LOGER

INSTRUCTION MANUAL

For Annual Financial Reports Effective Fiscal Year 2019-2020

Local **G**overnment **E**lectronic **R**eporting

TABLE OF CONTENTS

SECTION ONE: ACCESS **3**

Logging into LOGER 3

SECTION TWO: ANNUAL FINANCIAL REPORT (AFR) MANAGEMENT **4**

Main Menu Screen 4
AFR Summary Page 5
Beginning the AFR Submission Process 9
General Information 9
Revenues 11
Expenditures 15
Debt 19
Affiliated Entities 21
Community Redevelopment Agencies 24
Audit 29
Data Element Worksheet 32
Certification 34

SECTION THREE: REPORTS **36**

Standard Reports 37
Ad-Hoc Reports 41
Reports Submitted to the Department 43

SECTION FOUR: INDEX **45**

SECTION ONE: Access

A. Logging Into LOGER

1) Go to https://apps.fldfs.com/LocalGov/
2) For the username, input your governmental entity's six-digit unit ID.
3) Use the password that was assigned to you, or created by your entity. If you are unable to locate the login information, send an email to localgov@myfloridacfo.com or call the Local Government Section at (850) 413-5571.

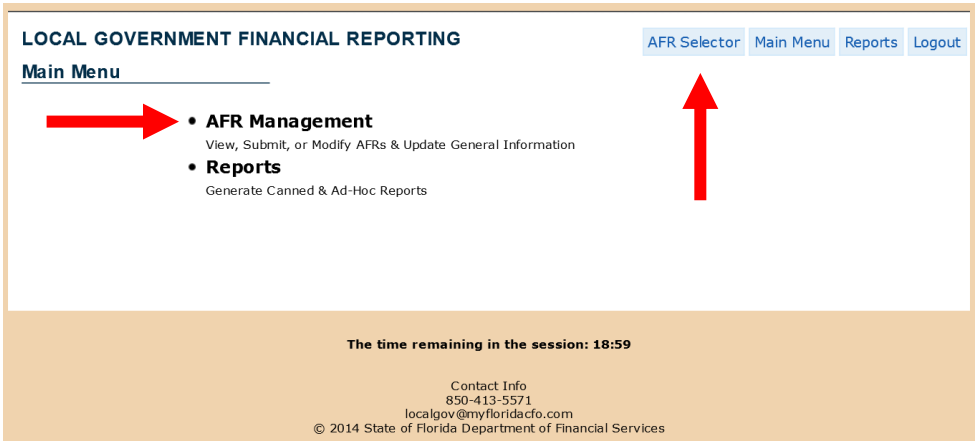
   NOTE: Passwords must be at least eight characters and are case sensitive.

SECTION TWO: Annual Financial Report (AFR) Management

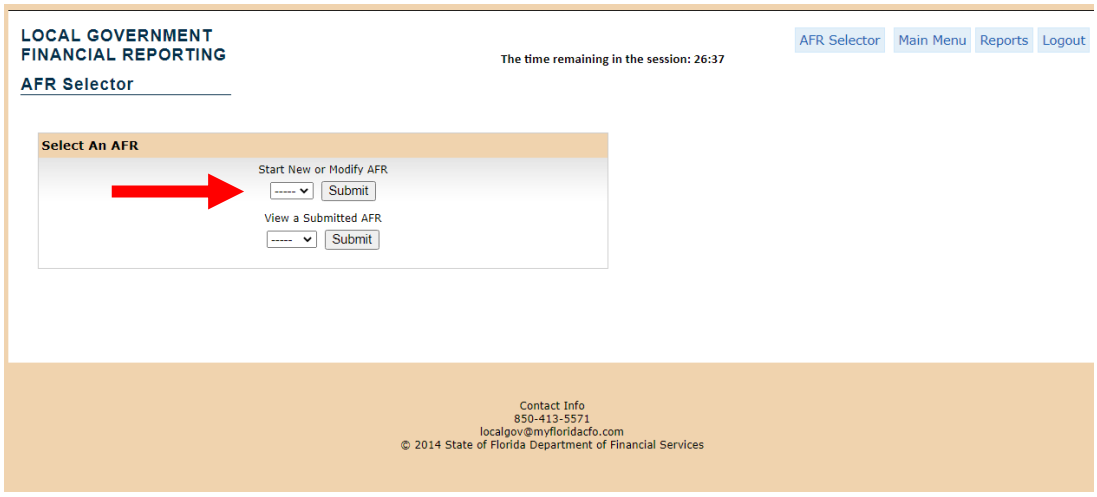
Main Menu Screen

From the Main Menu you can select AFR Management or Reports. AFR Management allows you to view, submit or modify the Annual Financial Report (AFR) and update your contact information. Reports allows you to view several standard reports or you can go to the Ad-Hoc reporting page and create your own report.

1. Click on **AFR Management** or **AFR Selector**.



2. Choose the appropriate year from the dropdown under **Start New or Modify AFR**.



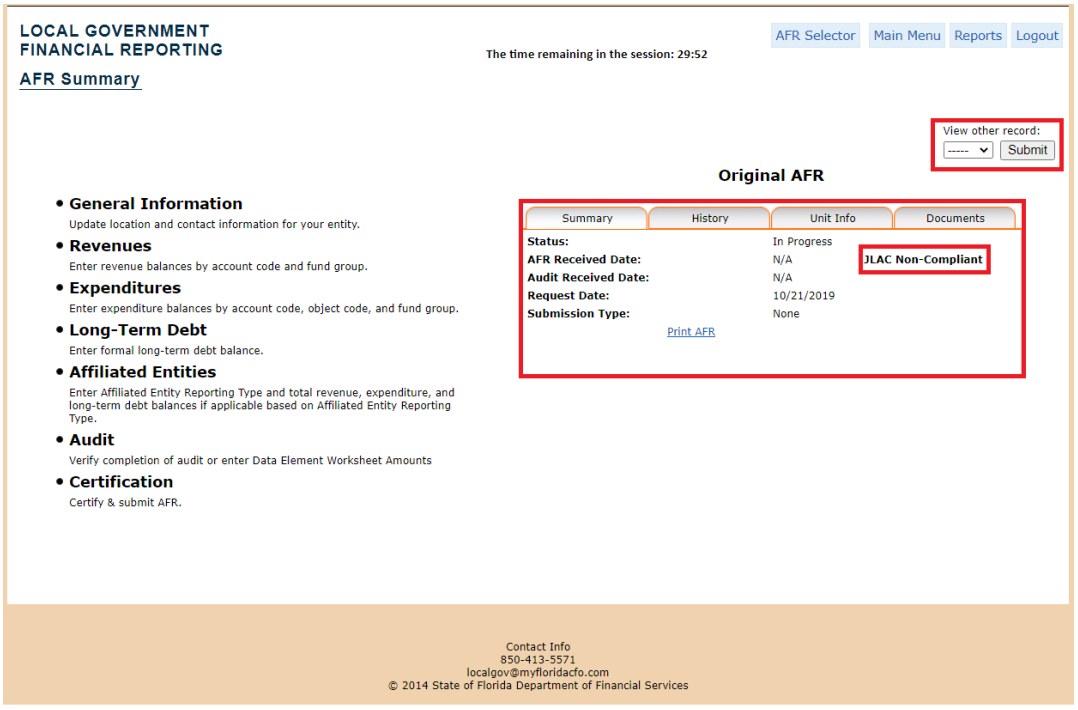
3. Click the **Submit** button.

AFR Summary Page

The **AFR Summary page** displays each required section of the AFR.

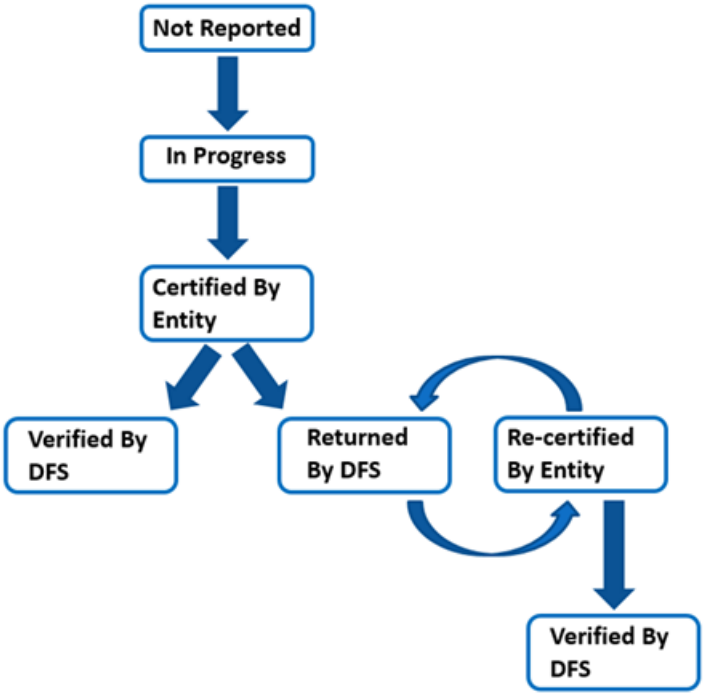
- General Information
- Revenues
- Expenditures
- Long-Term Debt
- Affiliated Entities
- Audit
- Certification

The **Summary Tab** on the **AFR Summary page**, lists the current status of your AFR, your AFR Received Date, your Audit Received Date (if applicable), a Request Date (if applicable; there will be a date here if the Department has reached out to the local government entity with an information request), and Submission Type (which is always electronic at the point of submission in LOGER). The **AFR Summary Tab** will also state if you are considered "JLAC Non-Compliant". You can also view other submitted AFRs by selecting a Fiscal year from the drop down under "View other record:" and selecting **Submit**.

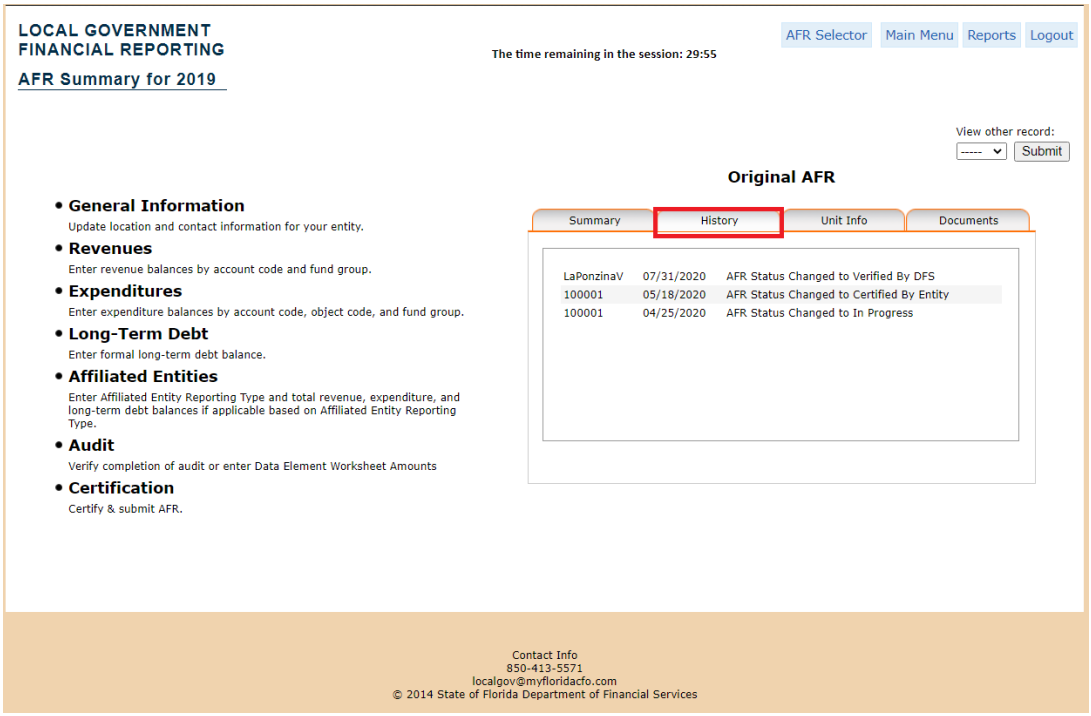


The AFR Status' have been updated. The default status is Not Reported. Once you save your information, the AFR Status is updated to In Progress. When you certify and submit your AFR, the status becomes Certified by Entity (previously Submitted status). After Department staff reconciles the AFR to the provided audited financial statements or Data

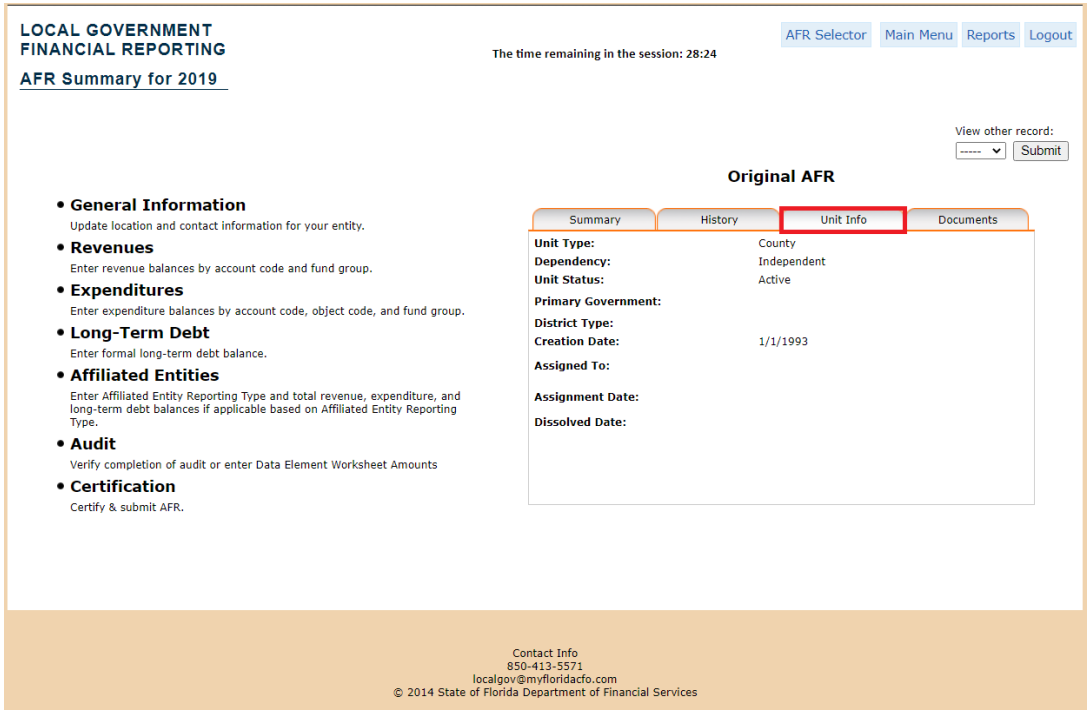
Element Worksheet, the status will become Verified by DFS (previously Certified status). If the AFR does not reconcile to the audited financial statements or Data Element Worksheet, the AFR will be placed in Returned by DFS status until the data can be corrected. The entity will then log into LOGER to correct the incorrect data, re-certify on the **Certification page**, and the AFR will be in Re-certified by Entity status.



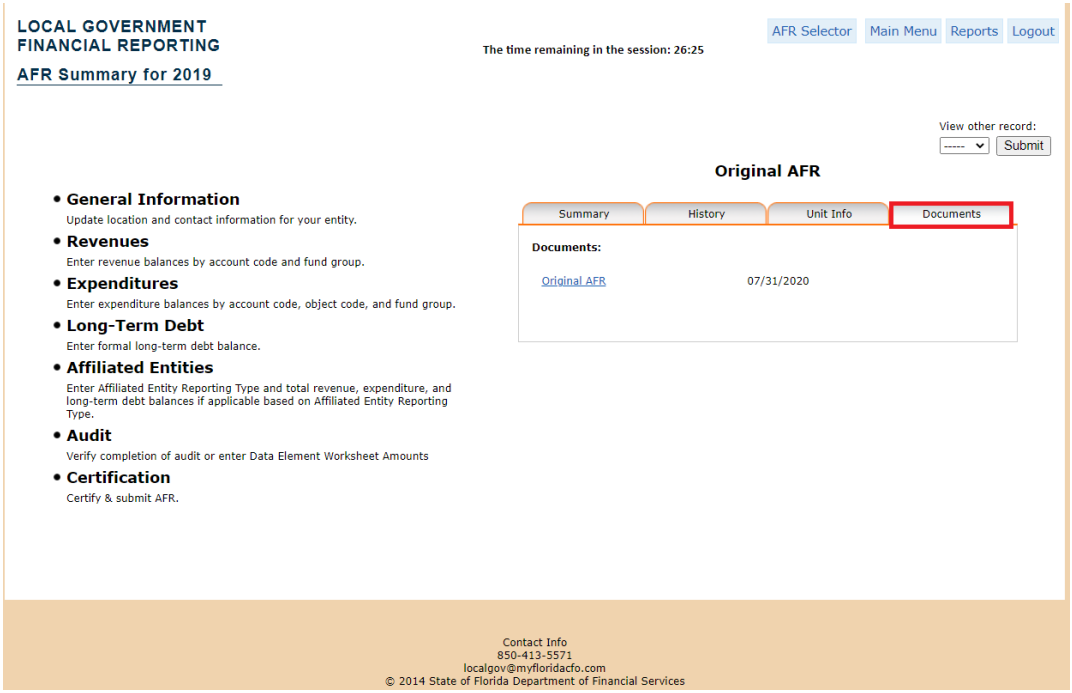
The **History Tab** on the **AFR Summary page** lists comments made by Department members, a history of who changed the status of the AFR, as well as when.



