

DEPARTMENT OF FINANCIAL SERVICES

# 2021 BFR Federal Reporting Workshop

Bureau of Financial Reporting

CFO JIMMY PATRONIS

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## Welcome

### Questions/Issues

- Use the "Ask a Question" icon.
- All questions will be answered in the Q&A section.
- If you lose your online connection, click on the link in your registration confirmation email to resume the webinar.
- GoToWebinar Customer Support:  
Toll-free: +1(833) 851-8340  
Long Distance: +1 (805) 617-7080

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## Agenda

- Welcome and Introduction
- SEFA Process.
  - General Information.
  - SEFA Workbook.
  - SEFA ACFR Relationship.
- Grading.
- Important Dates.
- Q&A.

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### Continuing Professional Education Credits (CPE)

- 2 hours of CPE has been approved by the Florida Department of Business and Professional Regulation.
- By responding “Yes” to the first poll question, you are letting us know that you want CPE credit.
- You **must** respond to all Poll Questions to qualify for the two (2) hours of CPE.
  - There are a total of 5 poll questions.

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SEFA Process

### General Information

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SEFA Process

### General Information

- Agencies that expend federal awards are required to submit the schedule and notes to SEFA.
- SEFA captures all agency expended federal funds.
- All federal assistance received is categorized as either **Direct Revenues** or **Pass-Through From**.
- All federal assistance expended is categorized as either **Expenditures** or **Pass-Through To**.

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SEFA Process

### General Information

- Pass-through entity **must**:
  - Inform the sub-recipient that the funds the sub-recipient is receiving are federal funds.
  - Provide the correct Assistance Listing (Catalog of Federal Domestic Assistance (CFDA)) number and program name.
- All federal funds received are reported in SEFA even if agency/university does not have pass-through federal funds to another entity.

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SEFA Process

### SEFA Workbook

- Assistance Listing (Catalog of Federal Domestic Assistance (CFDA))
  - Verify Assistance Listing online at sam.gov.
- Rounding Expenditures
- Expenditure Types
  - Select the type of expenditure that is being reported
    - R&D: Y/N
    - ARRA: Y/N
    - COVID-19: Y/N
    - American Rescue Plan (ARP): Y/N
- Responses on Checklist
  - 19 Checklist Items
- Review Status
  - Ready for Submission!

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SEFA Process

### SEFA Workbook

**Needs Revisions**

Checklist Item Name

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Checklist Item No. 11

Review Item Name

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### SEFA Process

## SEFA Workbook

**Ready for Submission!**

Checklist Item Issues

Review Item Issues

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### SEFA ACFR Relationship

GL 61400  
GL 62100  
GL 65600  
GL 68300  
GL 68700

**Total SEFA Expenditures**

5% and \$35 Million Thresholds

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### SEFA ACFR Relationship

## Reconciliation Template

**SEFA Reconciliation Template**

Instructions:

The expenditures reported on the SEFA should be compared to the grant revenues recorded in the financial statements. If the difference is 5% or more of the total SEFA expenditures, or \$35 million or more, an explanation is required. Specific reconciling items should be identified in the space below.

ACFR			OLO	SEFA	
GL Code	GL Title	Financial Statements Balance		1	2
01400	Grants and Donations - Non Capital (Federal Portion)			Total Expenditures Reported	
02100	Capital Grants and Donations (Federal Portion)				
02600	Federal Funds Transfers to/from Other Agencies				
08300	Non Capital Grants and Donations (Federal Portion)				
08700	Capital Grants and Donations (Federal Portion)				
	Total Balance: \$				

ACFR/SEFA Reconciling Difference: 0.00%

Reconciling Items (1)

Amounts

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## Grading

<p style="text-align: center;"><u>Timeliness</u></p> <ul style="list-style-type: none"> <li>• A (100%) = On or before deadline</li> <li>• B (80%) = 1-2 business day late</li> <li>• C (70%) = 3-5 business days late</li> <li>• D (60%) = 6-10 business days late</li> <li>• F (0%) = &gt;10 business days late</li> </ul> <p style="text-align: center; background-color: #003366; color: white; padding: 5px;">50%</p>	<p style="text-align: center;"><u>Accuracy</u></p> <ul style="list-style-type: none"> <li>• A(100%) = Submitted with ready status 1<sup>st</sup> try</li> <li>• C (70%) = 1<sup>st</sup> submission needs revisions</li> <li>• F (0%) = Additional submissions need revisions</li> </ul> <p style="text-align: center; background-color: #003366; color: white; padding: 5px;">50%</p>
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## Grading Scale

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

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SEFA Process

## Dates to Remember

<p><u>Agencies:</u></p> <ul style="list-style-type: none"> <li>• <b>September 10:</b> SEFA Workbook Due.           <ul style="list-style-type: none"> <li>• Submit SEFA Workbook electronically to <a href="mailto:FinancialReporting@myfloridacfo.com">FinancialReporting@myfloridacfo.com</a></li> <li>• Limit revisions after due date to audit adjustments submitted by the Auditor General</li> </ul> </li> <li>• <b>November 9:</b> Agency Representations Letter to CFO Due.</li> </ul>	<p><u>Colleges and Universities:</u></p> <ul style="list-style-type: none"> <li>• <b>September 20:</b> SEFA Workbook Due.           <ul style="list-style-type: none"> <li>• Submit SEFA Workbook electronically to <a href="mailto:FinancialReporting@myfloridacfo.com">FinancialReporting@myfloridacfo.com</a></li> <li>• Limit revisions after due date to audit adjustments submitted by the Auditor General</li> <li>• Colleges submit to DOE by due date that DOE has provided.</li> <li>• Universities submit to BOG by due date that BOG has provided.</li> </ul> </li> <li>• <b>November 9:</b> Agency Representations Letter to CFO Due.</li> </ul>
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**Thank You!**

Questions? Comments? Suggestions?

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**References**

- [31 U.S.C. Ch. 75 § 7502](#) – Requires single audit
- [2 CFR 200.501 Audit requirements](#)
- [2 CFR 200.510 Financial Statements](#)
- [2 CFR 200.331 Subrecipient and Contractor Determinations](#)
- [2 CFR 200.332 Requirements for pass-through entities](#)
- [2 CFR 200.400 \(Cost Principles\) Policy Guide](#)
- [Compliance Supplement](#) – Audit Procedures
- [Assistance Listings - SAM.gov](#)
- [Data Collection Form Instructions \(SF-SAC\)](#) – Federal submission requirements

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