

An aerial photograph of a city skyline, featuring a mix of modern high-rise buildings and older, lower-rise structures. A prominent church steeple is visible on the right side. The sky is clear and blue.

2023 BFR Federal Reporting Workshop

Bureau of Financial Reporting

Get *Answers* to Your *Questions*

- Do you have any questions? Click on the "Ask a Question" icon and we'll do our best to help.
- You can find answers to all your questions in the Q&A section.
- If you lose your connection, don't worry! Simply click on the link in your registration confirmation email to rejoin the webinar.
- If you need further assistance, please don't hesitate to contact GoToWebinar Customer Support:



Toll-free

+1(833) 851-8340



Long Distance

+1 (805) 617-7080

Continuing Professional Education Credits (CPE)

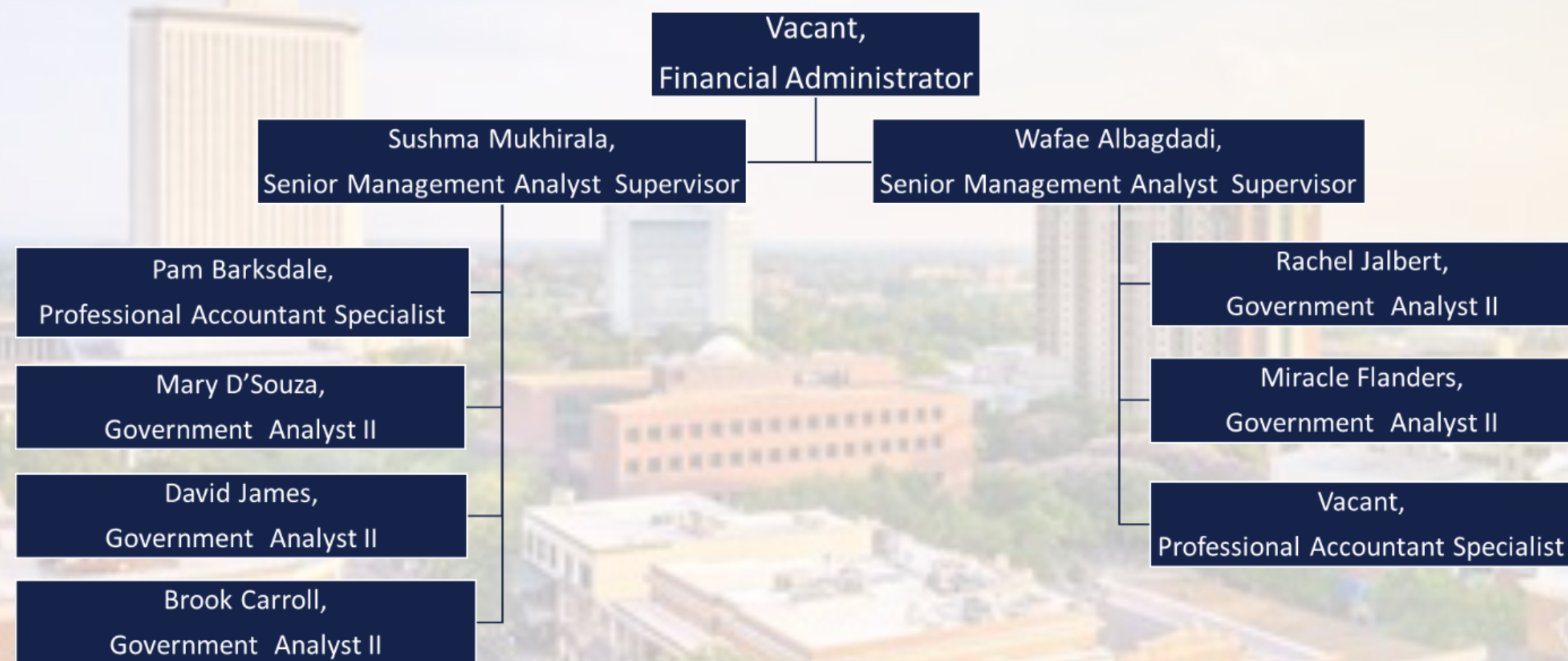


Our course has been approved for two (3) hours of Continuing Professional Education (CPE) by the Florida Department of Business and Professional Regulation. The course designation number is CRS28704.