The **Unit Info Tab** on the **AFR Summary page** reports the local government entity's general unit information.



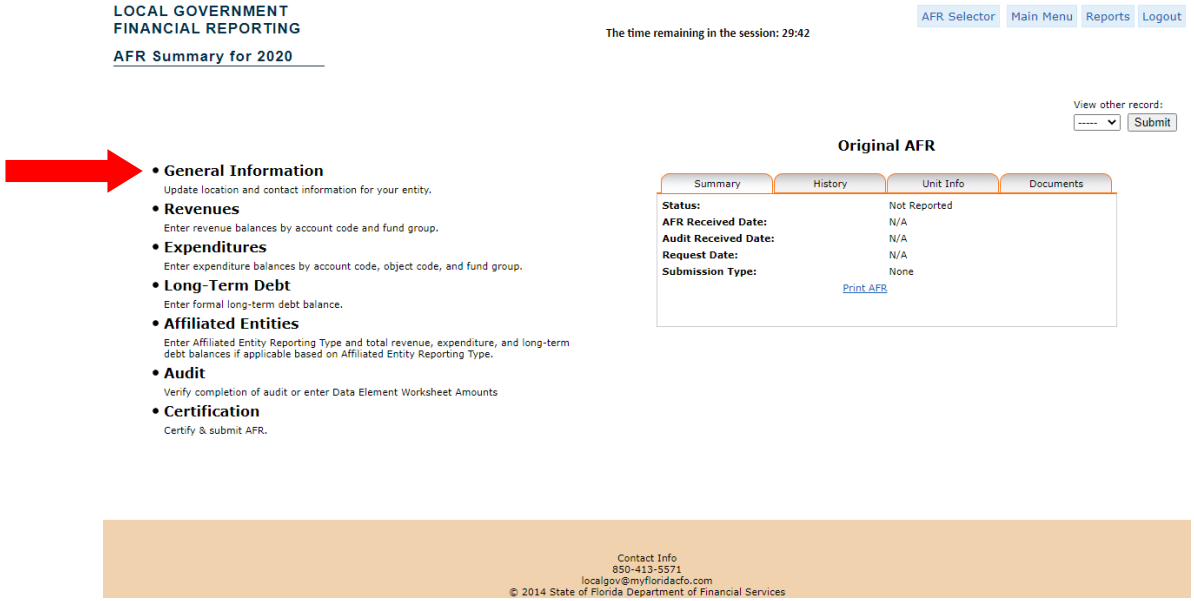
The **Documents Tab** on the **AFR Summary page** houses all versions of the AFR for a fiscal year and the audit.


LOCAL GOVERNMENT
FINANCIAL REPORTING
AFR Summary for 2019
The time remaining in the session: 26:25
AFR Selector
Main Menu
Reports
Logout
View other record:
Submit
Original AFR
General Information
Update location and contact information for your entity.
Revenues
Enter revenue balances by account code and fund group.
Expenditures
Enter expenditure balances by account code, object code, and fund group.
Long-Term Debt
Enter formal long-term debt balance.
Affiliated Entities
Enter Affiliated Entity Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Affiliated Entity Reporting Type.
Audit
Verify completion of audit or enter Data Element Worksheet Amounts
Certification
Certify & submit AFR.
Summary
History
Unit Info
Documents
Documents:
Original AFR
07/31/2020
Contact Info
850-413-5571
localgov@myfloridacfo.com
© 2014 State of Florida Department of Financial Services

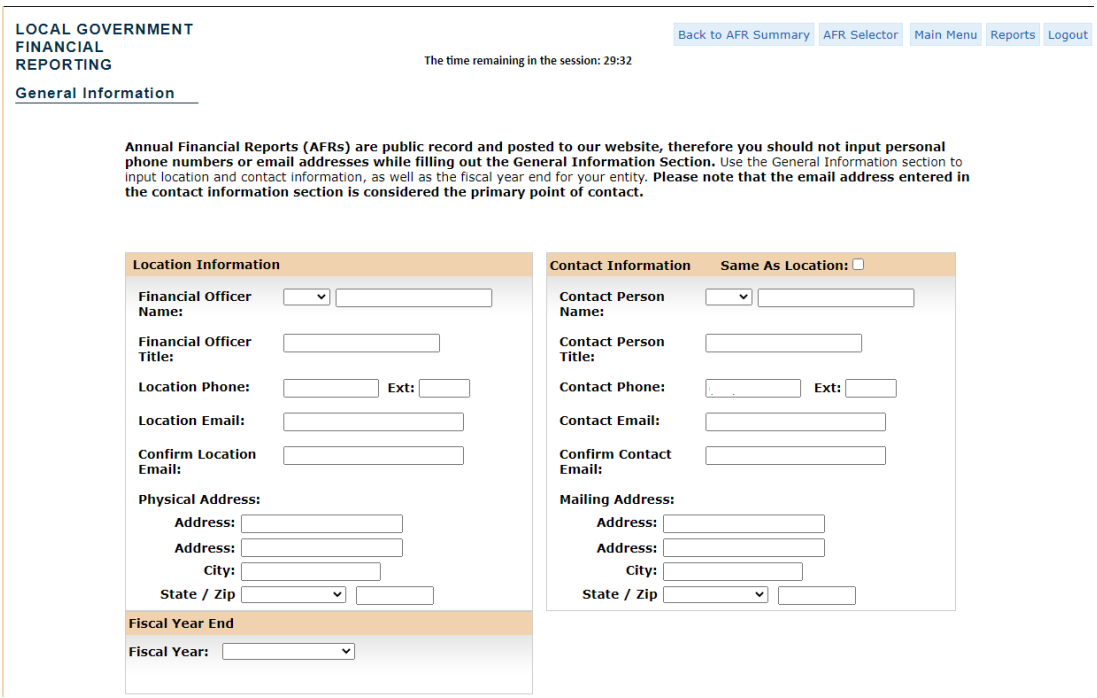
Beginning the AFR Submission Process

General Information

1) Click on **General Information**.



2) The next screen will appear:



3) Input the information in each field.

- **NOTE**: The Contact and Location Email fields are required fields. The AFRs are public per 218.32(1)(g), F.S., please be sure to report business email addresses only, not personal email addresses.

4) Click **Save** to record the General Information.

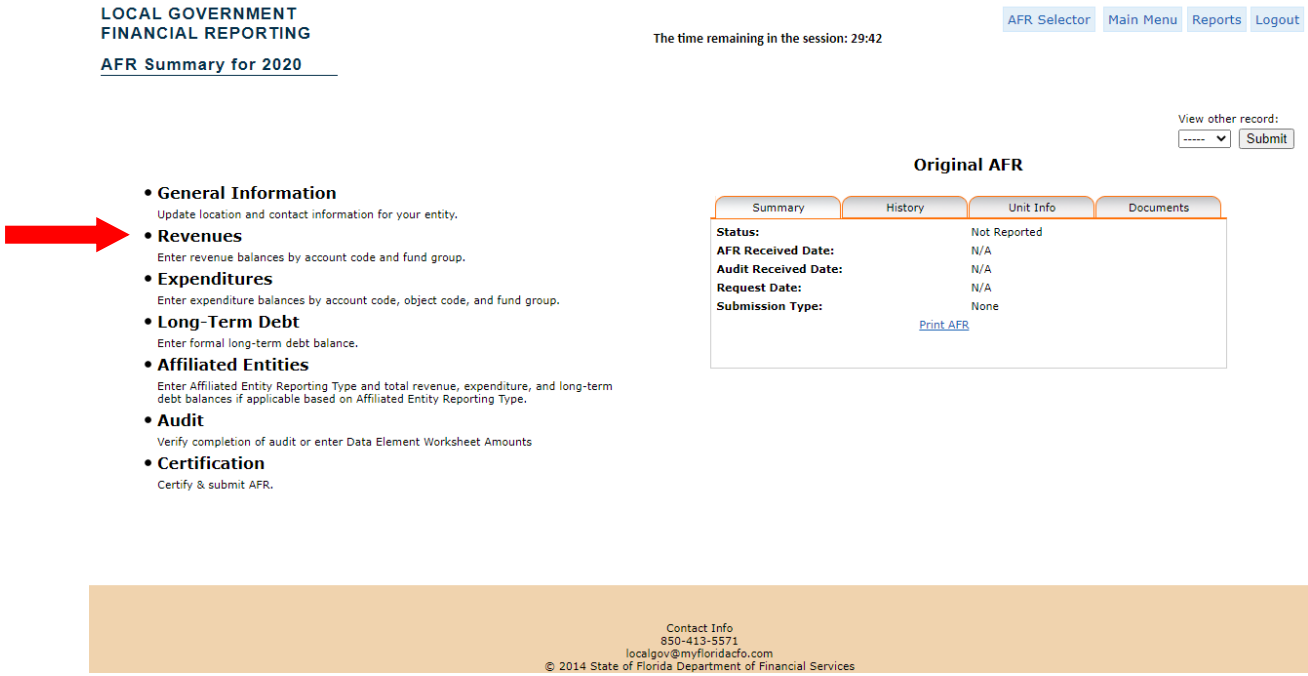
   - **NOTE**: To record the changes you must click **Save** when you are finished inputting the information.

5) Click the **Back to AFR Summary** link located in the upper, right hand side of the screen after saving the updated information.

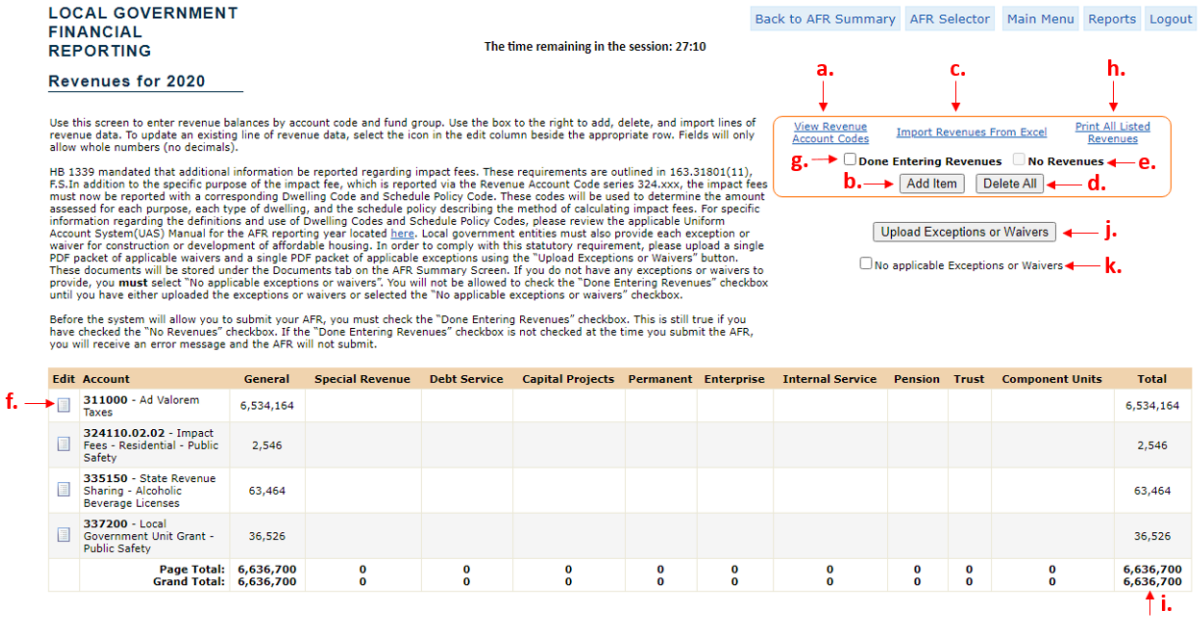
   This will return you to the AFR Summary page.

Revenues

1) Click on **Revenues** on the AFR Summary page.



2) The next screen will appear:



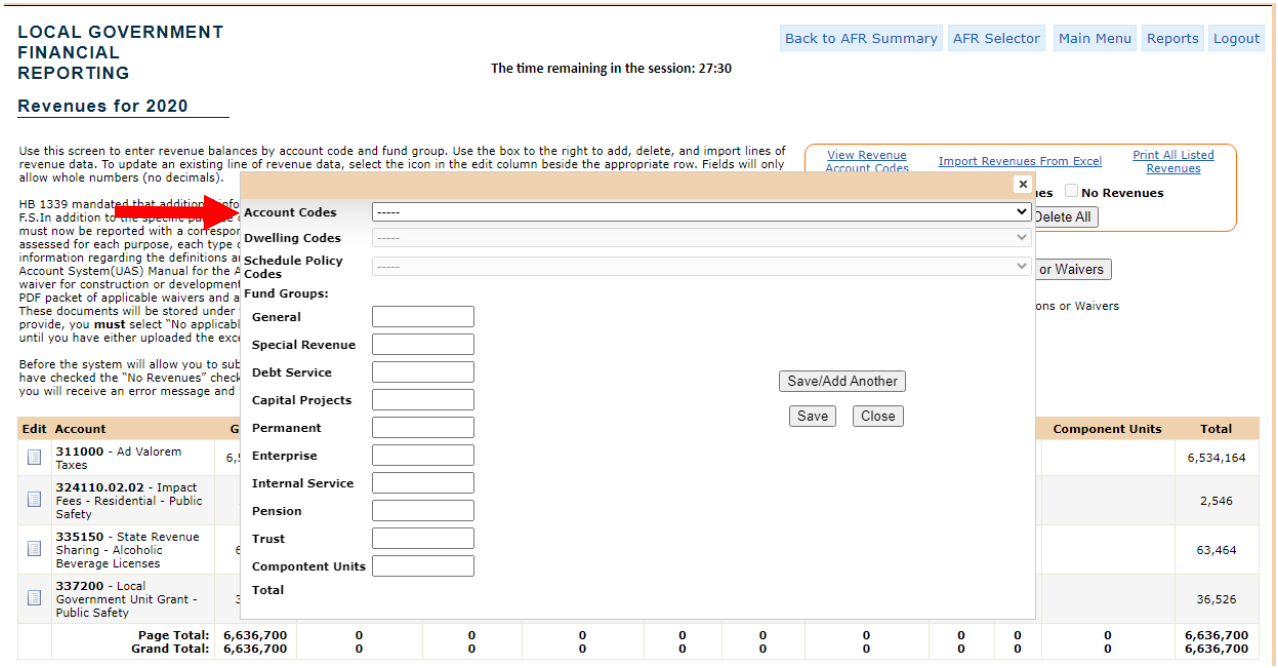
3) The Revenues page will be used to enter revenue amounts by account code and fund group.

   a. **View Revenue Account Codes** – Opens a PDF document with a list of the year's revenue account codes (can be viewed, saved or printed)
      - Once selected, the File Download window will appear; Click Open
      - The following is an example of a PDF list of the revenue account codes:

Revenue Account Codes for 2020

Account Code	Description	Definitive Category	Specific Category	General Category	Court Related
311000	Ad Valorem Taxes			General Government Taxes	No
312100	Local Option Taxes		Local Option, Use and Fuel Ta	General Government Taxes	No
312300	County Ninth-Cent Voted Fuel Tax		Local Option, Use and Fuel Ta	General Government Taxes	No
312410	First Local Option Fuel Tax		Local Option, Use and Fuel Ta	General Government Taxes	No
312420	Second Local Option Fuel Tax		Local Option, Use and Fuel Ta	General Government Taxes	No
312510	Fire Insurance Premium Tax (Firefighters' Pension)		Local Option, Use and Fuel Ta	General Government Taxes	No

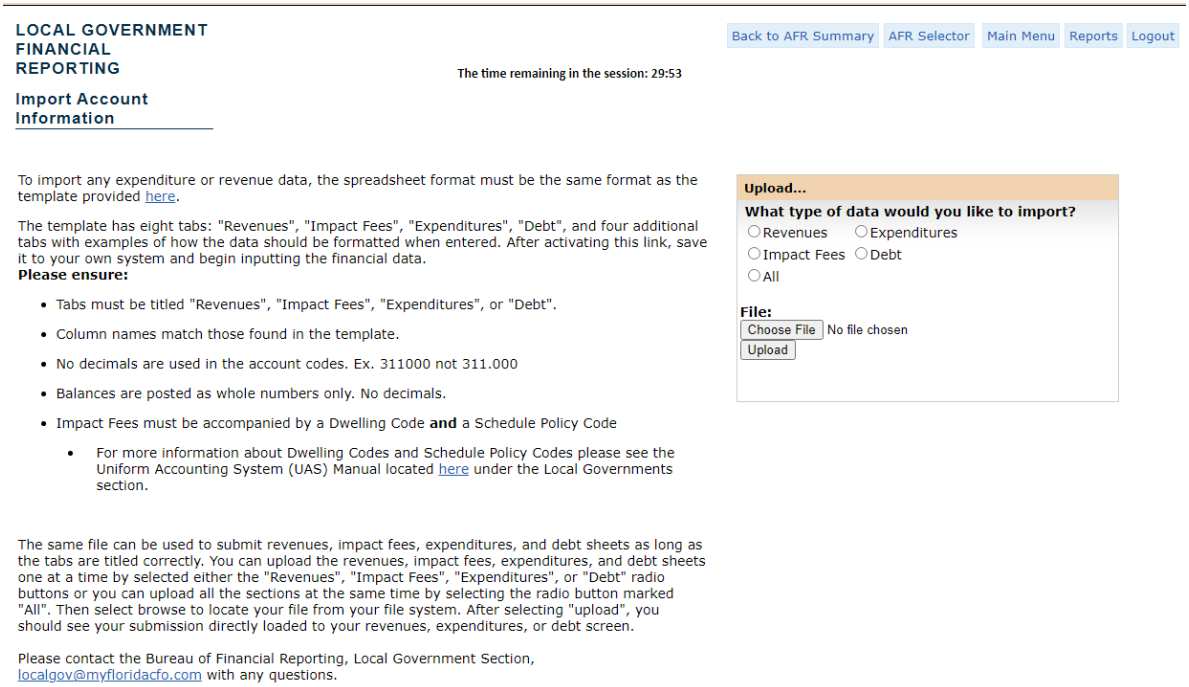
   b. **Add Item** – Click this button to manually begin adding lines of revenue information.
      - Once you select the Add Item button, the Account Code entry screen will appear:



      - Use the drop-down box to select an account code (**NOTE**: Each account code can only be used once).
      - Work down the list for each selected account code and enter the appropriate amounts for each fund group (**NOTE**: The amount fields will only allow whole numbers – no decimals).

