

DATE: May 2, 2023

TO: Agency Addressed (No. 17, 2022-2023)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: 2022-2023 FISCAL YEAR-END WORKSHOP

Considering the high demand for workshop inclusion, a second Fiscal Year-End Workshop has been planned.

The Department of Financial Services (DFS), Division of Accounting and Auditing, will be conducting two fiscal year-end training workshops on Friday, May 12, 2023, from 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:30 p.m. at the Tallahassee Mall, Suite 400, Room C100, on 2415 N. Monroe St., Tallahassee, Florida. The workshops will provide information to assist agencies with key dates and information related to year-end and Certified Forward processes.

The workshop will cover a variety of topics including due dates and guidance for processing payments and deposits prior to fiscal year-end. Additional topics related to the dual-year period will be discussed including the Certified Forward process, New Account Code creation, asset depreciation, and more.

Representatives from the Division of Accounting and Auditing, the Division of Treasury, and MyFloridaMarketPlace will be available to answer year-end questions.

Register for the either workshop through the DFS Learning Management System in [People First](#) by Wednesday, May 10, 2023. The workshops can be found under the course area of Accounting and Auditing: 2022-2023 Fiscal Year-End Workshop. Please note: if you have previously registered, no changes are needed.

To access fiscal year-end training opportunities that are currently available, visit: [Statewide - Fiscal Year End Online Training](#).

To access fiscal year-end reference materials that are currently available, visit: [Financial Guidance for State Agencies | Accounting and Auditing](#).