To qualify for CPE credit, please respond "Yes" to the first poll question. You **must** respond to all poll questions to qualify for the full two (3) hours of CPE credit. There are a total of five (5) poll questions.

Statewide Financial Reporting Section Team



The SEFA Process: How It Works

1

Agencies, universities,
and colleges send their
workbooks to DFS.

2

We compile the
workbooks and create a
SEFA report.

3

The SEFA report is used
to create the Data
Collection Form.

SEFA Process

General information

Agencies that expend federal awards are required to submit the schedule and notes to SEFA.

SEFA captures all agency expended Federal funds.

All Federal assistance received is categorized as either Direct Revenues or Pass-Through From.

All Federal assistance expended is categorized as either Expenditures or Pass-Through To.

SEFA Workbook

Assistance Listing

Verify Assistance Listing online at sam.gov.

Rounding Expenditures

Expenditure Types

Select the type of expenditure that is being reported.

- R&D: Y/N
- ARRA: Y/N
- COVID-19: Y/N
- American Rescue Plan (ARP): Y/N

Responses on Checklist

19 Checklist Items

Review Status

Ready for Submission!

[illegible][illegible][illegible]

[illegible][illegible][illegible]

SEFA ACFR Relationship



5% or \$35 Million Thresholds

Reconciliation Template

SEFA Reconciliation Template					
Instructions:					
<p>The expenditures reported on the SEFA should be compared to the grant revenues recorded in the financial statements. If the difference is 5% or more of the total SEFA expenditures, or \$35 million or more, an explanation is required. Specific reconciling items should be identified in the space below.</p>					
ACFR					SEFA
GL Code	GL Title	Financial Statements Balance	OLO		Total Expenditures Reported
61400	Grants and Donations - Non Capital (Federal Portion)			0	\$ -
62100	Capital Grants and Donations (Federal Portion)				
65600	Federal Funds Transfers In from Other Agencies				
68300	Non Capital Grants and Donations (Federal Portion)				
68700	Capital Grants and Donations (Federal Portion)				
		Total Balance: \$ -			
		ACFR/SEFA Reconciling Difference			
		0.00%			
		\$ -			
Reconciling Items (1)					Amounts
1					
2					

Transition from DUNS to UEI

Key Points:

April 4, 2022

The unique entity identifier used across the Federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

Unique Entity ID

The Unique Entity ID is a **12-character** alphanumeric ID assigned to an entity by SAM.gov.

SEFA Workbook Update

The SEFA Workbook has been updated to accommodate UEI.

Resources

<https://sam.gov/content/duns-uei>

SEFA Workbook Naming Convention

For seamless filing and organization of your workbooks, we kindly request your adherence to the following naming convention:

“XXXXXX_DFS-A1-1830 SEFA Form_09-08-2023”

Remember to add your entity's OLO before the form name and the date of your submission after. If you require assistance, please do not hesitate to contact us at FinancialReporting@myfloridacfo.com.

Grading

► Timeliness

A (100%) = On or before deadline
B (80%) = 1-2 business day late
C (70%) = 3-5 business days late
D (60%) = 6-10 business days late
F (0%) = >10 business days late

50%

► Accuracy

A(100%) = Submitted with ready status 1st try
C (70%) = 1st submission needs revisions
F (0%) = Additional submissions need revisions

50%

Grading Scale

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

Dates to Remember

Agencies:

- **September 8:** SEFA Workbook Due.

Submit SEFA Workbook electronically to
FinancialReporting@myfloridacfo.com

After the submission due date, please limit revisions because audit adjustments are being provided to us by the Auditor General.