- If you select an Impact Fee (324.xxx account code), you must then input the Dwelling Code and Schedule Policy Code. (**NOTE:** The definitions of these codes can be found in the Uniform Accounting System (UAS) Manual).
- Multiple rows may be entered by clicking **Save/Add Another**.
- To exit the window without saving the information entered, click **Close**.
- To exit the window and save the information, click **Save** and then **Close**.

c. **Import Revenues from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button.
   - The Import Account Information screen will appear:



- Download the pre-formatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.
- Read the instructions on how to fill out the pre-formatted template.
- Once the spreadsheet is complete, you can choose **Revenues** in the **Upload** box or **All**, then select the **Browse** button and select the completed file.
- Click the **Upload** button
  NOTE: Importing revenues from Excel will erase any revenue data previously entered.
- Once the upload is complete the Revenues screen will reappear with the amounts populated.

d. **Delete All** – Only use this button if you need to completely wipe the information from the current Revenues page (the system allows you to delete individual line items by clicking on the Edit link beside the line).

e. **No Revenues** - This must be checked if the entity has no revenues for the reporting period (make sure you check the Done Entering Revenues checkbox after checking No Revenues).

f. **Edit** – This link allows you to update or delete an existing revenue line item.

   NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. You must uncheck the box in order to make changes.

g. **Done Entering Revenues** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (you cannot certify the AFR until this box is checked).

h. **Print All Listed Revenues** – This link pulls the saved revenue entries into a document formatted for printing (useful for reviewing entry amounts).

i. **Page Total** – This is the total of the revenue items on the displayed page only (if you use more than 10 account codes, there will be more than one page); there will be a line titled All Page Total at the bottom of the last page.

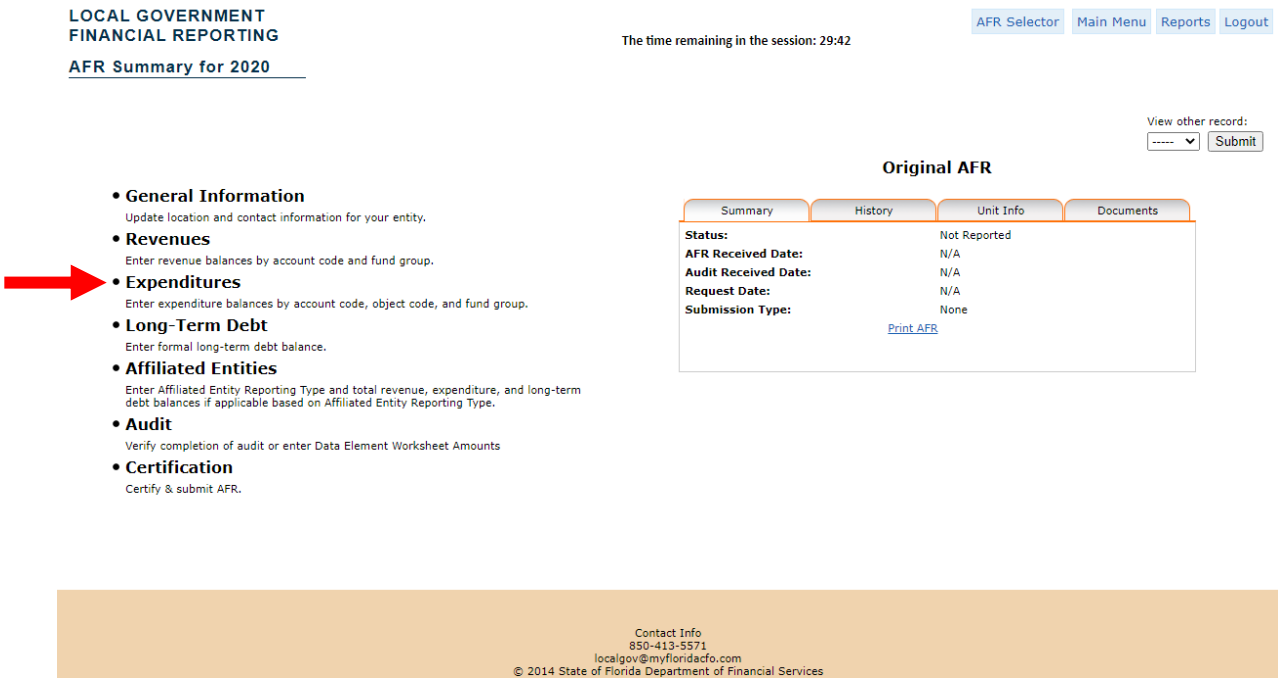
j. **Upload Exceptions or Waivers** – This button will be used to fulfill 163.31801(11)(e), F.S., which requires local governments to report “each exception or waiver provided for construction or development of housing that is affordable.” You will only be allowed to upload PDF documents. These documents will be housed in the Documents tab on the **AFR Summary** page.

k. **No Exceptions or Waivers** – This checkbox must be checked if you input an Impact Fee and do not upload any Exceptions or Waivers.

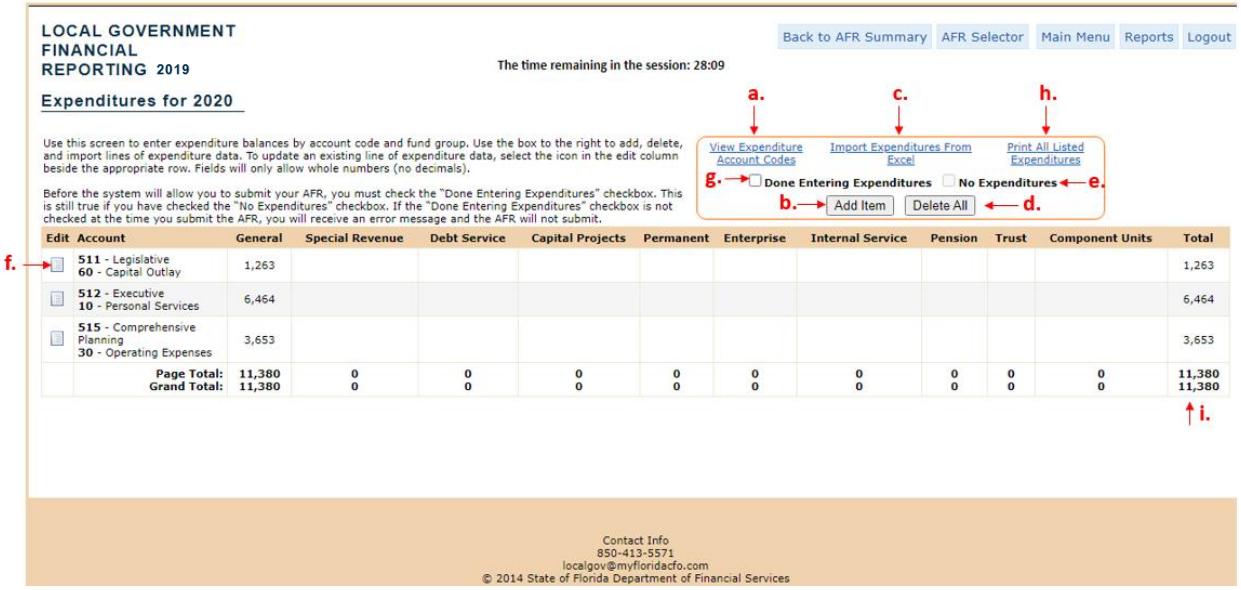
Once all the Revenue Account Codes have been entered for the fiscal year, select **Done Entering Revenues**. Then you click **Back to AFR Summary** in the upper, right hand side of your screen to go back to the AFR Summary page.

Expenditures

1) Click on **Expenditures** on the AFR Summary page.



2) The next screen will appear:



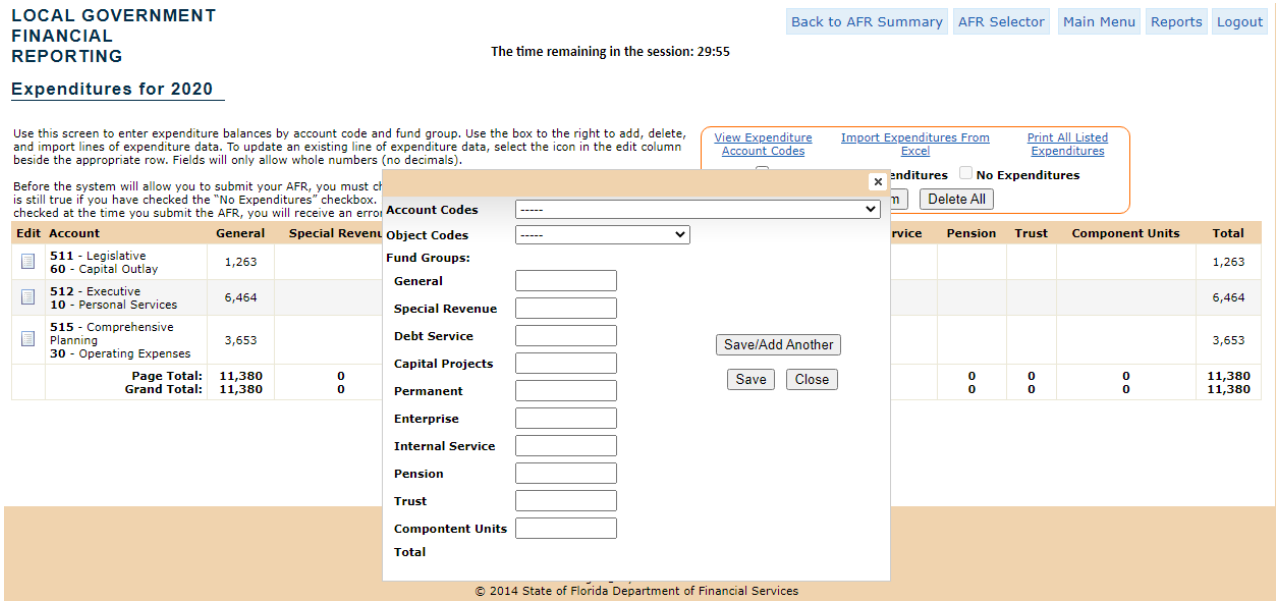
3) The Expenditures page will be used to enter expenditures by account code and fund group.

a. **View Expenditure Account Codes** – Opens a PDF document with a list of the year's expenditure account codes (can be viewed, saved or printed).
   - Once selected, the File Download window will appear; Click Open.
   - The following is an example of a PDF list of the Expenditure account codes:

Expenditure Account Codes for 2020

Account Code	Description	Function Code	Court Related
511	Legislative	General Government	No
512	Executive	General Government	No
513	Financial and Administrative	General Government	No
514	Legal Counsel	General Government	No
515	Comprehensive Planning	General Government	No
516	Non-Court Information Systems	General Government	No
517	Debt Service Payments	General Government	No

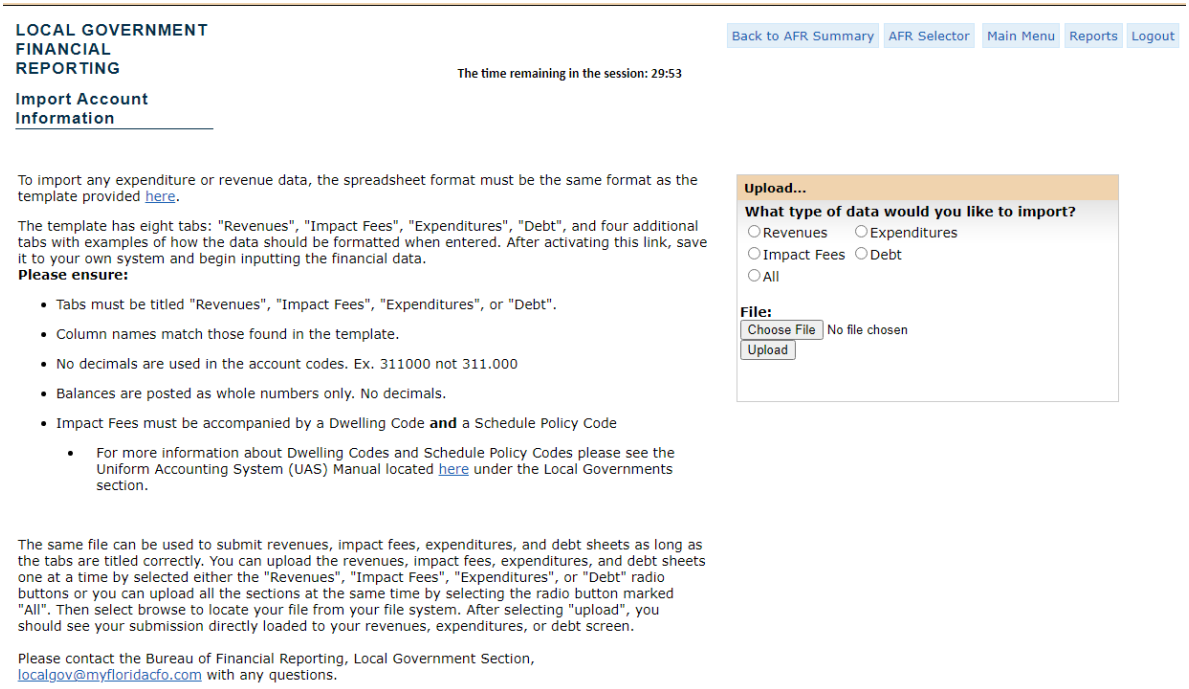
b. **Add Item** – Click this button to manually begin adding lines of expenditure information.
   - Once you select the Add Item button, the Account Code entry screen will appear:



   - Use the drop-down box to select an account code.
   - Use the second drop down box to select an object code (**NOTE**: Each account code and object code combination can only be used once).
   - Work down the list for each selected account code and enter the appropriate amounts for each fund group (**NOTE**: The amount fields will only allow whole numbers – no decimals).
   - Multiple rows may be entered by clicking **Save/Add Another**.

- To exit the window without saving the information entered, click **Close**.
- To exit the window and save the information, click **Save** and then **Close**.

c. **Import Expenditures from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button.
    - The Import Account Information screen will appear:



- Download the pre-formatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.
- Read the instructions on how to fill out the pre-formatted template.
- Once the spreadsheet is complete, choose **Expenditures** or **All** in the **Upload** box, then select the **Browse** button and select the completed file.
- Click the **Upload** button

  NOTE: Importing expenditures from Excel will erase any expenditure data previously entered.
- Once the upload is complete the Expenditures screen will appear with the amounts populated.

d. **Delete All** – Only use this button if you need to completely wipe the information from the current Expenditures page (the system allows you to delete individual line items by clicking on the Edit link beside the line).

e. **No Expenditures** - This must be checked if the entity has no expenditures for the reporting period (make sure you check the Done Entering Expenditures checkbox after checking No Expenditures).

f. **Edit** – This link allows you to update or delete an existing expenditure line item.

