



Agency Addressed (AA) Memorandum Updates:

FY 22/23, AA Memo #11 – 2022 CALENDAR YEAR-END INFORMATION – Issued:

December 6, 2022 – The following payroll related information is provided to assist agencies in complying with the Payroll Calendar Year-End reporting and processing schedule. Details regarding upcoming payroll processing activities and deadlines are included. The Payroll Preparation Manual, which is referenced throughout this memorandum, can be accessed at [bosp_manual2.pdf](https://myfloridacfo.com/bsp/manual2.pdf) (myfloridacfo.com). Most reports referenced in this memorandum are available through the Report Distribution System (RDS). If you need assistance in viewing or printing your reports, please contact your agency RDS administrator.

FY 22/23, AA Memo #12 Revised – REVENUE STANDARDIZATION PROJECT – Issued:

January 26, 2023 – The Florida Department of Financial Services - Accounting and Auditing (A&A) is requesting your agency's feedback in the final effort of the *Revenue Standardization Project*, formerly referred to as the *Revenue Object Code Standardization Project*. A&A has analyzed and considered all agency feedback from previous reviews, as well as consulted with subject matter experts to finalize the *Proposed Revenue Standardization List*. This will be the final review and your agency's opportunity to provide input about future revenue reporting needs. Once this review process is completed, A&A will be handing the standardized revenue titles over to the Florida Planning, Accounting, and Ledger Management (PALM) Project to initiate the next phase of the revenue standardization efforts.

FY 22/23, AA Memo #13 – FLAIR HOURS DURING OFFICE CLOSURE – Issued:

December 29, 2022 – The FLAIR system will be available during the normal hours of operation on Friday, December 30, and Saturday, December 31, 2022. The FLAIR system will be unavailable on Monday, January 2, 2023, in observance of New Year's Day. The system will be available and will resume normal hours of operations on Tuesday, January 3, 2023.

FY 22/23, AA Memo #14 – Transactions with Incorrect CFO Received Dates – Issued:

January 24, 2023 – This Memo is provided to inform state agencies that the Florida Accounting and Information Resource (FLAIR) contains an incorrect date in the CFO Received Date Field. This Field is one of the fields used in FLAIR to measure prompt payment compliance.

FY 22/23, AA Memo #15 – JUDGMENT INTEREST RATE FOR THE QUARTER

BEGINNING April 1, 2023 – Issued: March 3, 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.

To view any of the above memos electronically, visit:

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