November 16: Agency Representations Letter to CFO Due.

Colleges and Universities:

- **September 18:** SEFA Workbook Due.

Submit SEFA Workbook electronically to
FinancialReporting@myfloridacfo.com

Limit revisions after due date to audit adjustments submitted by the Auditor General

Colleges submit to DOE by due date that DOE has provided.

Universities submit to BOG by due date that BOG has provided.

November 16: Agency Representations Letter to CFO Due.

Don't Guess, Prove! Why Supporting Documentation Matters.

- 🏛️ Transparency: Supporting documents provide clarity and openness to auditors.
- 🔒 Accuracy: Ensures the numbers reported are trustworthy and error-free.
- 📁 Completeness: No missing puzzle pieces - every transaction is accounted for.

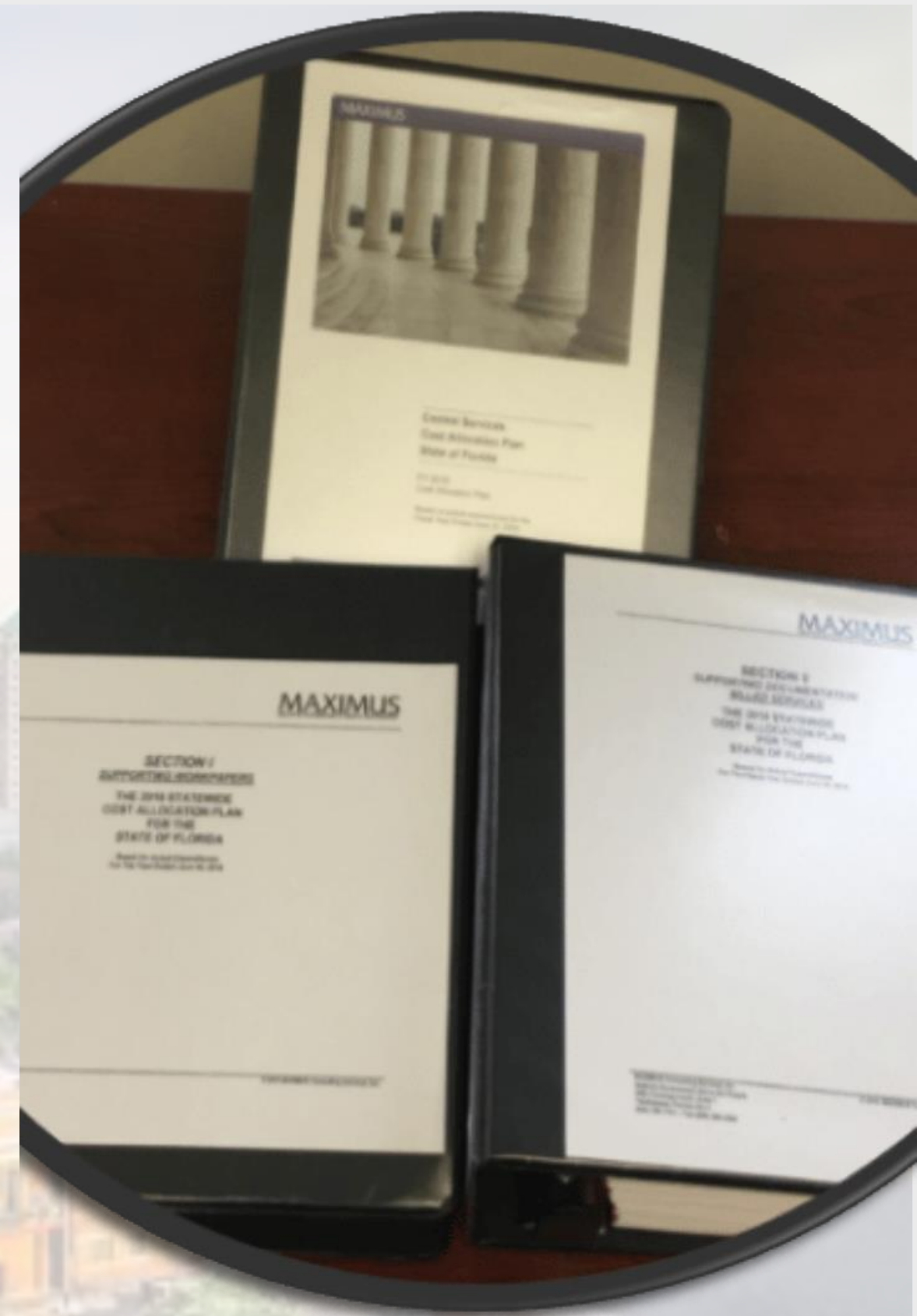
An aerial photograph of a city skyline, likely Nashville, Tennessee. The image shows a mix of modern and historic architecture. A prominent tall, yellow, rectangular skyscraper stands on the left. To its right is a large, multi-story building with a green roof. In the foreground, there are several smaller, historic-style buildings with brick facades and arched windows. A church with a tall, white steeple is visible on the right side. The city is surrounded by green trees, and the background shows a hazy, mountainous landscape under a clear sky.