   NOTE: The system will not allow you to edit lines if the **Done Entering Expenditures** box is checked. You must uncheck the box in order to make changes.

g. **Done Entering Expenditures** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (you can't certify the AFR until this box is checked).

h. **Print All Listed Expenditures** – This link pulls the saved expenditure entries into a document formatted for printing (useful for reviewing entry amounts).

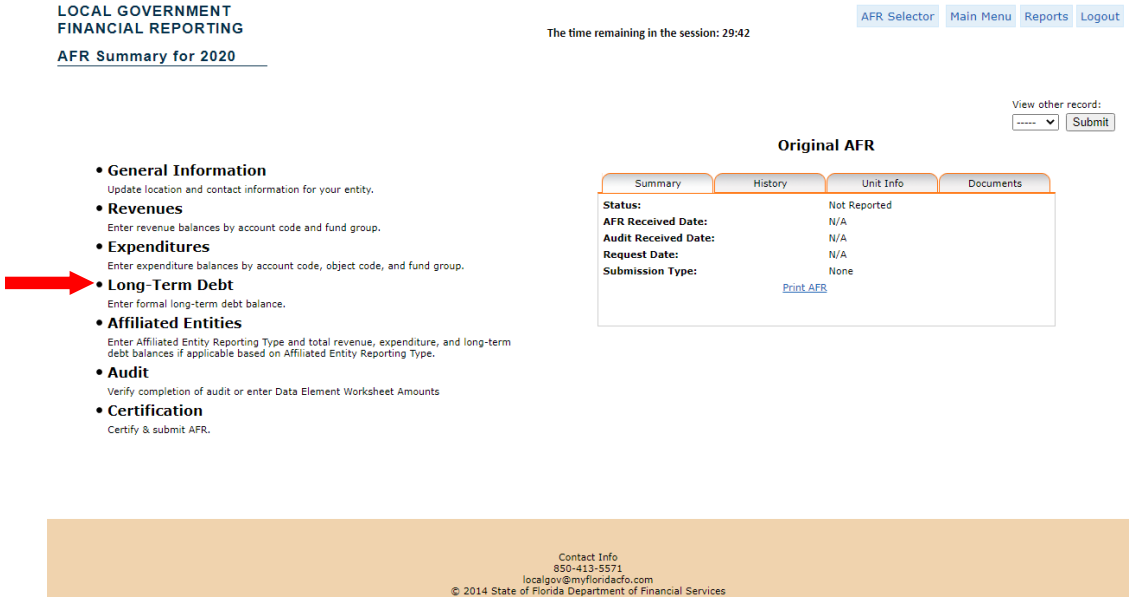
i. **Page Total** – This is the total of the expenditure items on the displayed page only (if you use more than 10 account codes, there will be more than one page); there will be a line titled All Page Total at the bottom of the last page.

Once all the Expenditure Account Codes have been entered for the fiscal year, select **Done Entering Expenditures**. Then you click **Back to AFR Summary** in the upper, right hand side of your screen to go back to the AFR Summary page.

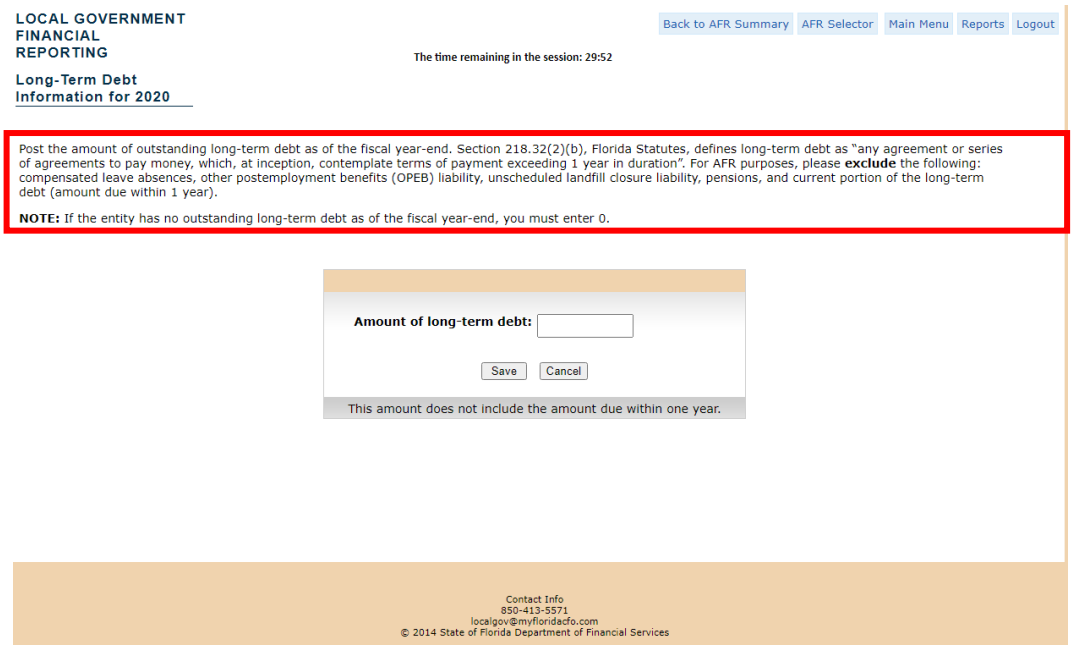
Long-Term Debt

Debt is used to record a formal long-term debt balance. Long-term debt does not include the amount due within the current fiscal year. This could include but not limited to notes and bonds, claims and judgments, landfill closure and post closure care costs that are not due for payment in the current period. Long-term debt does not include informal liabilities such as compensated leave, pensions, and other postemployment benefits (OPEB).

1) To get started click on **Long-Term Debt**.



2) The next screen will appear:



NOTE: The instructions at the top of the screen explains how to calculate your long-term debt amount. A value must be entered into this field that is **equal to zero (0) or greater**. No negative numbers may be entered. Click **Save** then **Back to AFR Summary**.

Affiliated Entities

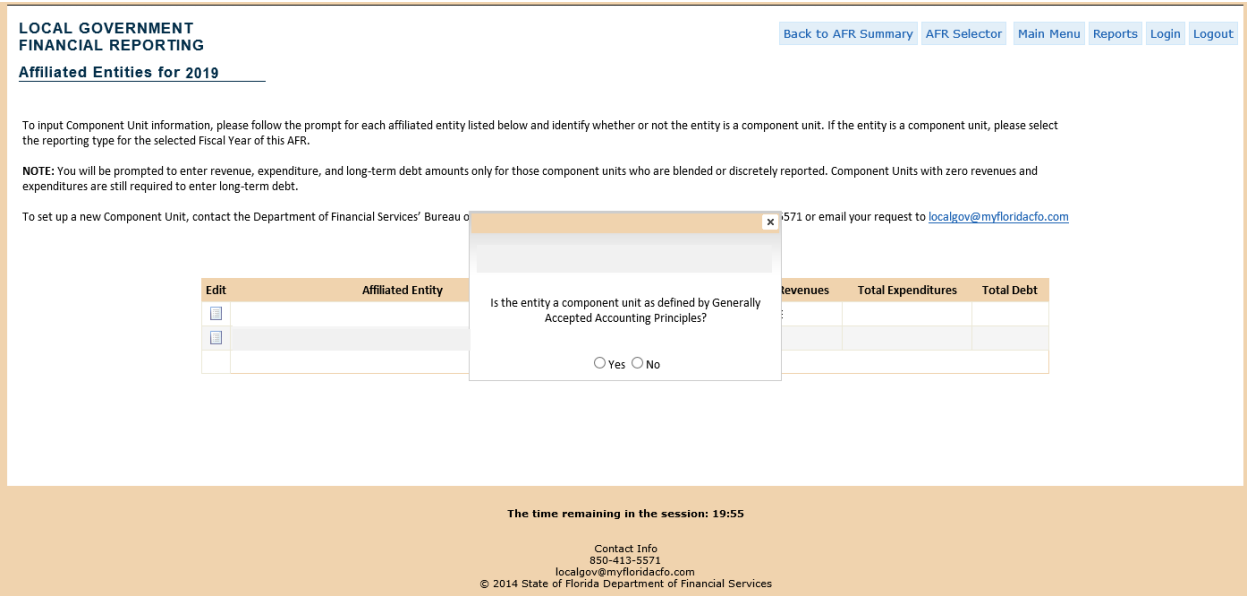
If an affiliated entity is determined to be a component unit as defined by Generally Accepted Accounting Principles, you will then be asked to enter their reporting type and total revenue, expenditure, and long-term debt balances if applicable.

> **NOTE**: If an affiliated entity is not a component unit, it is understood that the entity who is not a component unit will be independently reported for the fiscal year.

1) To get started, click on **Affiliated Entities**.

2) The next screen will appear:

3) Click the **Edit** box beside each of the affiliated entities and answer the prompts in the pop ups.

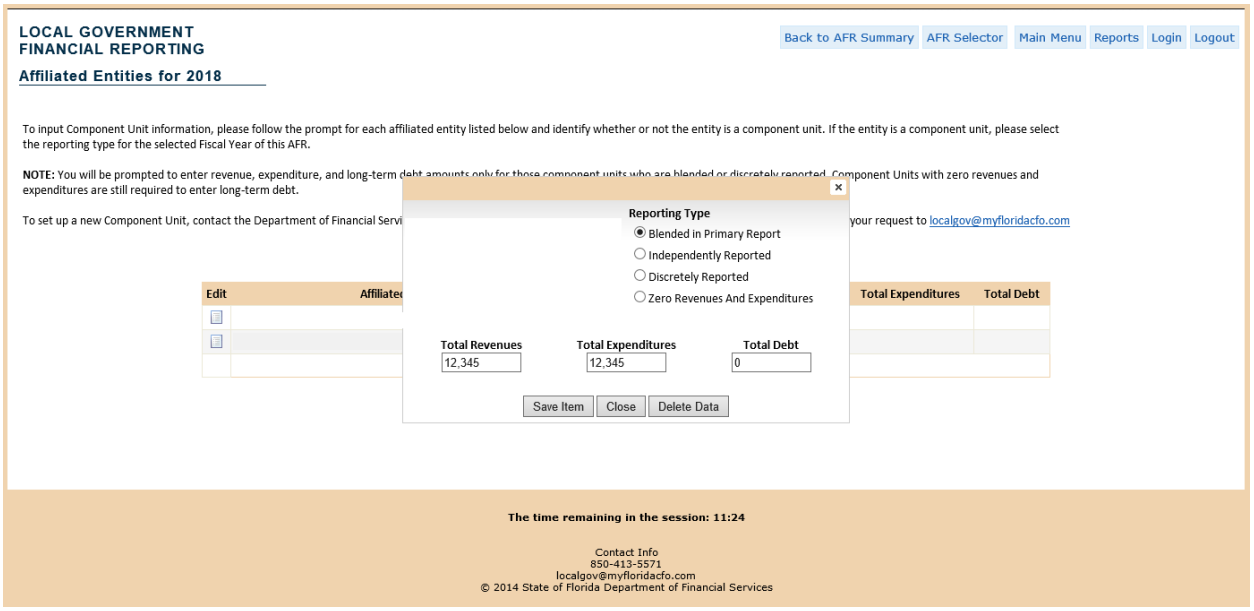


4) If the entity is not a component unit, you will not need to input any additional information.

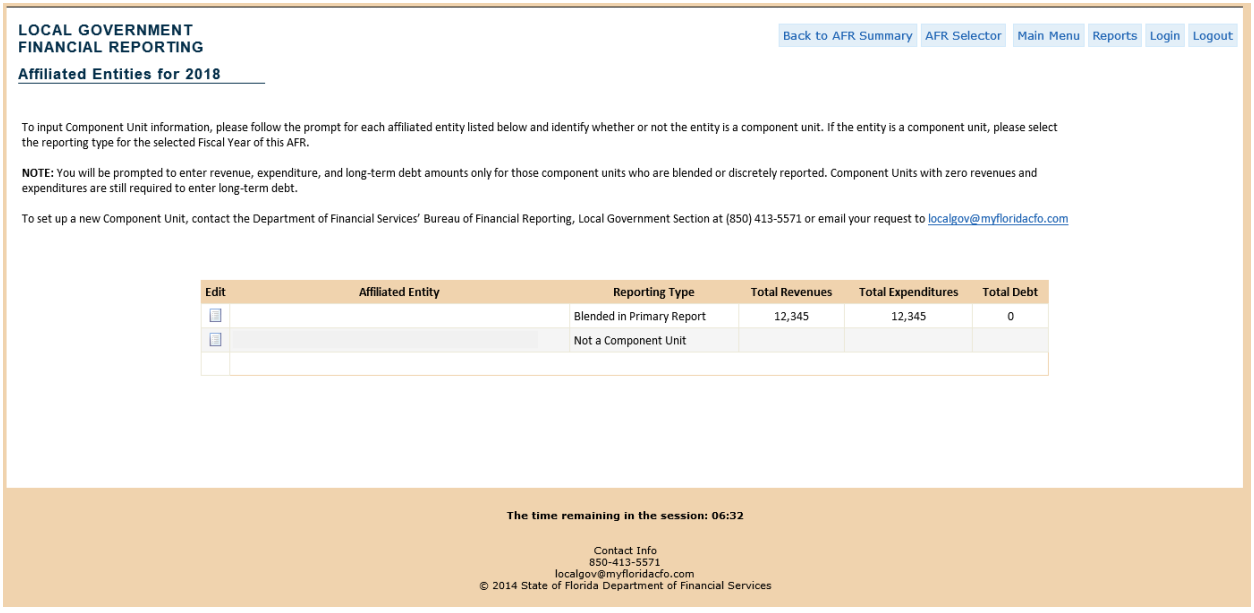
5) If the entity is a component unit, you will then be prompted to enter a reporting type and any relevant financial information. A value must be entered into this field that is **equal to zero (0) or greater**.

   NOTE: You will not be allowed to leave the Total Revenues, Total Expenditures or Total Debt blank for a component unit.

6) Each of the affiliated entities need to be accessed and updated via the pop-up screens with any financial data you are required to report on behalf of your government's component units - even if it's considered a Zero District.



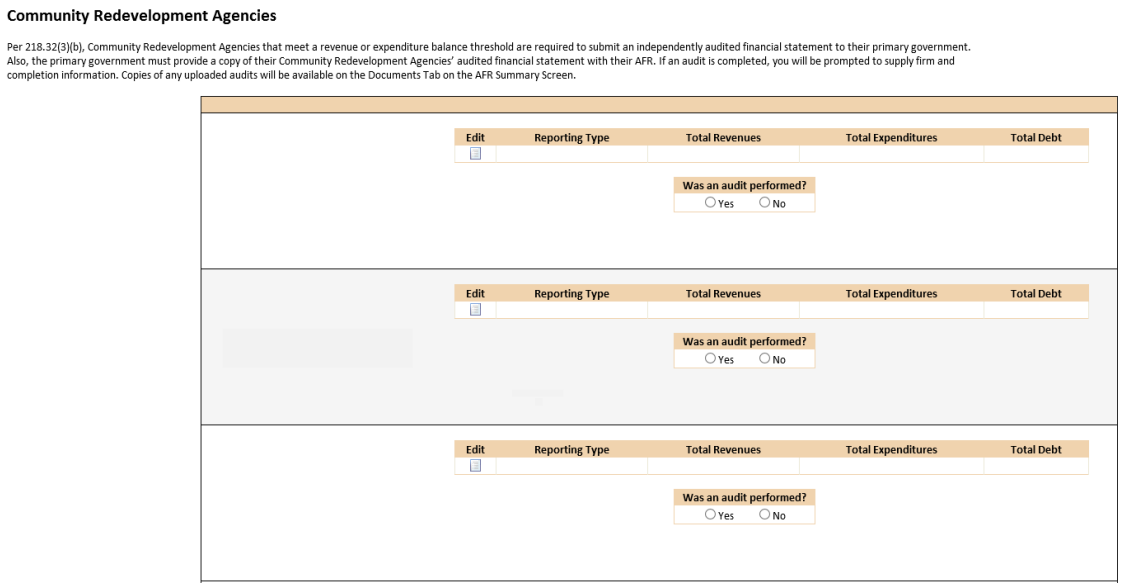
7) When done inputting information for your component unit, click **Save Item** and proceed to the next component unit on your screen.



