

State of Florida

**Component Unit
Forms Instructions**

June 2, 2021



Table of Contents

<u>I.</u>	<u>COMPONENT UNITS DETERMINATION.....</u>	<u>3</u>
1.	DFS-A1-1832 FUND QUESTIONNAIRE	3
2.	DFS-A1-1833 REPORTING ENTITY DETERMINATION	3
<u>II.</u>	<u>COMPONENT UNIT FORMS - CHECKLIST ITEM 18.....</u>	<u>3</u>
1.	DFS-A1-1835 SWFS ADJUSTMENT FORM – COMPONENT UNIT	4
2.	DFS-A1-1885 FORM CUR1 – DPCU – OPERATING LEASE.....	4
3.	DFS-A1-1886 FORM CUR2 – DPCU – CONSTRUCTION.....	5
4.	DFS-A1-1887 FORM CUR3 – DPCU – RELATED PARTY TRANSACTIONS.....	5
5.	DFS-A1-1888 FORM CU1 – DPCU – DEPOSITS.....	5
6.	DFS-A1-1889 FORM CU2 – DPCU – OTHER INVESTMENTS.....	6
7.	DFS-A1-1890 FORM CU3 – DPCU – DEFICIT ENDING EQUITY	6
8.	DFS-A1-1891 FORM CU4 – DPCU – CHANGES IN CAPITAL ASSETS.....	6
9.	DFS-A1-1892 FORM CU5 – DPCU – PRIOR PERIOD ADJUSTMENTS.....	7
10.	DFS-A1-1893 FORM CU6 – DPCU – CHANGES IN LONG-TERM LIABILITY	7
11.	DFS-A1-1894 FORM CU7 – DPCU – BP-COP	7
12.	DFS-A1-1895 FORM CU8 – DPCU – IP-CL LIABILITY	8
13.	DFS-A1-1896 FORM CU9 – DPCU – LINES OF CREDIT	8
14.	DFS-A1-2189 FORM CU10 – DPCU – OTHER LIABILITIES	8
15.	DFS-A1-XXXX FORM CU11 – DPCU – POLLUTION REMEDIATION OBLIGATING EVENTS	9
16.	DFS-A1-2113 FORM UNIV– DPCU – CIDP	9

I. Component Units Determination

The Governmental Accounting Standards Board (GASB) issued GASB Codification Section 2100 Defining the Financial Reporting Entity and Section 2600 Reporting Entity and Component Unit Presentation and Disclosure; to address the defining and reporting of Component Units (CU). The scope of this instruction document is limited to guidance for accounting and reporting the State's CUs data, in the Statewide Financial Statements. Statewide Financial Reporting Section (SFRS) uses both the DFS-A1-1832 Fund Questionnaire and DFS-A1-1833 Reporting Entity Determination Forms to identify potential CUs. Submit these forms to the SFRS team at sfrs@myfloridacfo.com.

1. DFS-A1-1832 Fund Questionnaire

This questionnaire is used for determination of a new fund or re-determination of an existing fund. It is also used to establish the fund classification and type for financial reporting purposes. The fund questionnaire includes three steps.

- Step 1 – Determines the fund type [or Governmental, Accounting, Auditing, and Financial Reporting (GAAFR)] fund.
- Step 2 – Determines the fund's equity restrictions.
- Step 3 – Determines the program/non-program interest.

Refer to the form to obtain the detailed steps for its completion. The form is located at the following link <https://myfloridacfo.com/Division/AA/Forms/default.htm> under Financial Reporting.

2. DFS-A1-1833 Reporting Entity Determination

This form helps to determine whether an entity is a component unit of the State (or blended component unit) or has a relationship with the State which requires the entity to be reported in the State's financial statements (or discretely presented component unit).

Note: Not all questions on the form will need to be answered for a conclusion to be reached.

Refer to the form to obtain the detailed steps for its completion. The form is located at the following link <https://myfloridacfo.com/Division/AA/Forms/default.htm> under Financial Reporting.

II. Component Unit Forms - Checklist Item 18

Audited financial statements, adjustments, and applicable statewide financial statement forms pertaining to component units with a fiscal year-end before June 30th, must be completed and submitted by agency closing date and component units with a fiscal year-end of June 30th, must be completed and submitted to SFRS by September 30th.