Statewide Cost Allocation Plan (SWCAP)

What is the SWCAP?

The **State-Wide Cost Allocation Plan**

An annual plan submitted for approval to the Federal Government regarding statewide indirect costs and their impact on Federal Grants.



What are State-Wide Indirect Costs?

Costs associated with ***central services*** which cannot be accurately attributed to specific cost objects.

Central Services are provided by ***central service agencies***, for ***operating agencies***.



What are Central Services?

Examples of Central Services:

Audit Services

Facilities Maintenance

FLAIR Administration

Records Storage



What are Operating Agencies?

Those agencies which serve or benefit the public directly.

What is the purpose of the SWCAP?

1

To allocate incurred central service costs to operating agencies in order to project costs for future periods which will be included in operating agencies' indirect cost negotiations with the Federal Government.

Allocated central Service Costs

2

To reconcile the costs and recoveries associated with billed central services to federal limitations.

Billed Services

An aerial photograph of a city skyline, featuring a mix of modern high-rise buildings and older, lower-rise structures. A prominent church steeple is visible on the right side. The text "Section I : Allocated Central Service Costs" is overlaid in the center of the image.

Section I : Allocated Central Service Costs

Timing of SWCAP Section I

Section I of the SWCAP is a *projection* of allocated central service costs using historical data. A fiscal years' financial data is used to calculate the *projected* costs for two years later.