Community Redevelopment Agencies

Community Redevelopment Agencies are now separately identified at the bottom of the **Affiliated Entities page** due to the changes in 163.387(8), F.S. and 218.32 3(b), F.S.

These updates state that each community redevelopment agency with revenues or a total of expenditures and expenses in excess of $100,000, as reported on the trust fund financial statements, shall provide a financial audit each fiscal year by an independent certified public accountant or firm by their primary government to the Department.

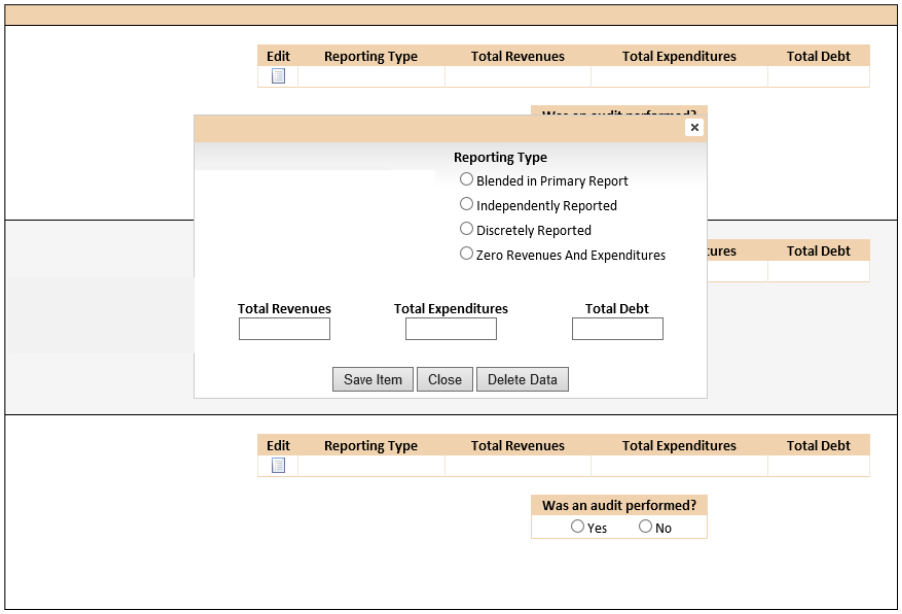


1) To get started, click the **Edit** box beside each of the community redevelopment agencies and enter a reporting type and any relevant financial information. A value must be entered into this field that is **equal to zero (0) or greater**.

   NOTE: You will not be allowed to leave the Total Revenues, Total Expenditures or Total Debt blank for a community redevelopment agency.

Community Redevelopment Agencies

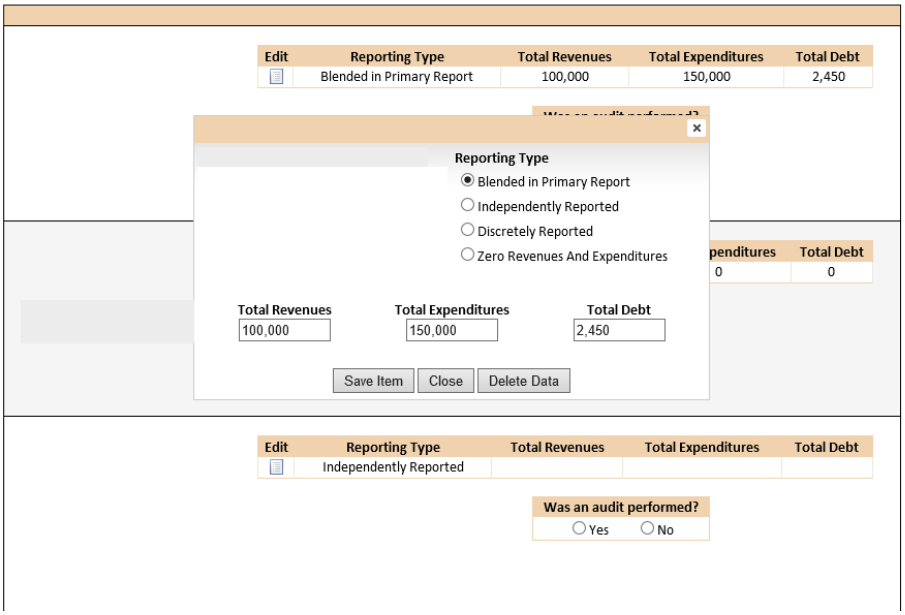
Per 218.32(3)(b), Community Redevelopment Agencies that meet a revenue or expenditure balance threshold are required to submit an independently audited financial statement to their primary government. Also, the primary government must provide a copy of their Community Redevelopment Agencies' audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. Copies of any uploaded audits will be available on the Documents Tab on the AFR Summary Screen.



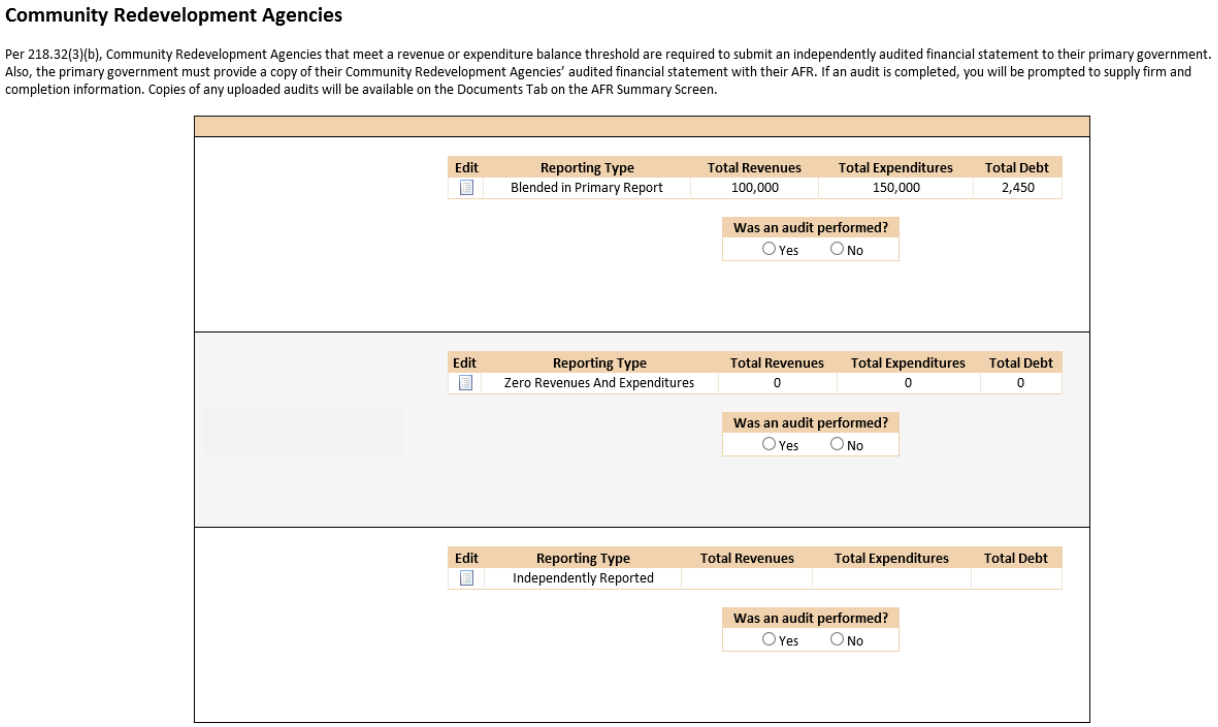
2) Each of the community redevelopment agencies need to be accessed and updated via the pop-up screens with any financial data you are required to report on behalf of your government's community redevelopment agencies - even if it's considered a Zero District.

Community Redevelopment Agencies

Per 218.32(3)(b), Community Redevelopment Agencies that meet a revenue or expenditure balance threshold are required to submit an independently audited financial statement to their primary government. Also, the primary government must provide a copy of their Community Redevelopment Agencies' audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. Copies of any uploaded audits will be available on the Documents Tab on the AFR Summary Screen.

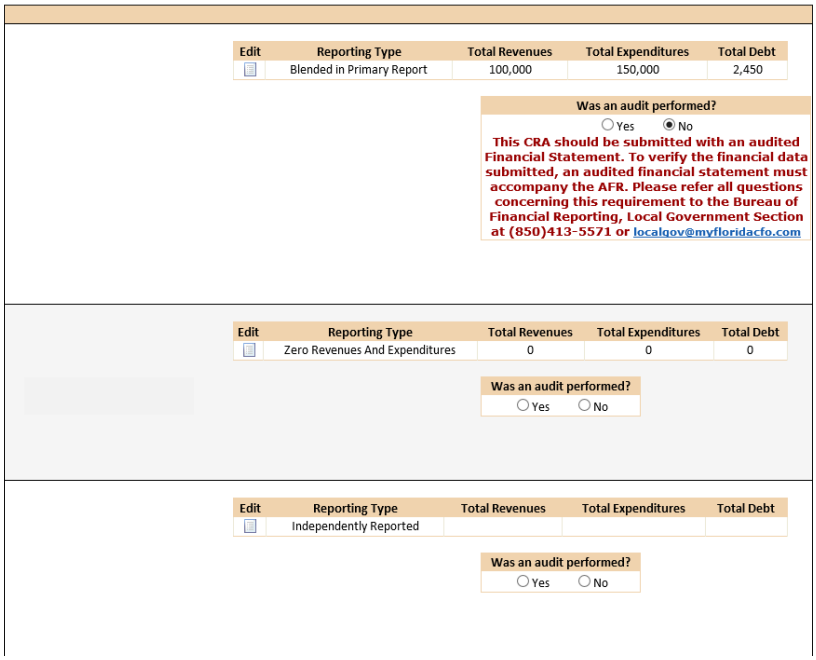


3) When done inputting information for your component unit, click **Save Item** and proceed to the next community redevelopment agency on your screen.

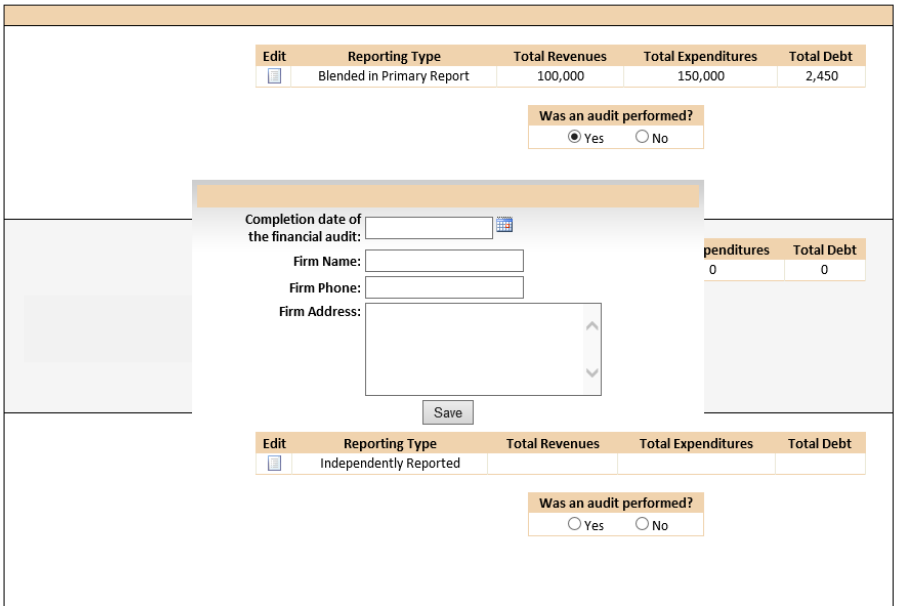


4) If an audit was required due to the revenue and expenditure balances reported (pursuant to 163.387(8), F.S. and 218.32 3(b), F.S.) you will need to click **Yes**. If an audit was not required, click **No**.

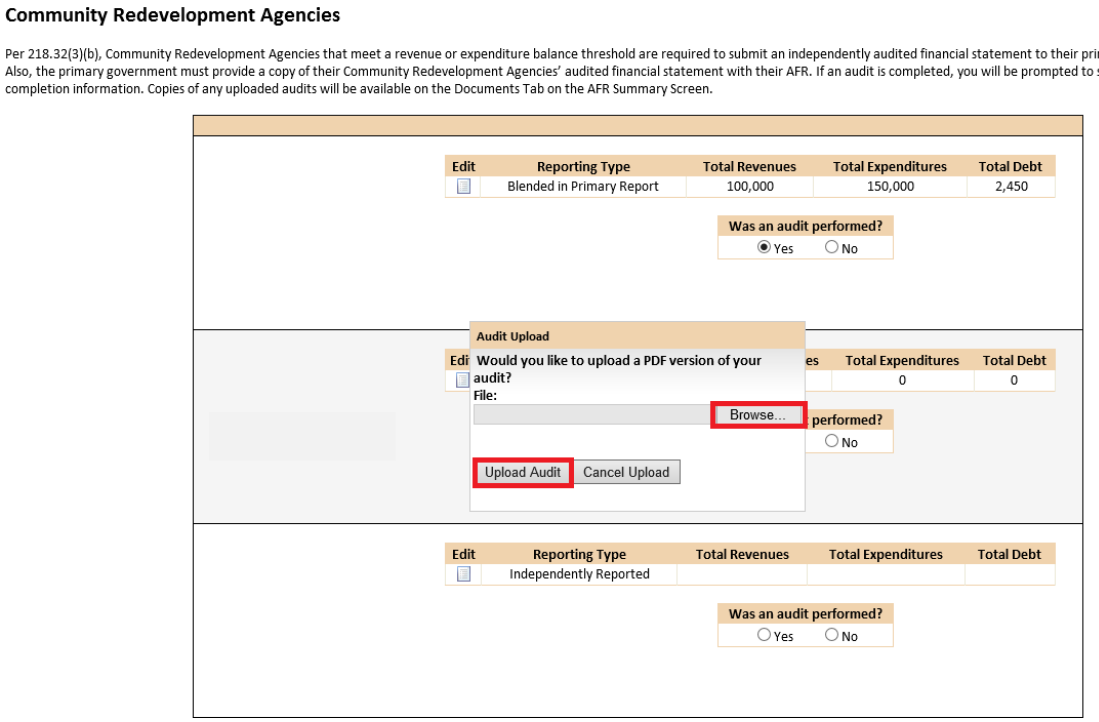
NOTE: You will not be allowed to select "No" to the question "Was an audit performed?" if an audit was required.



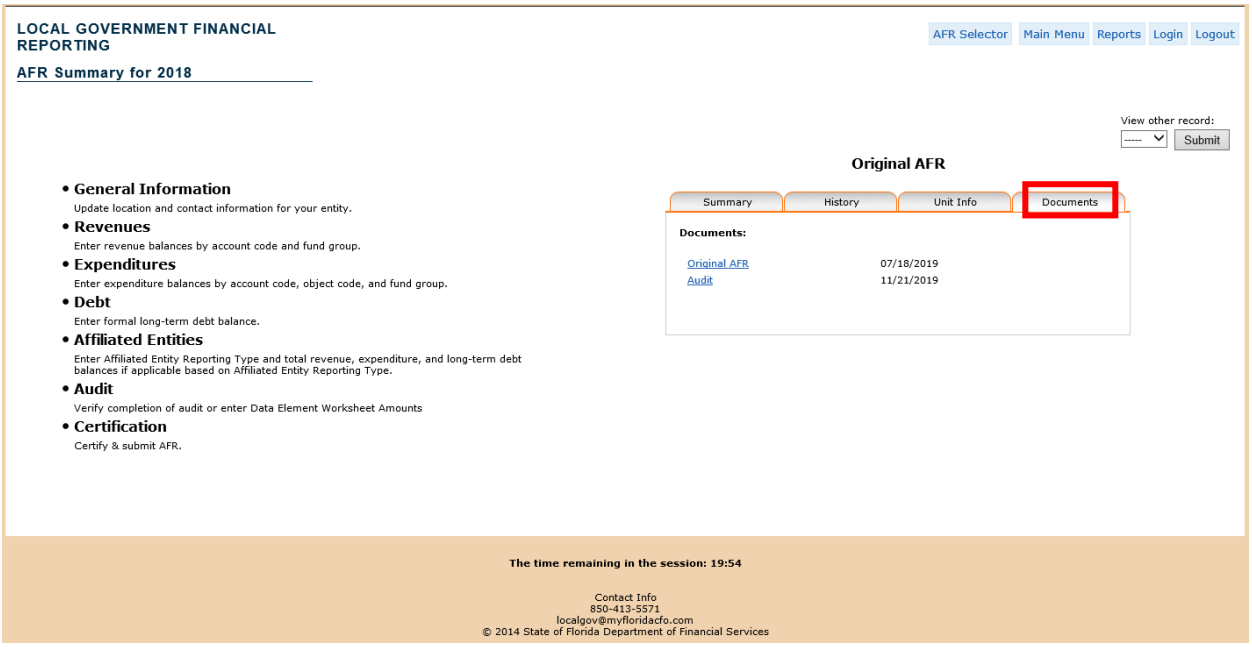
5) If **Yes** was selected, you will be directed to the following screen. Enter the applicable information and click **Save**.



