



Agency Addressed (AA) Memorandum Updates:

FY 20/21, AA Memo #26 – REVISED DEADLINE FOR STATEWIDE TRAVEL MANAGEMENT SYSTEM DISBURSEMENT TRANSACTIONS FOR FISCAL YEAR 2020-2021 – Issued: June 1, 2021 – The deadline for submitting Statewide Travel Management System (STMS) disbursement transactions has been extended. The new deadline for submitting STMS transactions is Tuesday, June 22, 2021. Due to the STMS file processing time, all STMS transactions must be in a Florida Accounting Information Resource (FLAIR) Ready for Submission status before 2:00 p.m. on Tuesday, June 22, 2021, for processing in Fiscal Year 2020-21.

FY 20/21, AA Memo #27 – STATEWIDE FINANCIAL REPORTING FISCAL YEAR 2020-21 COMPREHENSIVE ANNUAL FINANCIAL REPORT – Issued: June 7, 2021 – This memorandum provides information related to the preparation and audit of the Florida Comprehensive Annual Financial Report for the fiscal year ending June 30, 2021. Section 216.102, Florida Statutes, requires the Chief Financial Officer (CFO) to prepare the State's Comprehensive Annual 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 20/21, AA Memo #28 – FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) FUNCTION AGENCY ADD (AA) – Issued: June 8, 2021 – This year, as we prepare for conversion of the Cash Management System (CMS) to the Florida Planning, Accounting, and Ledger Management (PALM) Solution, there will be a period from June 18, 2021 through July 12, 2021 in which all Florida State Agencies will not be able to add any new account codes in FLAIR. This process will allow all FLAIR account codes that are active in FLAIR to be added to Florida PALM without reconciliation issues. Therefore, the Agency Add (AA) function will not be reactivated when the New Account Add (NA) function period is over.

If an agency needs to have an account code added or modified in FLAIR between June 18, 2021 and July 12, 2021, please send requests to the Accounts Control & Budgetary Transactions team by using the following email: newaccountcode@myfloridacfo.com.

FY 20/21, AA Memo #29 – JUDGMENT INTEREST RATE FOR THE QUARTER BEGINNING JULY 1, 2021 – Issued: June 8, 2021 – 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 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 20/21, AA Memo #30 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: June 9, 2021 – The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the month of July 2021 has been published. The calendar may be found at <http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.



FY 21/22, AA Memo #1 – FLORIDA SINGLE AUDIT ACT (FSAA) ANNUAL CERTIFICATION AGENCY CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2022 – Issued: July 1, 2021 – The 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 September 1, 2021.

FY 21/22, AA Memo #2 – ELECTRONIC SIGNATURES FOR FISCAL YEAR 2021-22 COMPREHENSIVE ANNUAL FINANCIAL REPORT – Issued: July 1, 2021 – Pursuant to section 668.004, Florida Statutes, electronic signatures will be accepted on Bureau of Financial Reporting’s forms submitted electronically during the fiscal year 2021-22 Comprehensive Annual Financial Reporting cycle. Those forms must contain the following statement for the electronic signatures to be considered valid and must be submitted by the authorized signer.

FY 21/22, AA Memo #3 – TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2021-37, LAWS OF FLORIDA – Issued: July 2, 2021 – 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 21/22, AA Memo #4 – ONLINE TRAINING PUBLISHED FOR DIVISION OF ACCOUNTING & AUDITING – Issued: July 7, 2021 – The Department of Financial Services is pleased to announce the publication of online training classes offered by the Division of Accounting & Auditing.

Registration is available in the People First Learning Management System (LMS) for classes offered to State of Florida employees. Classes available to all State of Florida employees will contain “Statewide” at the beginning of the class title and be assigned to one or more categories.

FY 21/22, AA Memo #5 – ADVANCING ACCOUNTABILITY - BEST PRACTICES IN CONTRACT AND GRANT MANAGEMENT AND HB1079 – Issued: July 15, 2021 – The Department of Financial Services offers the Advancing Accountability - Best Practices in Contract and Grant Management (AA) training for State employees managing Category II contracts, \$35,000 and above. Employees managing contracts in excess of \$100,000 must become a Florida Certified Contract Manager (FCCM).



Department of Financial Services
Division Accounting & Auditing
FASAASD Meeting July 30, 2021

To view any of the above memos electronically, visit:

<https://www.myfloridacfo.com/Division/AA/Memos/AgencyAddressedMemorandaFiscalYear2020-2021.htm>