



The A&A Ledger

Florida Department of Financial Services | Division of Accounting & Auditing

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2024 FORM W-2 DISTRIBUTION

BY CONSTANCE PARRAMORE

The Bureau of State Payrolls produces all employee Form W-2's at the end of each calendar year. There are two ways that these forms are distributed to employees, electronically and in paper form. In the past, it has been each agency's responsibility to mail all paper Form W-2's to their employees. Each agency was required to purchase envelopes to mail the Form W-2s, sort the W-2s once they were released to the agency and have them postmarked by January 31, to follow IRS guidelines. Beginning with the Form W-2s produced for calendar year 2024, the Department of Financial Services will be handling the distribution of all Form W-2s to employees and not distributing them to the agencies for sorting and mailing. Agencies will still be responsible for obtaining correct address and remailing any Form W-2 that is returned by the postal service with an undeliverable address.

Remember employees can elect to receive their Form W-2 electronically by agreeing to the terms and conditions provided on the Employee Information Center (EIC) website no later than January 6, 2025. Employees that elect to receive their Form W-2 electronically will not have a paper Form W-2 printed and mailed to them. They will receive an email notification in early January notifying them of when their 2024 is available. We encourage all employees to register to receive their Form W-2 electronically as they will receive their tax document up to three weeks earlier and it reduces the risk of a tax form being lost in the mail.

FINANCIAL POLICY WORKGROUP

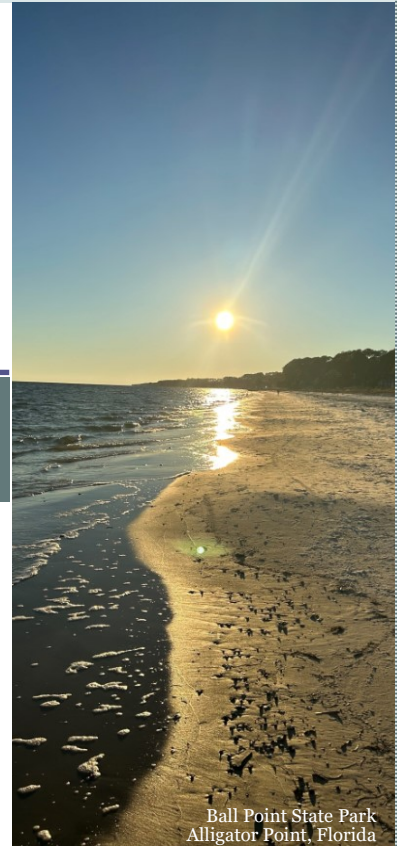
BY ADAM SALVEDGE

With the continuing implementation of the new accounting system, Florida Planning, Accounting, and Ledger Management (PALM) and the retirement of the current state accounting system, current financial management policies will need to be evaluated and new policies considered.

The Division is creating a created a repeatable process that will engage agency partners early in policy creation; this will help increase understanding, ownership, and policy adoption. With the help of an interagency workgroup, the Division will develop and validate a financial management policy process and implement financial management policies necessary for the implementation of Florida PALM Financial and Payroll segments.

Advisory council members were invited to participate. The first workgroup meeting was held in September. Three policy topics were discussed: required period closing activities, expectations of agency business systems and processes that interface with the accounting system, and protection of sensitive or confidential information. The Division shared the intended policy and gathered feedback. This feedback will be used as the Division prepares the final policies.

The materials from the workgroup are available online at www.myfloridacfo.com/division/aa/state-agencies/financial-policy.



Ball Point State Park
Alligator Point, Florida

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Tallahassee Museum
Tallahassee, FL

CALENDAR YEAR END-WHAT SHOULD AGENCIES KNOW?

BY CONSTANCE PARRAMORE

Each year in November, the Bureau of State Payrolls provides an Agency Addressed Memo for all Calendar Year End reminders. This memo is an important resource at year end as it contains many deadlines and reminders of actions needed to complete an employee's payroll record prior to the creation of the Form W-2.

Deadlines and descriptions of the following will be included:

- Form W-4 Expiration of Exemption from Withholding
- Vehicle Fringe Benefit Reporting
- Taxable Tuition Waivers and Education Assistance
- Warrant Cancellations and Payroll Record Adjustments
- W-2 and 1099 Reporting Adjustments
- Refund of Current & Prior Year Salary Overpayments
- On Demand Payrolls
- Leave Payouts with Deferred Compensation
- Online Retirement Adjustments
- Prior Quarter Payroll Adjustments

The memo will also contain other information related to Form W-2 Distribution, Duplicate Forms W-2 and W-2c, 1095-C and changes to limits that are maintained in the payroll system. The end of 2024 is quickly approaching, be on the lookout for our memo!



STANDARDIZING DOCUMENTATION REQUIREMENTS FOR PAYMENTS

BY KIM HOLLAND



The Mission of the Bureau of Auditing (Bureau) is to provide reasonable assurance to the taxpayers of Florida that funds disbursed from the State Treasury are valid obligations of the State and are in compliance with State Statute.

To support this mission, the Bureau is standardizing documentation requirements for payments. Standardization will increase efficiency, reduce errors, and ensure legitimacy and accuracy of payments. Through standardization, expectations are clearly defined, and everyone is on the same page.