6) You can upload a PDF of your audit directly into LOGER. Select **Browse** from the **Audit Upload** box and select the applicable PDF audit document from your computer, then select **Upload Audit**.



7) Once uploaded, it will be available for view on the **Documents** tab on your **AFR Summary** page.

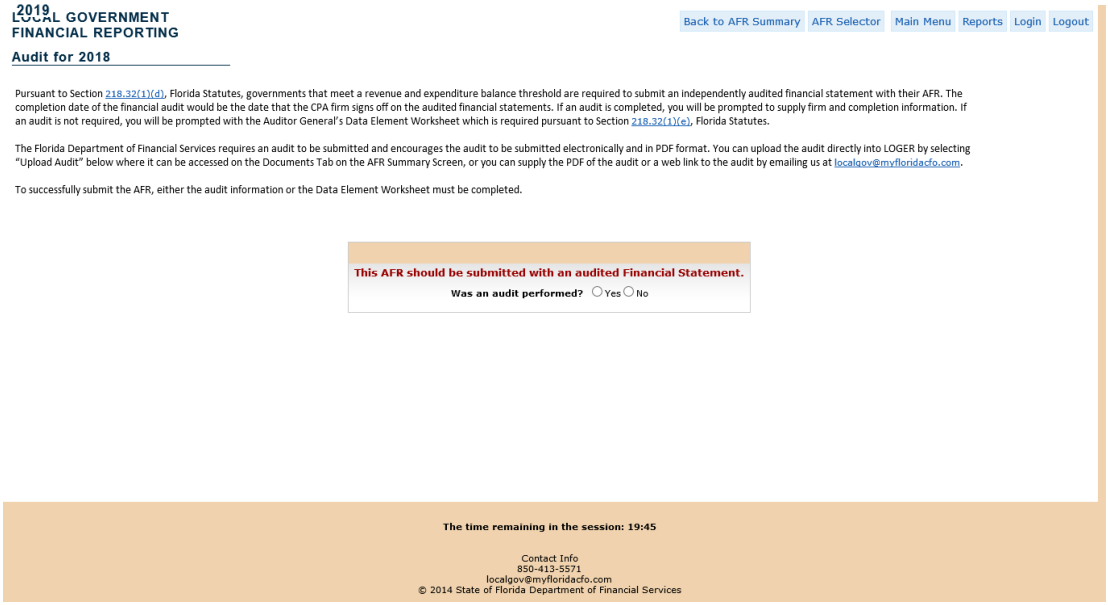


Audit

The Audit section of the AFR will need to be completed before the AFR can be submitted. The Done Entering Revenues box and the Done Entering Expenditures box must be checked in order to complete the Audit section. The revenue and expenditures amounts entered will determine if an audited financial statement is required for the reported year.

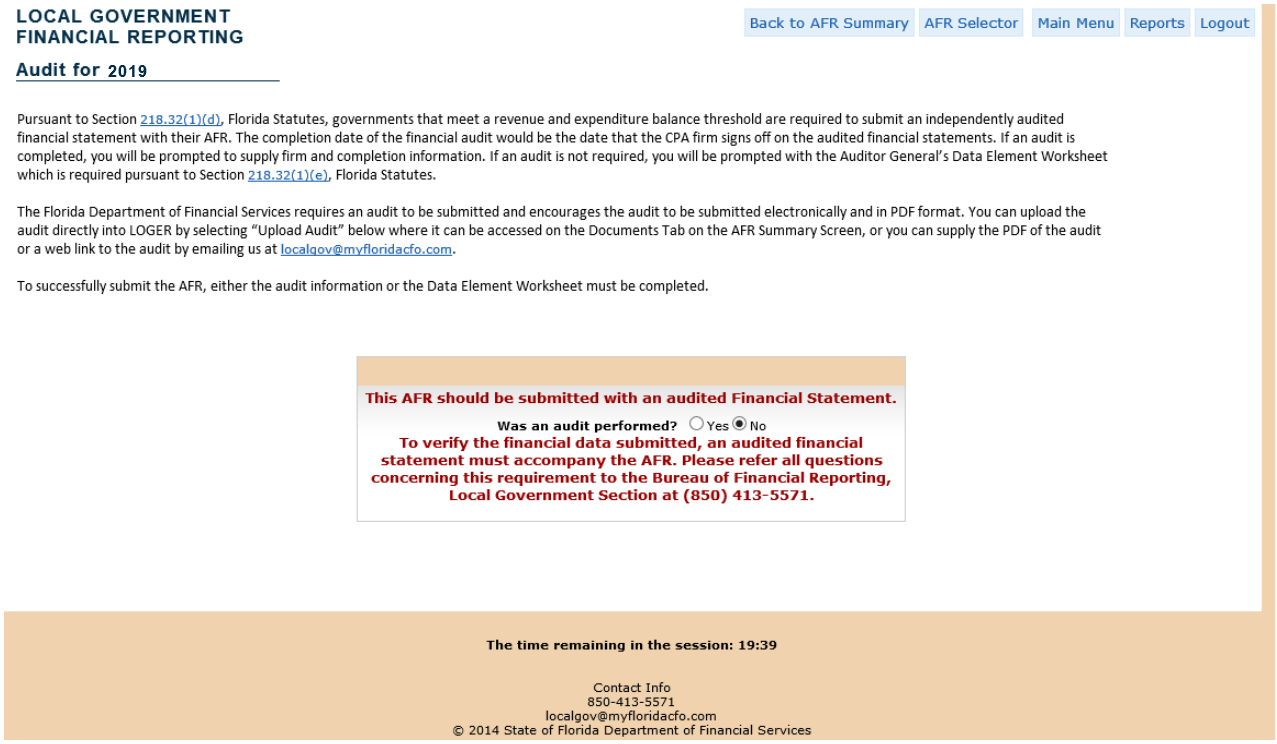
1) To get started, click on **Audit**.

2) The next screen will appear:

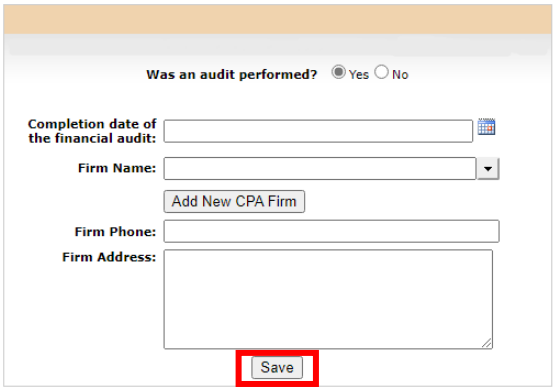


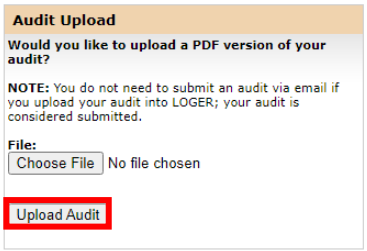
2) If an audit was required due to the revenue and expenditure balances reported (pursuant to S. 218.39, F.S.), you will need to click **Yes**. If an audit was not required, click **No** and proceed to the information regarding the Data Element Worksheet.

   NOTE: You will not be allowed to select "No" to the question "Was an audit performed?" if an audit was required.

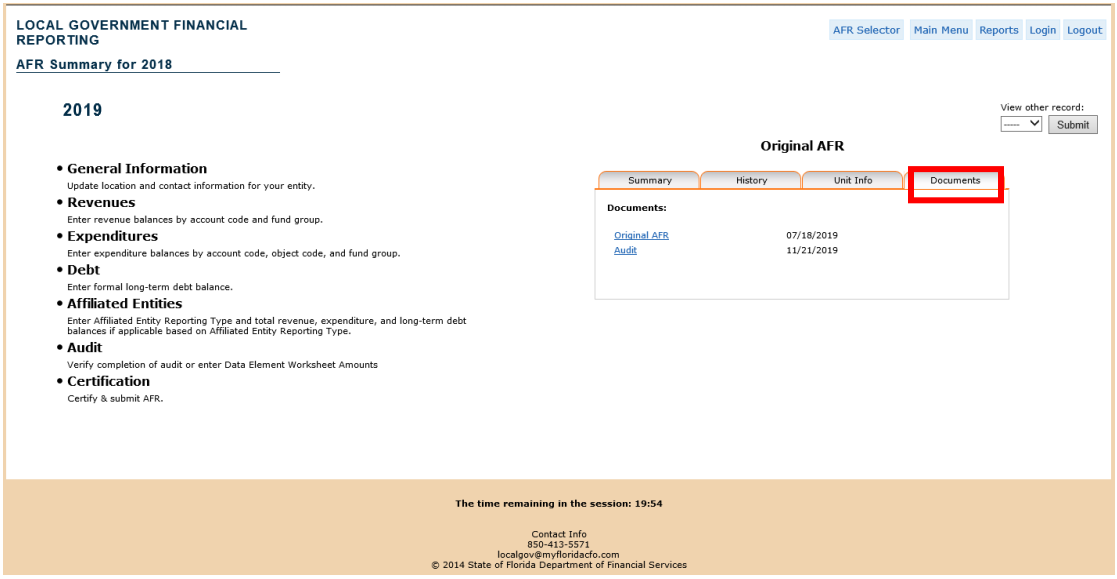


3) If **Yes** was selected, you will be directed to the following screen. Select the CPA Firm from the drop down menu and input the applicable information and click **Save**. **NOTE:** If you cannot find the CPA firm on the drop down menu, you can select the **Add New CPA Firm** button in order to input a new CPA firm for our review.





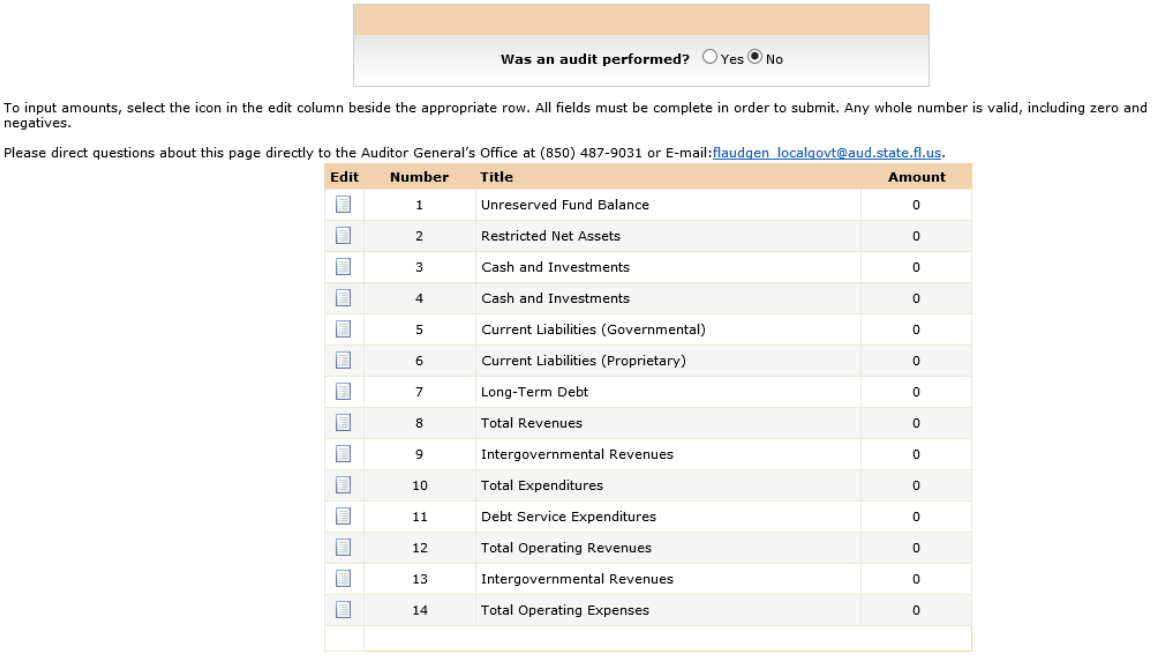
4) You can upload a PDF of your audit directly into LOGER. Select **Browse** from the **Audit Upload** box and select the applicable PDF audit document from your computer, then select **Upload Audit**. Once uploaded, it will be available for view on the **Documents** tab on your **AFR Summary** page.



Data Element Worksheet

If an audit was not required (and not done; i.e. you selected "No" to the question "Was an audit performed?"), then the next screen will appear.

1) Below is the Auditor General's Data Element Worksheet. Its completion is required pursuant to statute if the independently audited financial statements were not required. The AFR cannot be submitted without the independent auditor information completed (above) or the Auditor General's Data Element Worksheet.



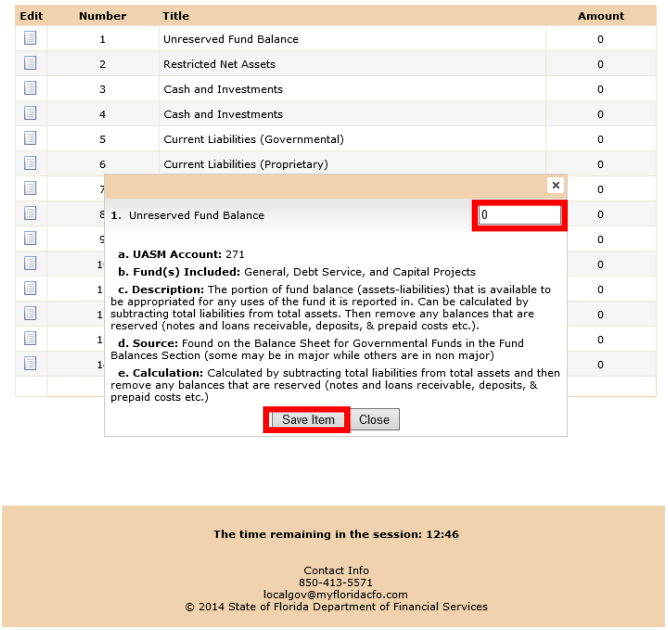
Was an audit performed? ○ Yes ◉ No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page directly to the Auditor General's Office at (850) 487-9031 or E-mail:flaudgen_localgovt@aud.state.fl.us.

Edit	Number	Title	Amount
	1	Unreserved Fund Balance	0
	2	Restricted Net Assets	0
	3	Cash and Investments	0
	4	Cash and Investments	0
	5	Current Liabilities (Governmental)	0
	6	Current Liabilities (Proprietary)	0
	7	Long-Term Debt	0
	8	Total Revenues	0
	9	Intergovernmental Revenues	0
	10	Total Expenditures	0
	11	Debt Service Expenditures	0
	12	Total Operating Revenues	0
	13	Intergovernmental Revenues	0
	14	Total Operating Expenses	0

2) Click the **Edit** box to the left of the data elements to input amounts and to review the definition of each data element and how to calculate each data element.



3) Enter the amount in the box on the top right.

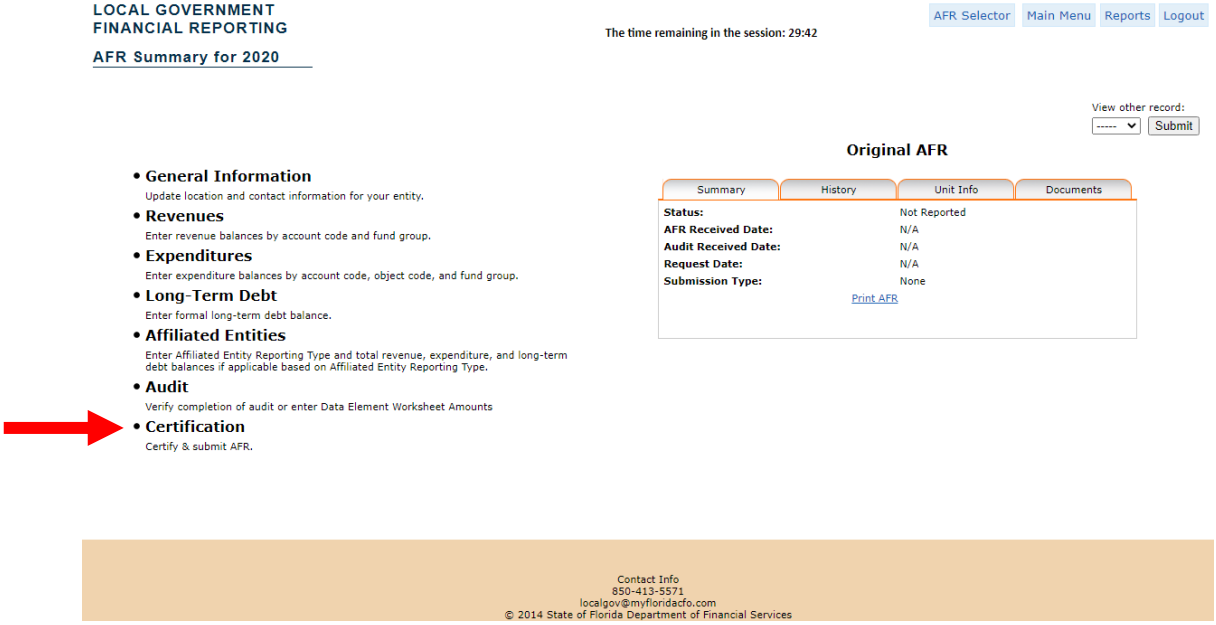
4) Once the amount is entered, click **Save Item**.

