



**Department of Financial Services (DFS):**

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<https://myfloridacfo.com/division/aa/newsletter>

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

**FY 22/23, AA Memo #23 – JUDGMENT INTEREST RATE FOR THE QUARTER BEGINNING July 1, 2023 – Issued: June 8, 2023** – Chapter 2011-169, Laws of Florida, amended section (s.) 55.03(1), Florida Statutes (F.S.), to require the Chief Financial Officer (CFO) to set the rate of interest that shall be payable on judgments and decrees on a quarterly basis rather than an annual basis. Sections (ss.) 215.422(3)(b), 337.141(3) and 687.01, F.S., require the use of the interest rate established in s. 55.03(1), F.S.

**FY 22/23, AA Memo #24 – SALARY OVERPAYMENT COLLECTIONS PROCESS CHANGE – Issued: June 22, 2023** – Beginning July 1, 2023, all State Agencies will be responsible for completing the placement of any uncollected salary overpayments with the agency's selected collection agency. Agencies will no longer be submitting these packets to Bureau of State Payrolls (BOSP) for review and placement.

**FY 22/23, AA Memo #25 – WORKIVA – ESTABLISHING GUIDANCE AND FORMS – Issued: June 30, 2023** – The Department of Financial Services (DFS) is establishing agency access in Workiva following guidance from Governmental Accounting Standards Board (GASB) 87 and GASB 96. Effective immediately, the [Workiva User Account Request Form](#) is available for all agencies to request user access to record adjustments in Workiva.

**FY 23/24, AA Memo #1 – FLORIDA SINGLE AUDIT ACT (FSAA) ANNUAL CERTIFICATION AGENCY CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2024 – Issued: July 6, 2023** – Department of Financial Services (DFS) Rule 69I-5.005(4), Florida Administrative Code, requires state agencies to annually certify the accuracy and completeness of their state projects included in the Catalog of State Financial Assistance (CSFA). For the 2021-2022 fiscal year, agencies must complete the CSFA Agency Certification (Form DFS-A2-AC) and identify any applicable additions, deletions, or changes. The completed Form and supporting documentation for additions/deletions/changes must be submitted to the Bureau of Auditing by October 1, 2023.

**FY 23/24, AA Memo #2 – TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2023-240, LAWS OF FLORIDA – Issued: July 6, 2023** – Each travel voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency's mission.

For any travel voucher that seeks payment for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's determination that such travel activities are critical to the agency's mission.

**FY 23/24, AA Memo #3 – STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2022-23 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA) & STATEWIDE COST ALLOCATION PLAN (SWCAP) – Issued: July 18, 2023** – This memorandum provides



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information related to the preparation and audit of the Schedule of Expenditures of Federal Awards (SEFA) for fiscal year ending June 30, 2023. The State-Wide Cost Allocation Plan (SWCAP) will also be discussed in this year's workshop.

**FY 23/24, AA Memo #4 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: July 25, 2023** – The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the **First and Second Quarters** of Fiscal Year 2023-2024 has been published. The calendar may be found at:

<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/calendar.pdf>.

**FY 23/24, AA Memo #5 – STATEWIDE EXPENDITURE OBJECT CODE LIST – Issued: July 25, 2023** – The Statewide Expenditure Object Code (SWOC) List was updated to add a new object code related to Benefits/Claims-Death Benefits for Beneficiaries of Active-Duty Service Members.

**FY 23/24, AA Memo #6 – FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) CHANGE IN NORMAL 3RD FRIDAY RECONCILIATION PURGE SCHEDULE – Issued: July 27, 2023** – Due to a FLAIR issue, the 3<sup>rd</sup> Friday reconciliation purge processes that were scheduled to run on Friday, July 21<sup>st</sup> were delayed. These processes completed yesterday, July 26, 2023. Any files or reports that are received as a result of these processes are now available.

**FY 23/24, AA Memo #7 – TRAINING RESOURCES PUBLISHED – Issued: July 27, 2023** – The Department of Financial Services is pleased to announce the publication of two new training resources: The Statewide Encumbrances Overview and the Statewide Transaction 51 (TR51) Overview

Both are available in the People First Learning Management System (LMS) for State of Florida employees. Classes available to all State of Florida employees will contain “Statewide” at the beginning of the class title and be assigned to one or more categories.

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 #24 - TO PROVIDE GUIDANCE ON STANDARDIZED FLAIR BATCH UPLOADS – Issued: June 19, 2023** – For the Division of Accounting and Auditing (A&A) to protect information security, integrity, confidentiality, and availability of the Florida Accounting Information Resource (FLAIR), a standardized process has been established for all agencies to use when requesting authorization for payment batch uploads to Departmental and Central (FLAIR).

**FY 22/23, CFO Memo #25 - CONTRACTS WITH NON-PROFIT ORGANIZATIONS AS DEFINED IN SECTION 215.72(2)(m), FLORIDA STATUTES – Issued: June 19, 2023 – FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS) REQUIREMENTS** – Section (s.) 215.985, Florida Statutes (F.S.), amended in 2023, requires that each contract for which a state entity makes a payment pursuant to a contract executed, amended, or extended



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on or after July 1, 2023, the state entity shall post any documents submitted pursuant to s. 216.1366 F.S., which indicates the use of state funds as remuneration under the contract or a specified payment associated with the contract on the contract tracking system.

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