

DATE: June 30, 2025

TO: Agency Addressed (No. 31, 2024-2025)

FROM: Renée Hermeling, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2024-25  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS & STATEWIDE COST  
ALLOCATION PLAN

This memorandum provides information related to the preparation and audit of the Schedule of Expenditures of Federal Awards (SEFA) for Fiscal Year ending June 30, 2025. The Statewide Cost Allocation Plan (SWCAP) will also be discussed in this year's workshop.

### 1) Federal Reporting Workshop

The Department of Financial Services (DFS), Bureau of Financial Reporting (BFR), will conduct the Federal Reporting Workshop on July 31, 2025, (9:00 a.m. – 12:00 p.m.) through [GoToWebinar Registration](#). The workshop will provide updated information related to the preparation of the SEFA and SWCAP.

For state employees with access to the [People First Learning Management System](#) (LMS), please register for the workshop through LMS. The workshop is under the course area of Accounting and Auditing: 2025 BFR Federal Reporting Workshop. The [Department of Management Services](#) provides instructions on registering within the system.

For other state entities, such as State Board of Administration, Legislature, Universities, and others not on People First, they must get registered in the [People First Learning Management System](#) by DFS Financial Education. To get set up, please email [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com) by July 25th, 2025, with the following information:

- Name (First and Last)
- Work email address
- Agency/Bureau
- Telephone number
- Title of Course

**Note:** You must register in **both** People First and GoToWebinar.

### 2) Agency Representations for Federal Awards – Due November 18, 2025

In connection with the annual audit of the State of Florida's federal awards, the Chief Financial Officer (CFO) is required to make certain written representations to the Auditor General. The written representations relate to the expression of audit opinion as to the extent of the state's compliance with laws, regulations, and provisions of contracts and grant agreements governing the administration of federal awards for the fiscal year ending June 30, 2025. Your assistance in providing written representations relevant to your agency is necessary to support the CFO's representations to the auditors.

The “Agency Representations – Federal Awards” letter template will be available on the DFS website by the end of July. This template must be used and printed on your agency letterhead. **Please note that this is a standard letter and changes should not be made to the letter.** Additional information or comments may be provided using the form titled “Agency Representations - Attachment for Additional Information”, also available on the website. The agency head’s signature is required on the completed letter.

Please execute the Agency Representations for Federal Awards letter on or after November 1, 2025, and email the submission to [FederalReporting@myfloridacfo.com](mailto:FederalReporting@myfloridacfo.com) by November 18, 2025.

Although the representations are made in writing to the CFO as of November 1, 2025, the period covered by these representations extends to issuance of the audit report. You must notify the CFO prior to the issuance of the audit report if any changes should be made to your written representations.

For your reference, a job aid applicable to this request is available at the following link:  
<https://sf01.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/agency-rep-letter-job-aid.pdf>

For questions or additional information, please contact [FederalReporting@myfloridacfo.com](mailto:FederalReporting@myfloridacfo.com) or 850-413-5714.

**Website links:**

Forms - <https://www.myfloridacfo.com/division/aa/all-forms>

Other Documents - <https://www.myfloridacfo.com/division/aa/state-agencies>