The component units are required to complete the statewide financial statement forms as applicable. The component units or agency responsible for submission of the financial records need to complete the appropriate forms with the component unit's financial statements. The Board of Governors for the State Universities and the Department of Education for the State Community Colleges are the coordinator for submission of the forms and financial statements provided by each State University and Community College, respectively.

The forms are located at the following link <https://myfloridacfo.com/Division/AA/Forms/default.htm> under Financial Reporting, with the exception of DFS-A1-1891 Form CU4 – DPCU – Changes in Capital Assets and 10. DFS-A1-1893 Form CU6– DPCU – Changes in Long-Term Liability which are sent to the agency contacts by e-mail. Submit the applicable forms to the SFRS team at sfrs@myfloridacfo.com.

DFS Form Number	SFRS Form #	Form Title
DFS-A1-1835	-	SWFS Adjustment Form – Component Unit
DFS-A1-1885	CUR1	DPCU - Operating Leases
DFS-A1-1886	CUR2	DPCU - Construction & Other Significant Commitments
DFS-A1-1887	CUR3	DPCU - Related Party Transactions
DFS-A1-1888	CU1	DPCU - Deposits
DFS-A1-1889	CU2	DPCU - Other Investments
DFS-A1-1890	CU3	DPCU - Deficit Ending Equity
DFS-A1-1891	CU4	DPCU - Changes in Capital Assets
DFS-A1-1892	CU5	DPCU - Prior Period Adjustments
DFS-A1-1893	CU6	DPCU - Changes in Long Term Liabilities
DFS-A1-1894	CU7	DPCU - Bonds Payable & Certificates of Participation
DFS-A1-1895	CU8	DPCU - Installment Purchase Contracts & Capital Leases Liability
DFS-A1-1896	CU9	DPCU - Debt Disclosures
DFS-A1-2189	CU10	DPCU - Other Liabilities
DFS-A1-XXXX	CU11	DPCU - Pollution Remediation Obligation Events
DFS-A1-2113	UNIV-CIDP	State Universities - Capital Improvement Debt Payable

1. DFS-A1-1835 SWFS Adjustment Form – Component Unit

In order to bring the component units financial information balances into the State accounting records, the component units or agency responsible for submission of the financial records need to complete and submit an adjustment form and the component unit’s financial statements.

Save and submit the adjustment form with the following file name: “Fund Number”, Form #, and date.

- Example: An Adjustment Form for Fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Adjustment 09-30-2021

Note: Adjustments must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

The following forms are for submission of Discretely Presented Component Units (DPCU):

2. DFS-A1-1885 Form CUR1 – DPCU – Operating Lease

This form reports operating leases with initial or remaining noncancelable lease terms in excess of one year as of the fiscal year end. It requires to complete the schedule of future minimum lease payments for each of the subsequent five years and in five-year increments thereafter. If additional years are needed, contact the SFRS to request for additional lines. If the component unit does not have any operating leases at the end of the reporting fiscal year place an “X” next to N/A.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CUR1, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CUR1 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

3. **DFS-A1-1886 Form CUR2 – DPCU – Construction**

This form reports the following:

- a. The component unit's total construction commitments. The component units should prepare a schedule by project and maintain it in their files for the auditors to review as necessary. This section reports the estimate cost, amount expended through June 30th, and the estimated amount committed at June 30th.
- b. Other significant commitments with parties external to the state (i.e., component units are not considered external to the state) to receive goods or services. To be significant, the total commitment must be 10% or more of the total current expenditures/expenses reported for financial statements by the whole component unit. Attach additional pages as necessary.

Refer to the form to obtain the detailed steps for its completion.

If the component unit does not have any operating leases at the end of the reporting fiscal year place an "X" next to N/A.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CUR2, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CUR2 09-30-2021.

Additionally, provide the PDF version of the form properly signed and dated by the agency authorized signature. Save and submit the form with the following file name: Fund Number, Form #, and date.

Note: This form must be submitted in Excel and PDF format and using the proper naming format. A separate form must be submitted for each fund.

