



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, March 29, 2024

9:00 a.m. to 11:00 a.m.

The Florida Lottery – Powerball Conference Room

Agencies Represented	Administrative Hearings, Agriculture and Consumer Services, Business and Professional Regulation, Children and Families, Citrus, Corrections, Financial Services, Fish and Wildlife Conservation Commission, Florida Lottery, Justice Administrative Commission, Juvenile Justice, Law Enforcement, Management Services, Military Affairs, State, Transportation, and Veterans Affairs.
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Opening Remarks

Mark Merry

- Introductions

Department of Financial Services (DFS)

Director's Office

Renée Hermeling

- Month-End Close
 - With the implementation of Florida PALM, agencies will be required to be more diligent with their reconciliations as we will be transitioning from annual closings of our financial system to monthly closings.
 - DFS provided a ['Month End Close Guidance'](#) document to assist agencies prepare for month end closings in Florida PALM.
- Revolving Fund Retirement & FLAIR Processes
 - When inactivating codes in FLAIR, agencies should be mindful of unintended consequences.
 - There are two reports that agencies can review to see what is scheduled for deletion during the monthly inactivation jobs: DEXR05 and DEXR06.
- Timesheet Approval
 - The number of adjustments related to timesheet corrections is high. Agencies are asked to pay closer attention to the review and approval of timesheets as the adjustments typically results in the need for updating taxes, causing a workload issue for the Bureau of State Payrolls.

Office of Florida Financial Education (OFFE)

Anne Rabon

- Agency Transformation Project Update

- OFFE is working to create an updated New Agency Guide that can be used by agencies for guidance if an agency merges with another agency, dissolves, or a new agency is created.
- If an employee has been a part of an agency transformation, tips and recommendations are requested to be emailed to: DFSFinancialEd@MyFloridaCFO.com.
- The updated guide will be published in May 2024 and agencies will be requested to review it and provide feedback .
- Division Ledger
 - DFS publishes a Division Ledger quarterly to all state agencies that includes hot topics that could potentially affect all state agencies, interesting facts, shout-outs, and other information.
 - Topic recommendations can be sent to AcctAudPMT@MyFloridaCFO.com.
 - Currently published Division Ledgers can be found online [here](#).
 - To subscribe to the Division Ledger, click [here](#).

Bureau of Financial Reporting (BFR)

Mark Merry

- Annual Comprehensive Financial Report (ACFR) – Published
 - The ACFR cover photo was taken by a DFS team member!
 - The 2023 ACFR is complete, published, and can be found online [here](#).
- Schedule of Expenditures of Federal Awards (SEFA) – Published
 - The 2023 SEFA is complete, published, and can be found online [here](#).
- Statewide Financial Reporting Workshop – Scheduled
 - A Statewide Financial Reporting Workshop has been scheduled for May 2024. Communication will be sent regarding registration for this workshop in the Learning Management System (LMS).
- Statewide Federal Awards Workshop – Scheduled
 - A Statewide Federal Awards Workshop has been scheduled for May 2024. Communication will be sent regarding registration for this workshop in the LMS.
- DFS Fiscal Year-End Workshop – Scheduled
 - A DFS Fiscal Year-End Workshop has been scheduled for May 2024. Communication will be sent regarding registration for this workshop in the LMS.
- DFS Debt Collection Workshop – Scheduled
 - A DFS Debt Collection Workshop has been scheduled for May 2024. Communication will be sent regarding registration for this workshop in the LMS.

Roundtable Topics

Mark Merry

- Year-End Activities and Ways to Improve
 - Agencies were asked to provide advance notice of new projects and/or upcoming challenges related to year-end. Communication related to these items will help everyone involved with the year-end closing process.
 - Agencies were asked to validate that their Journal Transfers balance at year-end;

DFS is unable to close the accounting books unless all records balance.

- There was a discussion about the processing timeline at yearend for MFMP Invoice Reconciliations (IRs) and why agencies are encouraged to process IRs outside of MFMP once the yearend MFMP IR deadline has passed. Renee shared that this is due to workload constraints for the Bureau of Auditing.
- Classification Modernization Project Update
 - Agencies were asked to have all information related to this project submitted to DMS by close of business, Friday, March 29, 2024.
 - Constance Brock, DMS, was in attendance and provided live updates on the number of agency records that were incomplete.
 - Agencies are still encouraged to provide the requested information after the deadline for this project as it will assist with the following year's records.
- Florida PALM Readiness
 - DFS is actively providing trainings related to accounting basics to help agencies understand these principles prior to Florida PALM go-live in January 2026. OFFE has 29-Digit Account Code training available in the LMS to assist agencies with understanding the basics of accounting currently. Ultimately, OFFE would like these trainings to progress over time, leading to the Florida PALM Chart of Accounts.
 - Agencies provided updates on what they were doing internally to prepare for Florida PALM, including:
 - Implementing process changes now, not waiting until it's too late.
 - Hosting monthly Points of Contact meetings to enhance excitement/engagement.
 - Offering training on current accounting practices to staff that will be affected by the Florida PALM changes.
 - Focusing on changing the mindset of current employees by sharing the benefits of Florida PALM (e.g., web based).
 - Multiple agencies raised concerns with the implementation of Florida PALM and what they see as their agency's lack of interest (especially while balancing their current workload).
- DFS Website Updates – Stay Tuned!
 - The DFS Project Management Team is currently working with the DFS Admin. Team to revamp the current DFS website. A survey was launched to gather user feedback and redesign the current website to be more user-friendly.
 - A request was made to provide a crosswalk between outdated memos and those currently available, helping agencies to update internal procedure(s).
- Financial Reporting Training Needs
 - BFR asked that the audience provide an update on the trainings they would like to see made available related to financial process. Agency asks included:
 - Statewide Cost Allocation Plan (SWCAP)
 - Form 3
 - Requests for trainings can be sent to DFSFinancialEd@MyFloridaCFO.com.

- PC Uploads and Batch Jobs
 - CFO Memo No. 24: To Provide Guidance on Standardized FLAIR Batch Uploads is in the process of being updated.
 - A live poll was taken to get insight to how many agencies utilize PC uploads.
 - DFS is looking to confirm proper internal controls when requesting information related to PC uploads and batch jobs.
- Warrants
 - An agency requested additional information related to warrants and how they can be packaged for agency pickup to increase security due to increasing warrant fraud.
 - Some agencies are pushing for vendors to utilize electronic fund transfers (EFTs) to prevent potential warrant fraud.
 - DFS will be researching additional security related to warrant pickup.
- Fully Depreciated Items
 - A discussion was held regarding the inquiry of deleting items from their Property File that are fully depreciated.
 - An official statement was requested from DFS for guidance related to fully depreciated items and whether they could be removed from their Property File. DFS has committed to providing guidance to agencies.

Adjourn