An analysis of historical disbursement data has been conducted and payment groups have been established. Documentation requirements for each payment group will be defined to satisfy the following payment assertions:

- Incurred obligation
- Properly authorized to obligate
- Mutual exchange of economic substance
- Financial recording
- Separation of duties

Keep in mind that any payment group may have a subset of unique payments that may require additional documentation. These exceptions will be handled on a case-by-case basis.

The Bureau of Auditing is committed to providing clearly defined expectations to ensure we are all on the same page.

CCN ROAD SHOW FOLLOW-UP

BY KIM JACOBS

In May, the Department of Financial Service's (DFS) Change Champion Network (CCN) packed up their desks and held a total of 17 Road Shows with key DFS division stakeholders. The purpose of these Road Shows was not only to explain the importance of Florida PALM implementation and help them to understand what is headed their way, but also provide an outlet to ask face-to-face questions and get feedback from the division individuals themselves.

The CCN was blown away by how welcoming each division was! Not only did divisions have a desire to learn about Florida PALM, but they were also interactive, asking questions, and providing feedback that the CCN will use for future learning opportunities and training.

At the end of each Road Show, the attendees were asked to take an anonymous survey to gauge their Awareness and Desire (as part of the ADKAR Method) of Florida PALM implementation. On a scale of 1 (Dead on Arrival) to 5 (Very High), DFS scored 4.1 for Awareness and 4.2 for Desire. DFS is working hard to prepare their stakeholders for implementation.

The CCN is holding follow-up meetings with the divisions to review their survey results. Divisions are asked to keep up the great work and continue to build excitement for the implementation!



Bahai Honda State Park
Big Pine Key, Florida

TRANSFORMATION PLAN

BY RENÉE HERMELING AND JULIA COLLINS-O'KANE

The State of Florida is completing its migration to a new accounting system, Florida Planning, Accounting, and Ledger Management (PALM) with the expanded functionality being implemented in January 2026. Currently many of the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A) processes are conducted in the Florida Accounting Information Resource system (FLAIR). To successfully integrate to Florida PALM, A&A personnel must adapt to the changing business processes.

The Transformation Plan encompasses the impacts of Florida PALM and our strategies for implementation, identifies DFS's operational activities that can be paused, identifies decisions necessary to complete transformation activities, and identifies implementation risks with mitigation/monitoring strategies.

The goals of the Transformation Plan are to: involve team members at all levels while fostering ownership, morale, and teamwork, streamline processes, reduce non-value add activities, and improve productivity, and successfully prepare for and adopt standardized business process models while using Florida PALM.

STATEWIDE MASTER ADJUSTMENT SYSTEM (SWMA)

BY TAMMY EASTMAN

On behalf of the Bureau of Financial Reporting, I want to shout out to agency partners that were essential to the roll-out of the Statewide Master Adjustment (SWMA) system. Team members from Department of Corrections, Department of Financial Services, and Department of Health tested the system for access and functionality, many times after normal working hours! The success of the SWMA and agency use would not have happened without their time and effort.

– Tammy A. Eastman.



MEMOS OF NOTE

Agency Addressed and Chief Financial Officer Memorandum are issued regularly by the Division to share information, provide guidance, and distribute policy to agency personnel. The following memos were published within the last quarter.

Memo#	Title	Summary
CFO No. 27	Assignment of Contract Payments	Provides guidance to State Agencies when they receive a notice for the assignment of a contract payment to a third party.
CFO No. 28	Florida PALM Security Access Managers	Provides guidance for state agencies Security Access Managers.
AA No. 1	Florida Single Audit Act (FSAA) Annual Certification for Fiscal Year Ending June 30, 2025	Requires state agencies to annually certify the accuracy and completeness of their state projects included in the CSFA.
AA No. 2	Training Materials and Calendar Announcements for Classes Published	Announcements for in-person training classes and on demand training programs provided in People First Learning Management System.
AA No. 3	Travel Restrictions Imposed by Chapter 2024-228, Laws of Florida	Documentation required for travel expenses and lodging restrictions.
AA No. 4	Statewide Master Adjustment System (SWMA) – Establishing Guidance and Forms	Access to SWMA for agencies to perform post-closing adjustments that will be provided to Bureau of Financial Reporting.
AA No. 5	New Forms: Direct Deposit Acknowledgement & Direct Deposit Hardship Exemption Request	Announces the publication of two new payroll forms that can be used as resources and created to assist agencies in the Direct Deposit process.
AA No. 6	Information Warehouse FLAIR Master File Analysis Tool	The Division and Warehouse Team have developed a resource tool to allow agencies to easily access Departmental FLAIR General Ledger Master Balance File.
AA No. 7	Judgement Interest Rate For The Quarter Beginning October 1, 2024	The interest rate established for the quarter beginning October 1, 2024.
AA No. 8	FACTS and Florida PALM User Readiness Workshops	The Division announces workshops for changes in FACTS that will impact Florida PALM.

FISCAL YEAR 2023-2024 IN REVIEW

COLLECTED BY ADAM SELVIDGE

The following statistics were obtained by the monthly Performance Measures completed by every bureau and team within A&A.



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