4. **DFS-A1-1887 Form CUR3 – DPCU – Related Party Transactions**

This form reports all transactions which an informed observer might reasonably believe reflect considerations other than self-interest based upon the relationship which exists between the parties of the transactions, in accordance with generally accepted accounting principles requiring disclosure of certain related party transactions. The form requires to disclose a detailed description of the related party transaction, the nature of the relationship, and the amount.

Refer to the form to obtain the detailed steps for its completion.

Note: Consideration of component unit relationship to the primary government should be given when determining potential related party transactions.

If the component unit does not have any operating leases at the end of the reporting fiscal year place an "X" next to N/A.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CUR3, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CUR3 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

5. **DFS-A1-1888 Form CU1 – DPCU – Deposits**

This form reports the following:

- a. To list year's end reconciled/authorized deposit amounts and its corresponding unadjusted bank statement balances. If the balance is for a revolving fund, the amount recorded as the Reconciled Bank Balance should equal the approved amount of the revolving fund less any portion maintained as cash on hand.

- b. Whether any violations of legal or contractual provisions have occurred in relationship to the reported deposits.
- c. To disclose the amounts for any portion of the deposits which exceed federal deposit insurance limits and are (1) uncollateralized, (2) collateralized with securities held by the pledging financial institution, but not in a Qualified Public Depository in compliance with Section 280, Florida Statutes, or (3) Collateralized with securities held by the pledging financial institution's trust department or agent, but not Qualified Public Depository. Include an explanation of the governing policy related to reported deposits.
- d. To list amounts for any portion of the above Deposit Totals that are exposed to foreign currency risk and explain the governing policy related to these deposits.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU1, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CU1 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

6. DFS-A1-1889 Form CU2 – DPCU – Other Investments

This form reports the investment data for those investments not handled by the State Treasurer nor those Maintained with the State Board Administration.

The form requires to complete other investment schedules at Fair Value and/or Net Asset Value (NAV).

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU2, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CU2 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

7. DFS-A1-1890 Form CU3 – DPCU – Deficit Ending Equity

This form is for reporting a Deficit Ending Equity or Deficit Equity Classification per fund. It includes to report the deficit amount, deficit cause, and the course of action taken to eliminate the deficit.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU3, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CU3 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

8. DFS-A1-1891 Form CU4 – DPCU – Changes in Capital Assets

This form reports the component unit's changes in capital assets as follow:

- a. Assets acquired must be reported within the "Increases" column; and
- b. Disposal of assets must be reported within the "Decreases" column.

This form is sent by the SFRS team on October by two rounds. Select the agency OLO from the drop box. Use 489500 for colleges and 490000 for universities. **Note:** Do not net the increases and decreases. Beginning and ending balances will be automatically populated.

Refer to the form to obtain the detailed steps for its completion.

Note: Use the “Save As” dialog to save an .XLSX version of the form using the name of the original form.

9. DFS-A1-1892 Form CU5 – DPCU – Prior Period Adjustments

This form reports the description of the circumstances causing prior period adjustment(s) and the related dollar amount(s).

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU5, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CU5 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

10. DFS-A1-1893 Form CU6 – DPCU – Changes in Long-Term Liability

This form reports the component unit’s changes in long term liability as follow:

- a. Debt acquired must be reported within the "Additions" column; and
- b. Debt retired must be reported within the "Deletions" column.

This form is sent by the SFRS team on October. Select the agency OLO from the drop box. Use 489500 for colleges and 490000 for universities.

Note: Do not net the increases and decreases. Ending Balance will be automatically populated (except Colleges and Universities). The amount due within one year will be automatically populated (except Colleges and Universities).

Refer to the form to obtain the detailed steps for its completion.

Note: Use the “Save As” dialog to save an .XLSX version of the form using the name of the original form.

11. DFS-A1-1894 Form CU7 – DPCU – BP-COP

This form reports the component unit’s Bonds Payable and Certificates of Participation.

The form requires the following information:

- a. The current and long-term liabilities balances. The schedule of payments (debt service requirements to maturity), separately identifying principal and interest for each of the subsequent five years and in five-year increments thereafter. If additional years are needed, contact the SFRS to request for additional lines. The amounts reported in the bonds payable and certificate of certification schedules are net of unamortized premium, unamortized discount, deferred outflows - amount deferred on refunding, and deferred inflows - amount deferred on refunding;
- b. Assets pledged as collateral for debt;
- c. Terms of debt agreements; and
- d. Principal and interest schedule for direct borrowings and direct placements.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: OLO, Form #, and date.

