



**Agency Addressed (AA) Memorandum Updates:**

**FY 21/22, AA Memo #22 – DEBT COLLECTION WORKSHOP – Issued: May 31, 2022 (Revised June 3, 2022)**– The Bureau of Financial Reporting (BFR) will host the Annual Debt Collection Workshop virtually on the following day:

- June 7, 2022, 9:00 AM – 12:00 PM Offered on-line

**FY 21/22, AA Memo #23 – STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2021-22 ANNUAL COMPREHENSIVE FINANCIAL REPORT – Issued: June 3, 2022** – This memorandum provides information related to the preparation and audit of the Florida Annual Comprehensive Financial Report for the fiscal year ending June 30, 2022. Section (s.) 216.102, Florida Statutes (F.S.), requires the Chief Financial Officer (CFO) to prepare the State’s Annual Comprehensive Financial Report using generally accepted accounting principles. To comply, the state agencies must prepare and submit financial and other necessary information to the CFO as required.

**FY 21/22, AA Memo #24 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: June 3, 2022** – The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the First Quarter of 2022-2023 has been published. The calendar may be found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/calendar>.

**FY 21/22, AA Memo #25 – JUDGMENT INTEREST RATE FOR THE QUARTER BEGINNING July 1, 2022 – Issued: June 7, 2022** – Chapter 2011-169, Laws of Florida, amended section (s.) 55.03(1), Florida Statutes (F.S.), to require the Chief Financial Officer (CFO) to set the rate of interest that shall be payable on judgments and decrees on a quarterly basis rather than an annual basis. Sections (ss.) 215.422(3)(b), 337.141(3) and 687.01, F.S., require the use of the interest rate established in s. 55.03(1), F.S.

**FY 21/22, AA Memo #27 – EMPLOYEE RELATED PAYMENTS – PROCESS CHANGE – Issued: June 16, 2022** – The Division of Accounting and Auditing is announcing a change in how payments to active and recently separated employees are submitted for review and audit beginning July 1, 2022.

**FY 22/23, AA Memo #1 – FLORIDA SINGLE AUDIT ACT (FSAA) ANNUAL CERTIFICATION – Issued: July 1, 2022** – Department of Financial Services’ Rule 69I-5.005(4), Florida Administrative Code, requires state agencies to annually certify the accuracy and completeness of their state projects included in the Catalog of State Financial Assistance (CSFA). For the 2021-2022 fiscal year, agencies must complete the CSFA Agency Certification (Form DFS-A2-AC) and identify any applicable additions, deletions, or changes. The completed Form and supporting documentation for additions/deletions/changes must be submitted to the Bureau of Auditing by October 1, 2022.



**FY 22/23, AA Memo #2 – TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2022-157, LAWS OF FLORIDA – Issued: July 6, 2022** – Each travel voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency’s mission.

For any travel voucher that seeks payment for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head’s determination that such travel activities are critical to the agency’s mission.

**FY 22/23, AA Memo #3 – STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2021-22 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA) – PROCESS CHANGE – Issued: July 8, 2022** – 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, 2022.

**FY 22/23, AA Memo #4 – NEW REVENUE CATEGORY –001636 CHARTER CO TRANSPORTATION SURTAX – PROCESS CHANGE – Issued: July 21, 2022** – The following revenue category is established to record new revenue in the Discretionary Sales Surtax Trust Fund in the General Tax Administration program for the Department of Revenue. This is due to the back of the bill language for the Hillsborough County Transportation Sales Surtax and associated distribution.

To view any of the above memos electronically, visit:

<https://myfloridacfo.com/division/aa/state-agencies/agency-addressed-memoranda>

#### **Chief Financial Officer (CFO) Memorandum Updates:**

**FY 21/22, CFO Memo #22 – REPORTING DELINQUENT ACCOUNTS – SECTION 17.20, FLORIDA STATUTES – Effective: June 6, 2022** – Section (s.) 17.20(4), Florida Statutes (F.S.), specifies reporting requirements related to the state’s delinquent accounts. By October 1, each agency must submit a report to the President of the Senate, the Speaker of the House of Representatives, and the Chief Financial Officer (CFO). Reporting templates are available in Excel format at <https://www.myfloridacfo.com/division/aa/state-agencies>.

**FY 22/23, CFO Memo #23 – Direct Payment of Registration Fees for Conferences and Conventions, 69I-42.004, Florida Administrative Code (F.A.C.) – Effective: July 1, 2022** – This memorandum establishes payment and supporting documentation requirements for the direct payment of registration fees for conferences and conventions.

To view any of the above memos electronically, visit:

<https://myfloridacfo.com/division/aa/state-agencies/cfo-memos>