



**Agency Addressed (AA) Memorandum Updates:**

**FY 22/23, AA Memo #16 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: April 4, 2023** – The Department of Financial Services announces a training calendar update offered by the Division of Accounting & Auditing for 2022-2023. The calendar may be found at <https://sf01.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/calendar.pdf>.

**FY 22/23, AA Memo #17 – 2022-2023 FISCAL YEAR-END WORKSHOP – Issued: April 17, 2023** – The Department of Financial Services (DFS), Division of Accounting and Auditing, will be conducting two fiscal year-end training workshops on Friday, May 12, 2023, from 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:30 p.m. at the Tallahassee Mall, Suite 400, Room C100, on 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.

**FY 22/23, AA Memo #18 – UNDISBURSED APPROPRIATIONS AT FISCAL YEAR-END, JUNE 30, 2023 – Issued: April 25, 2023** – This memorandum provides information related to fiscal year 2022-23 (FY 2022-23) undisbursed appropriations for operations, identified as incurred obligations and certified Fixed Capital Outlay (FCO) undisbursed appropriations, pursuant to section (s.) 216.301, Florida Statutes (F.S.).

**FY 22/23, AA Memo #19 – FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) FISCAL-YEAR (FY) 2022-23 CLOSING – Issued: April 25, 2023** – This memorandum provides information related to FLAIR year end closing for the FY ending on **June 30, 2023 (FY 2022-23)**. All times are Eastern Daylight Savings Time.

For the period of June 29 through July 3, please send contact information for voucher input and signature authority for the following functions to [NewAccountCode@MyFloridaCFO.com](mailto:NewAccountCode@MyFloridaCFO.com):

- Payroll
- Disbursements
- Receipts/Deposits
- Disinvestments

**FY 22/23, AA Memo #20 – DEPARTMENTAL FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) ACCESS CONTROL PASSWORD EXPIRATION UPDATE – Issued: May 2, 2023** – The Department of Financial Services announces a password timeframe update. The Departmental FLAIR Access Control password expiration timeframe will be updated from 90 calendar days to 60 calendar days beginning on Monday, July 31, 2023. Any password that is older than 60 calendar days on July 31 will automatically expire and affected end-users' access will be revoked. This includes passwords associated with agency business systems that transmit batch jobs to Departmental FLAIR (e.g., Statewide Travel Management System [STMS], MyFloridaMarketPlace [MFMP]).



Department of Financial Services  
Division Accounting & Auditing  
Florida Administration Services Meeting – 5/26/2023

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**FY 22/23, AA Memo #21 – DEBT COLLECTION WORKSHOP – Issued: May 2, 2023 –**  
The Bureau of Financial Reporting (BFR) will host the Annual Debt Collection Workshop at the Tallahassee Mall, Suite 400, Room C100, on 2415 North Monroe Street, Tallahassee, Florida, on the following day:

- June 5, 2023, 1:30 pm – 4:00 pm

**FY 22/23, AA Memo #22 – STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2022-23 ANNUAL COMPREHENSIVE FINANCIAL REPORT – Issued: May 16, 2023 –**

This memorandum provides information related to the preparation and audit of the Florida Annual Comprehensive Financial Report for the fiscal year ending June 30, 2023. Section 216.102, Florida Statutes, requires the Chief Financial Officer (CFO) to prepare the State's Annual Comprehensive Financial Report (ACFR) using generally accepted accounting principles. To comply, the state agencies must prepare and submit financial and other necessary information to the CFO as required.

To view any of the above memos electronically, visit:

<https://www.myfloridacfo.com/division/aa/state-agencies/agency-addressed-memoranda>.

**Chief Financial Officer (CFO) Memorandum Updates:**

**FY 22/23, CFO Memo #23 – DIRECT PAYMENT OF REGISTRATION FEES FOR CONFERENCES AND CONVENTIONS, 69I-42.004, FLORIDA ADMINISTRATIVE CODE (F.A.C.) – Issued: May 8, 2023 –** This memorandum establishes payment and supporting documentation requirements for the direct payment of registration fees for conferences and conventions.

To view any of the above memos electronically, visit:

<https://www.myfloridacfo.com/division/aa/state-agencies/cfo-memos>.