5) Proceed to the next data element until all amounts are entered.

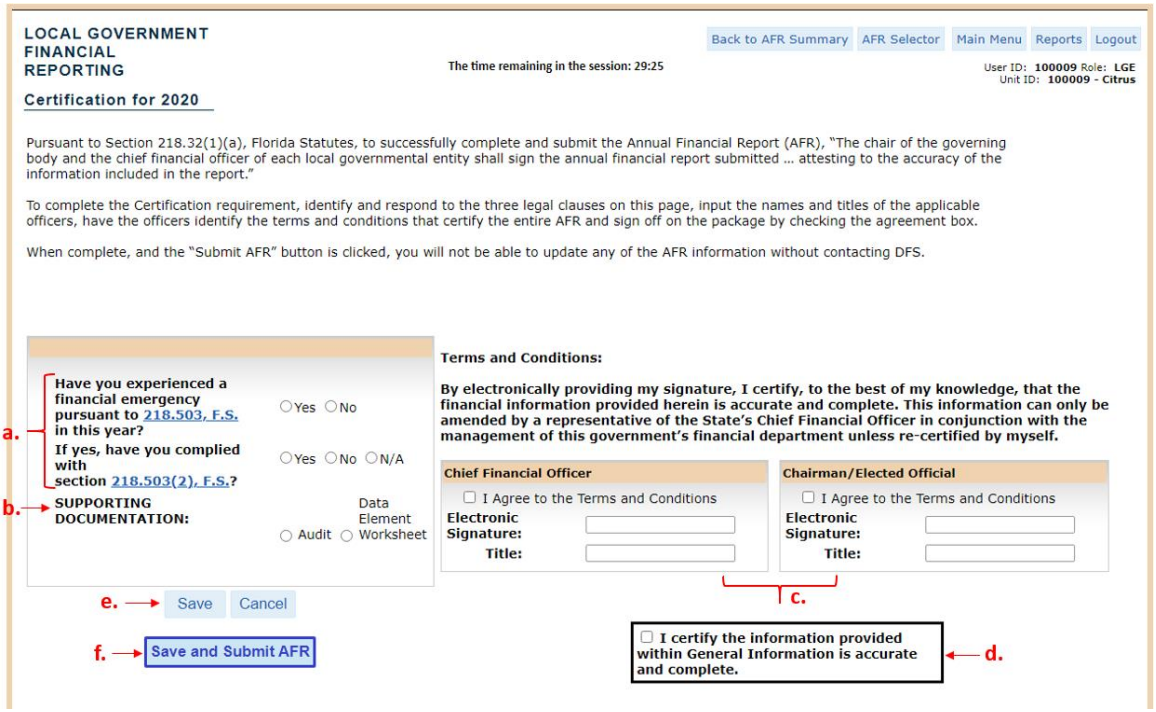
Certification

Before electronically submitting the AFR, the local government entity's CFO and one of the elected officials/chairman must electronically certify the submission.

1) To begin the certification process, click on **Certification**.



2) The next screen will appear:



a. The local government's CFO and chairman/elected official must electronically certify the submission. Each can attest to the two (2) final questions concerning financial emergency by reading each statement and clicking on **Yes** or **No**.

b. You must select the appropriate Supporting Documentation which is submitted with your AFR; an audited financial statement or a Data Element Worksheet.

c. Both the CFO and the chairman/elected official must complete the appropriate box. Each must click the **Agree** box.

d. You must select the button certifying that the information provided in the General Information section is accurate (up-to-date) and complete.

e. You may select **Save** at any point in time while inputting information.

f. You must click **Save and Submit AFR** to submit your AFR.

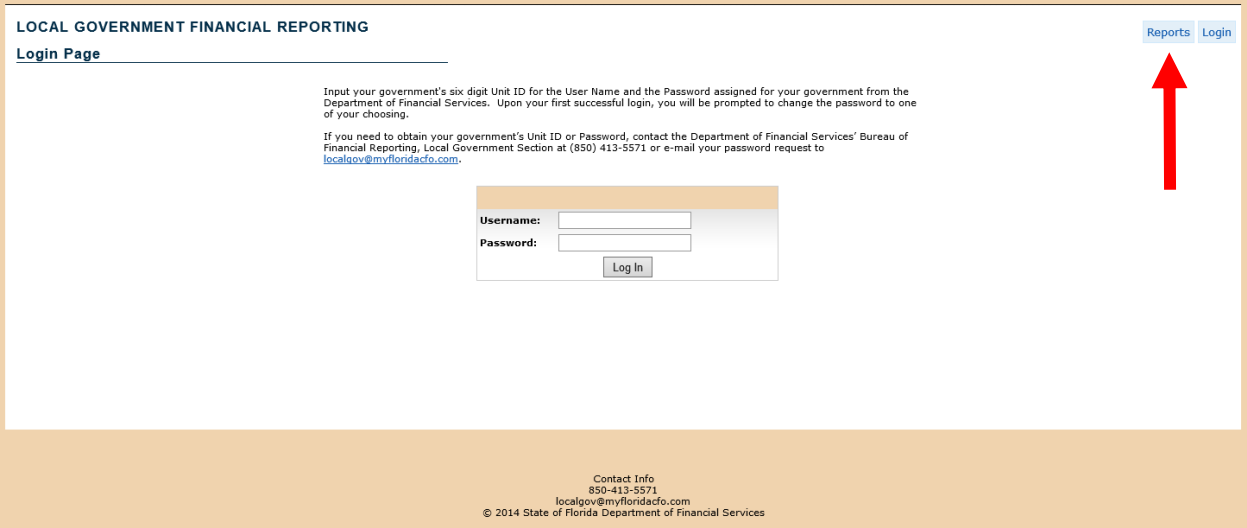
3) If there are any sections left incomplete, the submission will not occur and an error message explaining which sections need to be completed will appear.

4) Once the AFR is successfully submitted, you will be redirected to the AFR Summary page.

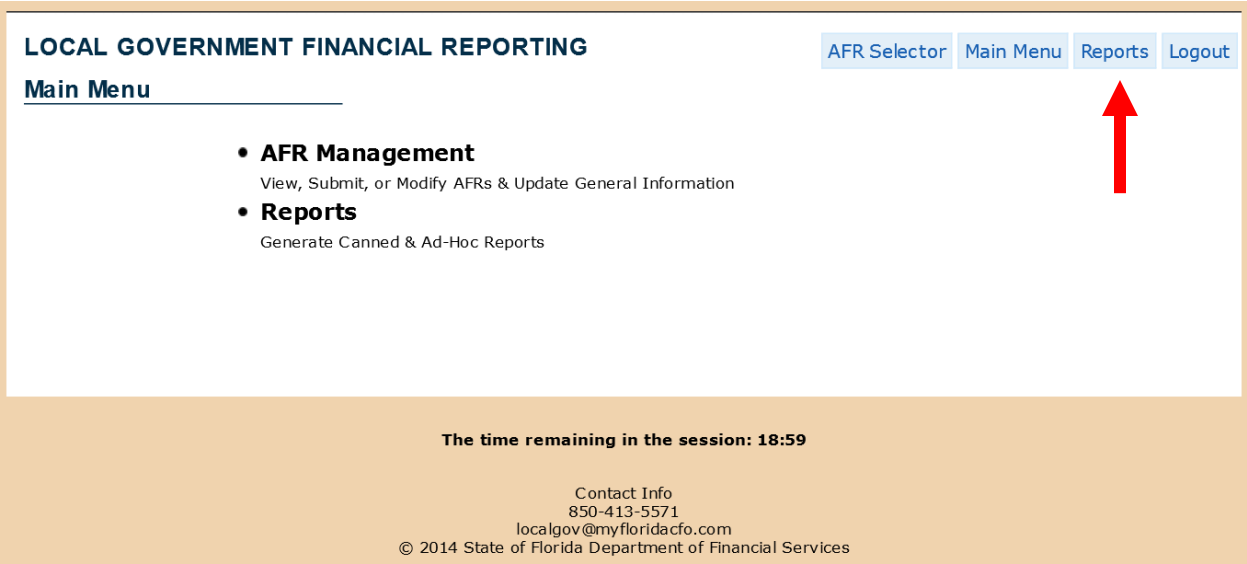
SECTION THREE: Reports

The reporting module is available to local governments, legislative and executive branch staff, and the public. This section can be accessed two different ways.

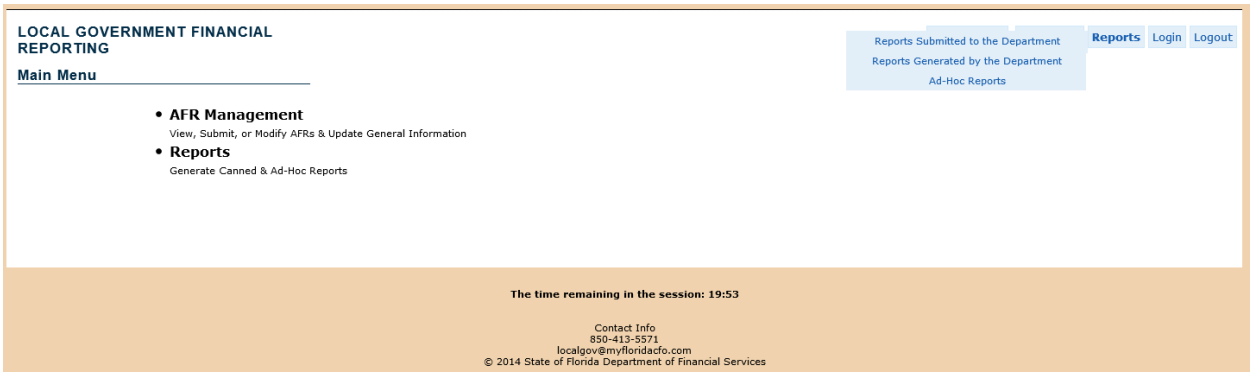
First, from the main login screen click on the **Reports** link located at the top of the page.



This section can be also be accessed if you are already logged into LOGER by selecting the **Reports** link located at the top of every LOGER page.



If you hover over the **Reports** link, you will have additional options.



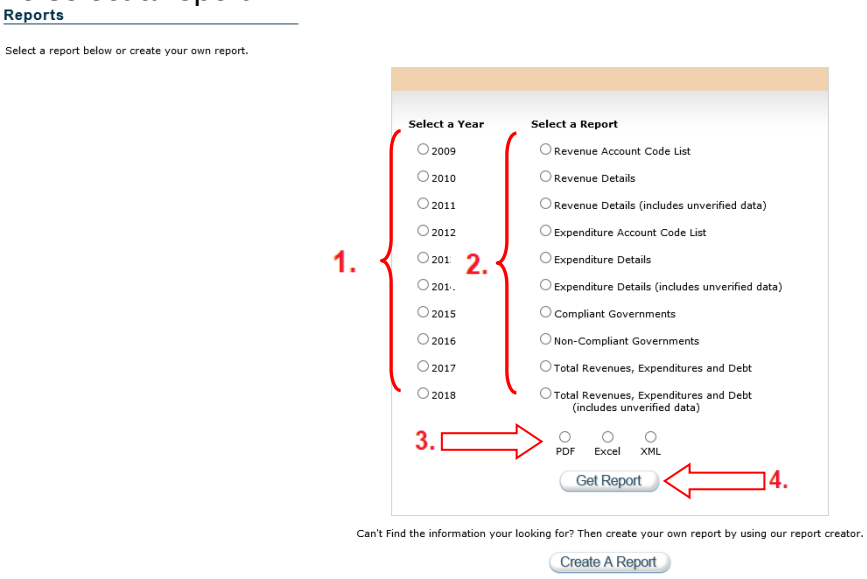
Standard Reports

The following screen will appear if the **Reports** link is selected or if you select **Reports Generated by the Department**.

The homepage of the reporting application is the list of standard reports available. The data in the reports is live. Only one fiscal year can be chosen for each report at a time due to the size of the reports generated.

You have the option of generating the selected report for the chosen fiscal year in PDF, Excel, or XML format.

To select a report:



1. Choose the year.
2. Choose the report.
3. Choose the report format type.

4. Click **Get Report**.

The following are examples of reports that will appear:

REVENUE DETAILS REPORT

The Revenue Details Report and Expenditure Details Report displays the detail information from the submitted AFR. The Revenue Details Report and Expenditure Details Report only include information that has been verified by the Department.

Revenue Details Report for Fiscal Year Ended 2018, as of December 19, 2019

		General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
Ad Valorem Taxes	311000 Ad Valorem Taxes Property Value Taxes	111,299,970	20,139,981	4,322,011								135,761,962
Contributions and Donations	366000 Contributions and Donations from Private Sources Contributions		41,731					50,000				91,731
	368000 Pension Fund Contributions Contributions											0
Court-Related Revenues	348110 County Court Criminal - Filing Fees County Court Criminal											0
	348120 County Court Criminal - Service Charges County Court Criminal		33,130									33,130
	348130 County Court Criminal - Court Costs County Court Criminal		35,175									35,175
	348140 County Court Criminal - Non-Local Fines and Forfeitures County Court Criminal		11,449									11,449
	348220 Circuit Court Criminal - Service Charges Circuit Court Criminal		24,147									24,147

TOTAL REVENUES, EXPENDITURES AND DEBT

The Total Revenues, Expenditures and Debt report is the CFO's reporting requirement cited in Section 218.32(2), F.S. and only includes information verified by the Department.

Total Revenues, Expenditures, and Long-Term Debt Report for Fiscal Year Ended 2018, as of December 19, 2019

Unit ID	Unit Name	Governing Authority (if applicable)	Total Revenues	Total Expenditures	Total Debt	AFR Received Date
			389,191,935	375,072,656	47,383,000	6/13/2019
			0	0	0	7/18/2019
			44,173	947	0	6/13/2019
			36,996	53,123	0	6/13/2019
			49,004	21,043	0	6/13/2019
			54,288,135	52,839,604	815,854	6/30/2019
			15,490,344	13,412,720	32,731,300	6/30/2019
			337,928,117	300,759,406	203,013,532	7/1/2019
			0	0	0	7/1/2019
			15,275,449	14,161,423	0	7/1/2019
			846,701	872,345	0	7/1/2019

NON-COMPLIANT GOVERNMENTS REPORT

The Non-Compliant Governments Report displays all instances of non-compliance regarding the reporting requirements laid out in 218.32, F.S. and 218.39, F.S.