2023
Actuals



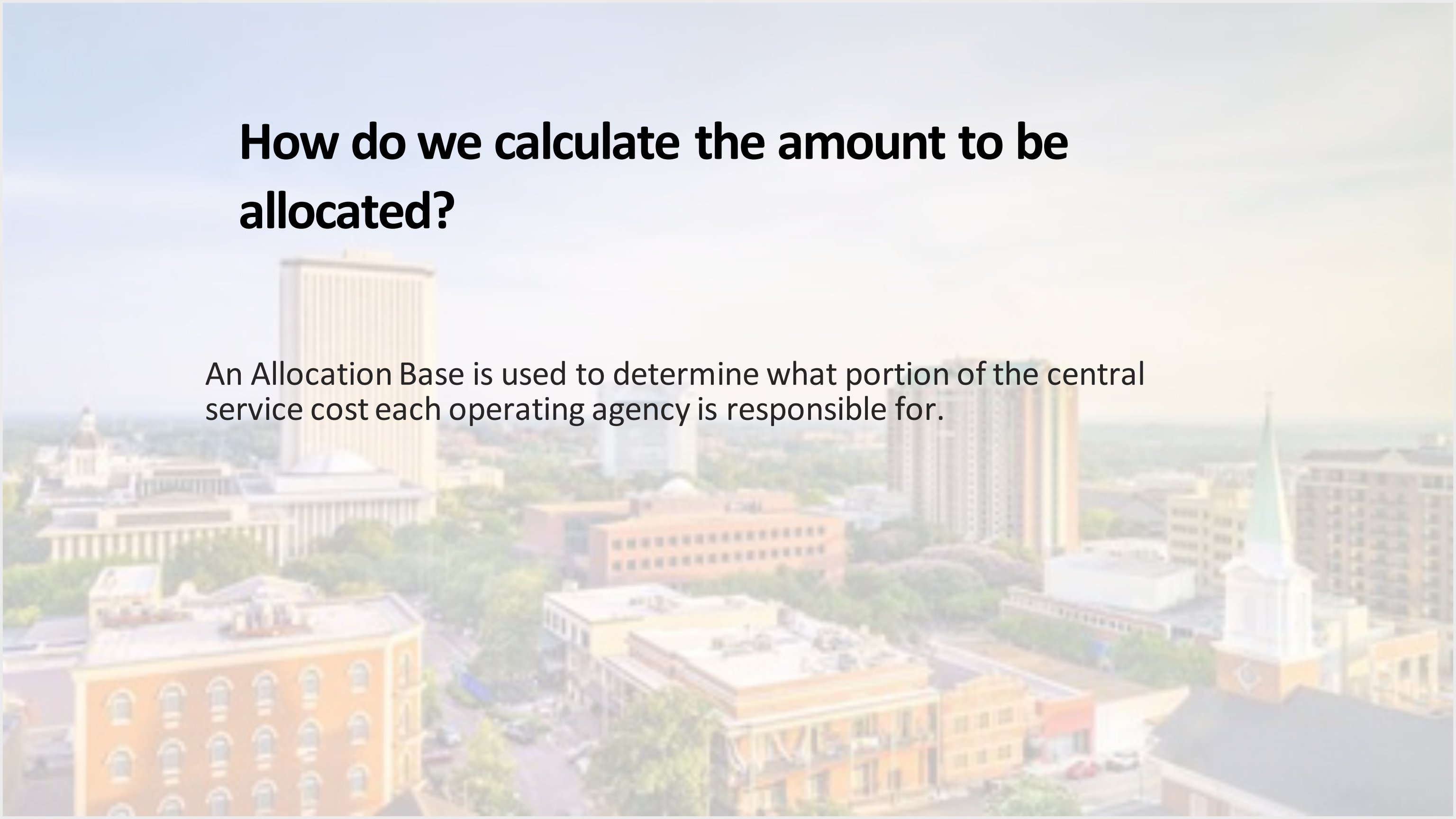
2025
SWCAP

An aerial photograph of a city skyline. In the foreground, there are several multi-story buildings, including a prominent orange brick building with many windows. To the right, a church with a tall, green, pointed steeple is visible. In the background, a tall, yellow, rectangular skyscraper stands out against a hazy sky. The city is surrounded by green trees and other urban structures.

Section I : Allocated Central Service Costs

How do we calculate the amount to be allocated?

An Allocation Base is used to determine what portion of the central service cost each operating agency is responsible for.



What is an allocation base?

A quantifiable measure used to determine how much of the costs should be assigned to a particular operating agency.

Central Service Department

Auditor General

DFS-Central Payroll System

Allocation Base

Audit Hours

Number of FTEs at each Agency

Allocation Methodology Must Be



Measurable

The Auditor General's audit hours are measurable and quantifiable.



Consistent

The audit costs are allocated consistently to each receiving agency using the same base: the audit hours.



Reasonable

The Auditor General is able to support the amounts of hours used in the allocation because the hours are documented.



Documented

The Auditor General is able to support the amounts of hours used in the allocation because the hours are documented.

