reference materials that are currently available, visit: [Financial Guidance for State Agencies | Accounting and Auditing](#).