Non-Compliant Local Governments for Fiscal Year 2018, as of December 19, 2019

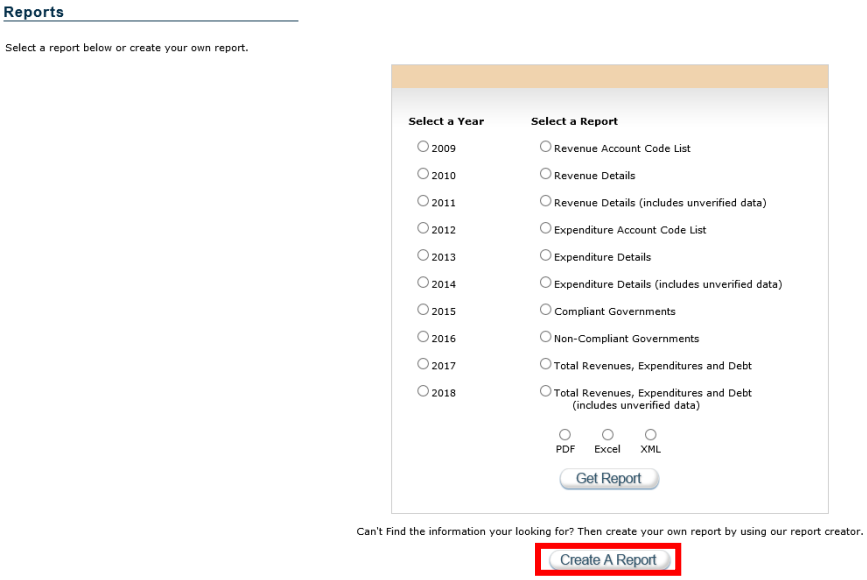
Pursuant to 218.32(1)(d) F.S. and 218.32(1)(e) F.S., Local Governments are considered Non-Compliant if:

- The entity's Annual Financial Report is received more than 9 months after their Fiscal Year End
- The entity's Audit is received more than 9 months after their Fiscal Year End
- The entity's Annual Financial Report is received more than 45 days after their Audit Completion Date
- The entity's Audit is received more than 45 days after their Audit Completion Date
- A primary government (county or municipality) does not supply their Community Redevelopment Agency's audit
- A primary government's (county or municipality) Community Redevelopment Agency's Audit is received more than 9 months after the primary government's Fiscal Year End

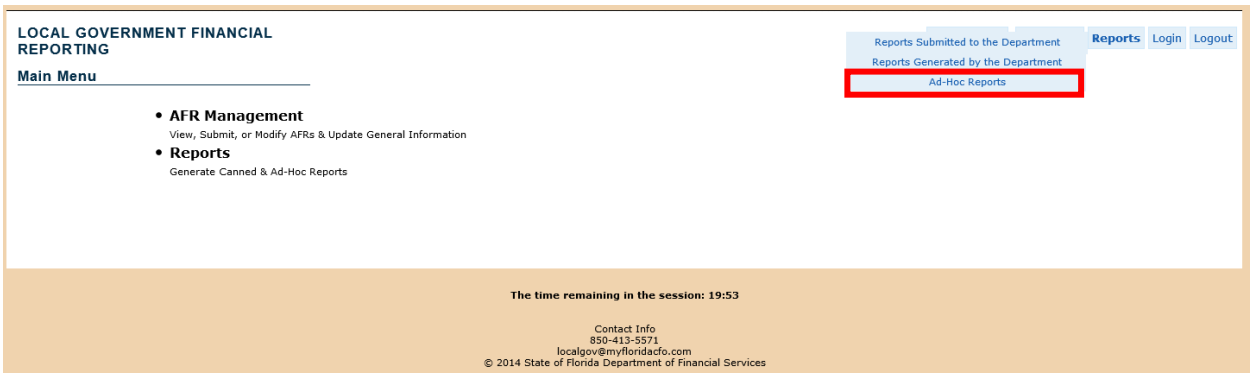
Entity ID	Entity Name	FY End	Dissolved Date	AFR Received Date	Audit Received Date	Audit Completion Date	AFR 9 Months	Audit 9 Months	AFR 45 Days	Audit 45 Days	CRA Audit
		09/30		07/01/2019	07/11/2019	06/30/2019	X	X			
		09/30		05/08/2019	05/31/2019	03/27/2019				X	
		09/30		06/26/2019	06/26/2019	03/29/2019			X	X	
		09/30		06/30/2019	08/01/2019	06/30/2019		X			
		09/30		02/26/2019	04/29/2019	02/15/2019				X	
		09/30		06/26/2019	07/29/2019	03/31/2019		X	X	X	
		09/30					X	X			
		09/30		09/20/2019	09/18/2019	09/11/2019	X	X			
		09/30		06/26/2019	06/25/2019	05/09/2019			X	X	

Ad-Hoc Reports

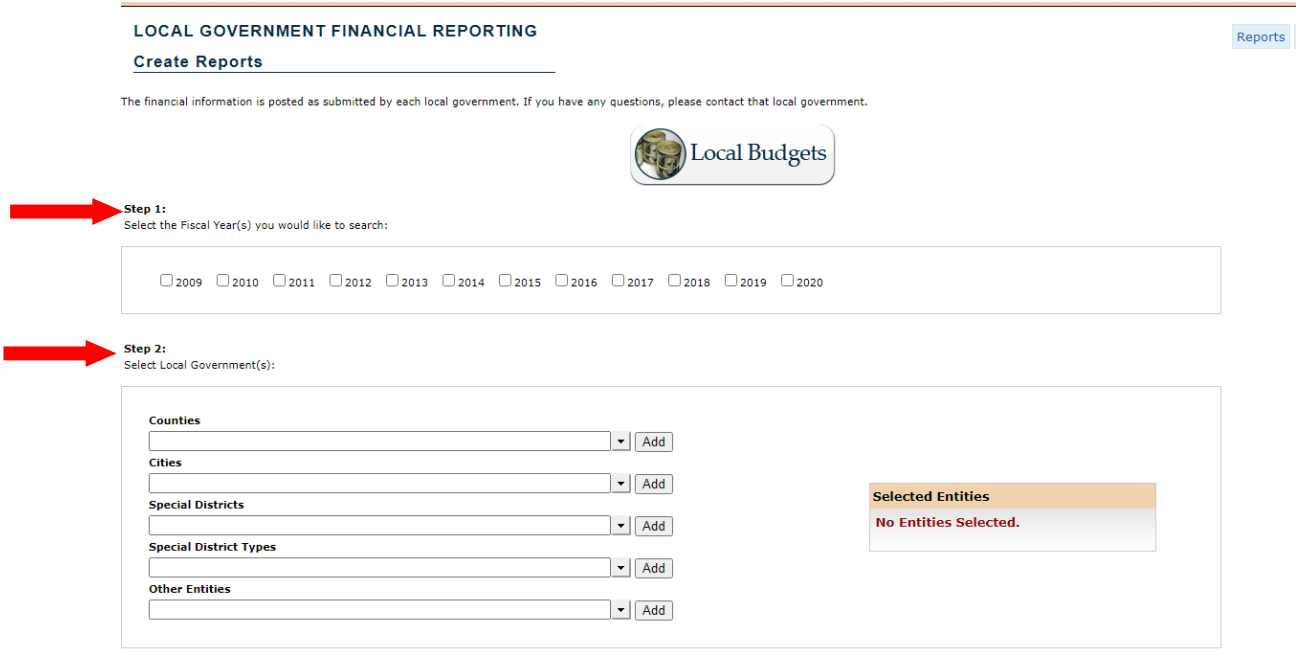
You can **Create a Report** via the Department's Ad-Hoc Reporting Page. To access this page, you can select "Create a Report" from the **Report** page:



Or you can also get to the Ad-Hoc Reporting page by hovering over the **Reports** link and selecting **Ad-Hoc Reports**:



The screen below will appear:

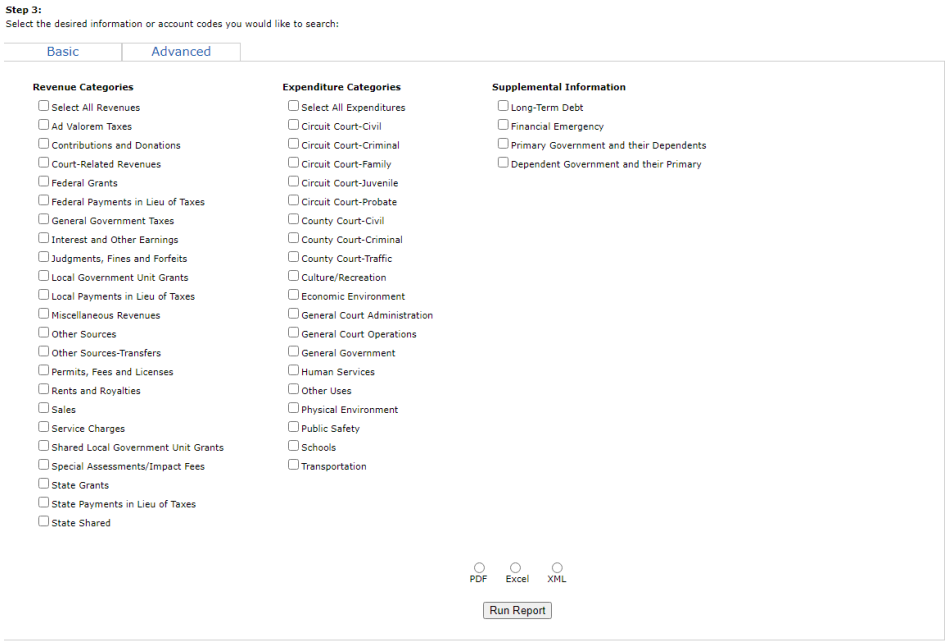


1) Select the **year(s)** that the report will detail.

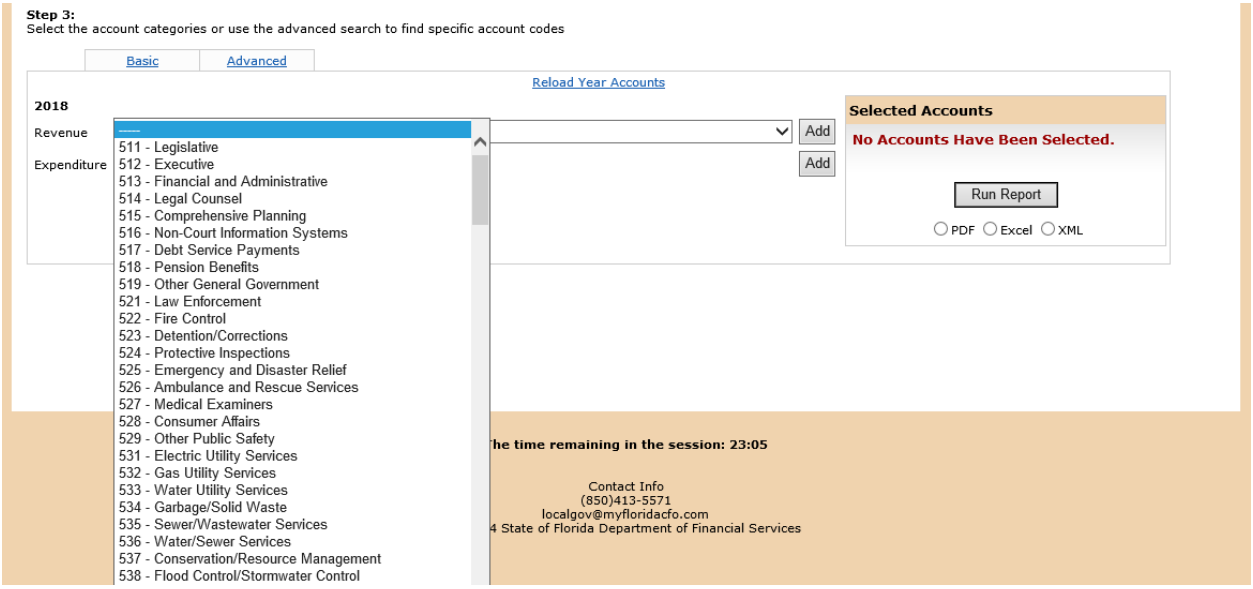
2) Select **the local governments** that the report will feature.

3) Select the revenue and expenditure categories in which the report will display.

Basic View - The revenues and expenditures are grouped into their general categories:

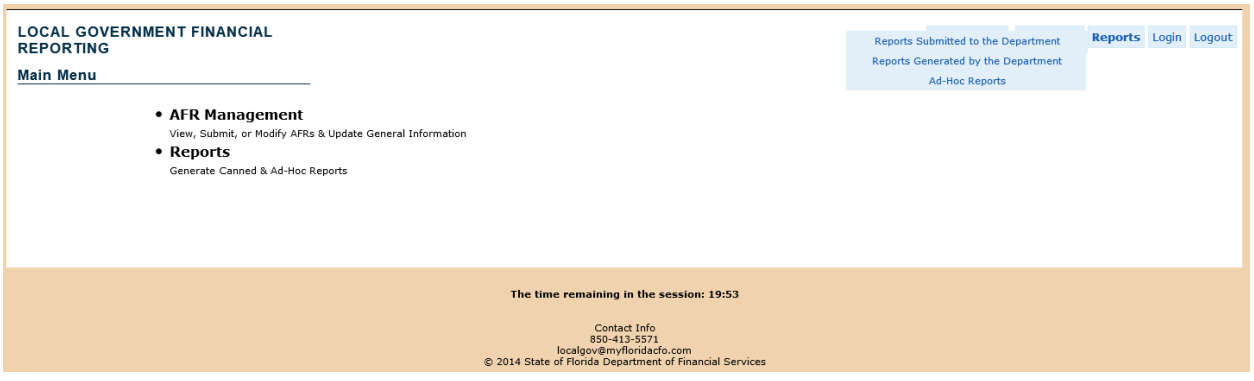


Advanced View - The revenues and expenditures are selected by their specific account code:

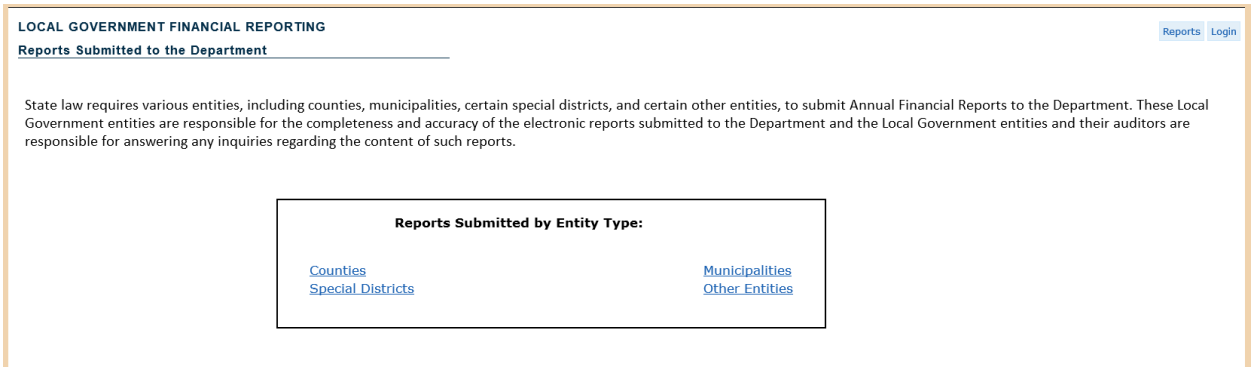


Reports Submitted to the Department

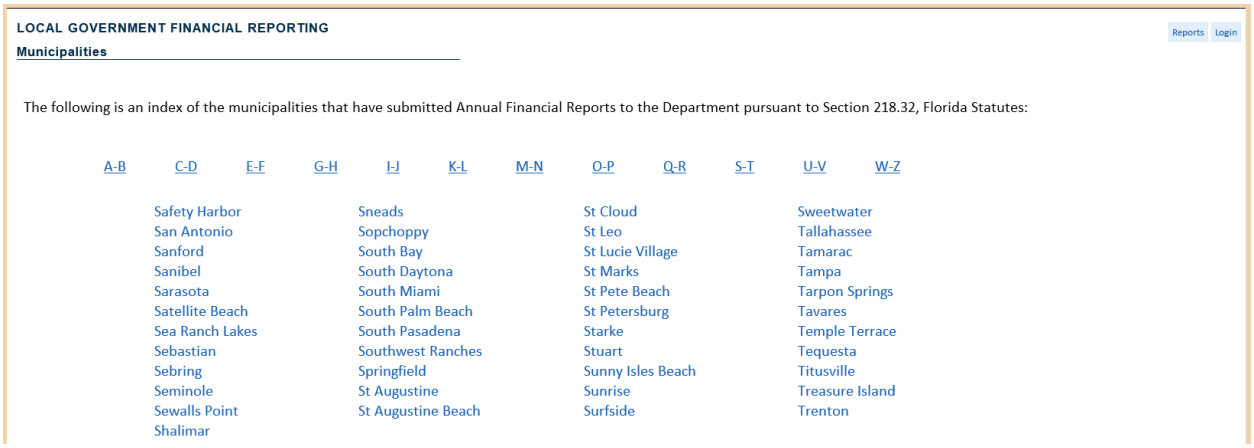
You can now view verified Annual Financial Reports that were submitted to the Department under the **Reports Submitted to the Department** page. To access this page, select **Reports Submitted to the Department** from the **Reports** link:



You will then be brought to this page:



From here, you can select the entity type of the entity's AFR you want to view. For example, if you want to see Tallahassee's AFR, you would select Municipalities, then select S-T:



SECTION FOUR: Index

Ad-Hoc Report 41, 42, 43
Advanced View for Ad-Hoc Reporting 43
Affiliated Entities 21, 22, 23, 24, 25, 26, 27, 28
Audit 29, 30, 31
Auditor General's Data Element Worksheet 32, 33
Basic View for Ad-Hoc Reporting 42
Certification 34, 35
Community Redevelopment Agencies 24, 25, 26, 27, 28
Component Units 21, 22, 23
Debt 19, 20
Expenditure Account Codes 16, 17, 18, 37, 38
Expenditures 15, 16, 17, 18
General Information 9, 10
Non-Compliant Governments Report 40
Reports 36, 37, 38, 39, 40, 41, 42, 43, 44
Revenue Account Codes 12, 13, 14, 37, 38
Revenue and Expenditure Details Reports 37, 38
Revenues, Expenditures and Debt Report 37, 39
Revenues 11, 12, 13, 14
Standard Reports 37, 38, 39, 40
Zero District 23, 25