- Example: For Form CU7, fund 990000-90-1-999999, on 09/30/2021 would be submitted as: 99-90-1-999999 Form CU7 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

12. DFS-A1-1895 Form CU8 – DPCU – IP-CL Liability

This form reports the component unit’s Installment Purchase Contracts and Capital Leases Liability.

The form requires the following information:

- a. The current and long-term liabilities balances. The schedule of payments (debt service requirements to maturity), separately identifying principal and interest for each of the subsequent five years and in five-year increments thereafter. If additional years are needed, contact the SFRS to request for additional lines. The land, building, and furniture and equipment rental percentage.
- b. Assets pledged as collateral for debt;
- c. Terms of debt agreements; and
- d. Principal and interest schedule for direct borrowings and direct placements.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU8 for OLO 990000, on 09/30/2021 would be submitted as: 99 Form CU8 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

13. DFS-A1-1896 Form CU9 – DPCU – Lines of Credit

This form reports the component unit’s lines of credit.

The form requires the following information:

- a. Description;
- b. Total line of credit under agreement;
- c. Unused line of credit; and
- d. Additional Notes.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: OLO, Form #, and date.

- Example: For Form CU9, OLO 990000, on 09/30/2021 would be submitted as: 99 Form CU9 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

14. DFS-A1-2189 Form CU10 – DPCU – Other Liabilities

This form reports component unit’s other liabilities due to debt agreement not captured in the forms.

The form requires the following information:

- a. The current and long-term liabilities balances. The schedule of payments (debt service requirements to maturity), separately identifying principal and interest for each of the subsequent five years and in five-year increments thereafter. If additional years are needed, contact the SFRS to request for additional lines.
- b. Assets pledged as collateral for debt;
- c. Terms of debt agreements; and
- d. Principal and interest schedule for direct borrowings and direct placements.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU10 for OLO 990000, on 09/30/2021 would be submitted as: 99 Form CU10 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.

15. DFS-A1-XXXX Form CU11 – DPCU – Pollution Remediation Obligor Events

This form reports the component unit's pollution remediation obligor Events, in accordance with GASB 49. An obligor Event may include the following:

- a. The government is compelled to take pollution remediation action because of an imminent endangerment to the public or environment.
- b. The government is in violation of a pollution prevention-related permit or license.
- c. The government is named, or evidence indicates that it will be named, by a regulator as a responsible party or potentially responsible party for remediation, or as a government responsible for sharing costs.
- d. The government is named, or evidence indicates that it will be named, in a lawsuit to compel participation in pollution remediation.
- e. The government commences, or legally obligates itself to commence, cleanup activities or monitoring or operation and maintenance of the remediation effort.

Note: This form has an "Attachment", for each Pollution Remediation Obligor Event, the following must be disclosed:

- Nature and source of pollution remediation obligation
- Methods and assumptions used for the estimate of liability
- Potential for changes in estimates
- Please disclose a general description of the nature of pollution remediation activities for liabilities that are not reasonably estimable

Note: If there is nothing to disclose input N/A in row 12.

16. DFS-A1-2113 Form UNIV– DPCU – CIDP

This form reports State Universities' Capital Improvement Debt Payable.

The form requires the following information:

- a. The current and long-term liabilities balances. The schedule of payments (debt service requirements to maturity), separately identifying principal and interest for each of the subsequent five years and in five-year increments thereafter. If additional years are needed, contact the SFRS to request for additional lines. The amounts reported in the capital improvement debt payable are net of unamortized premium, unamortized discount, deferred outflows - amount deferred on refunding, and deferred inflows - amount deferred on refunding;
- b. Assets pledged as collateral for debt;
- c. Terms of debt agreements; and
- d. Principal and interest schedule for direct borrowings and direct placements.

Refer to the form to obtain the detailed steps for its completion.

Save and submit the form with the following file name: Fund Number, Form #, and date.

- Example: For Form CU8 for OLO 990000, on 09/30/2021 would be submitted as: 99 Form CU8 09-30-2021.

Note: This form must be submitted in Excel format using the proper naming format. A separate form must be submitted for each fund.