Section I : Allocated Central Service Costs

Example :

The Auditor General's office spent \$10,000 and 100 audit hours auditing 3 agencies:

- Agency 1's audit took 30 hours
- Agency 2's audit took 50 hours
- Agency 3's audit took 20 hours

Total amount to be allocated: \$10,000

Total audit hours: 100 hours

Hours consumed:

Agency 1 – 30 hours

Agency 2 – 50 hours

Agency 3 – 20 hours

Agency	Calculation	Amount Allocated
1	\$10,000 X 30%	\$3,000
2	\$10,000 X 50%	\$5,000
3	\$10,000 X 20%	\$2,000

Section I : Allocated Central Service Costs

After the allocation of costs, we still need to determine the roll forward amounts before we reach the final projected SWCAP amount for an agency.

How do we calculate Roll Forwards?



The projected costs from the 2023 SWCAP consists of the allocated costs from FY 2021 plus the Roll Forwards for that year.



Section I : Allocated Central Service Costs

Example:

In preparation of the 2025 SWCAP, Agency 1 was allocated **\$10,000** of FY 2023's central service costs.

In the 2023 SWCAP, Agency 1's total allocation (FY 2021 costs + roll forward) was \$9,000. Therefore, Agency 1 incurred **\$1,000** more in costs than expected.

Agency 1's final projected amount for the 2025 SWCAP is \$11,000. \$10,000 from the actual costs for 2023, \$1,000 rolled forward from the 2023 SWCAP.

2021 SWCAP Schedule A

FOR THE FISCAL YEAR ENDING JUNE 30, 2021 Schedule A - Allocated Costs By Department

Central Service Departments	SECTION II ADJUSTMENTS	Allocated Costs for Fiscal 2019	Roll Forwards	Fixed Costs
COMMISSION ON OFFENDER REVIEW	(113)	23,717	(2,011)	21,706
BUSINESS & PROF REG	(1,381)	714,182	(229,265)	484,917
JUVENILE JUSTICE	(2,793)	697,745	(260,157)	437,588
STATE BD OF ADMIN	0	339,658	(193,207)	146,451
ARRA	0	0	(2,447)	(2,447)
INTRA-DEPT ADMIN	0	15,708,542	781,018	16,489,560
ALL OTHER	0	26,205,290	987,713	27,193,003
Total Allocated	(141,487)	104,065,731	2,949,676	107,015,407
Direct Billed	0	0		
Unallocated	0	35,587,861		
Cost Adjustments	142,081	(1,952,161)		
Disallowed		268,021,239		
Total Expenditures		405,722,670		

2021 SWCAP Schedule A

FOR THE FISCAL YEAR ENDING JUNE 30, 2021 Schedule A - Allocated Costs By Department

Central Service Departments	SECTION II ADJUSTMENTS	Allocated Costs for Fiscal 2019	Roll Forwards	Fixed Costs
COMMISSION ON OFFENDER REVIEW	(113)	23,717	(2,011)	21,706
BUSINESS & PROF REG	(1,381)	714,182	(229,265)	484,917
JUVENILE JUSTICE	(2,793)	697,745	(260,157)	437,588
STATE BD OF ADMIN	0	339,658	(193,207)	146,451
ARRA	0	0	(2,447)	(2,447)
INTRA-DEPT ADMIN	0	15,708,542	781,018	16,489,560
ALL OTHER	0	26,205,290	987,713	27,193,003
Total Allocated	(141,487)	104,065,731	2,949,676	107,015,407
Direct Billed	0	0		
Unallocated	0	35,587,861		
Cost Adjustments	142,081	(1,952,161)		
Disallowed		268,021,239		
Total Expenditures		405,722,670		

**FY 2021
Projection**

An aerial photograph of a city skyline. In the foreground, there are several multi-story buildings, including a prominent orange brick building with many windows. To the right, a church with a tall, green, pointed steeple is visible. In the background, a tall, yellow, rectangular skyscraper stands out against a hazy sky. The city is surrounded by green trees, and the overall atmosphere is bright and clear.

Section II : Billed Services

An aerial photograph of a city, likely Nashville, Tennessee, showing a mix of modern and historic architecture. A prominent church steeple is visible on the right side. The image is used as a background for the text.

Section II : Billed Services

Section II serves to reconcile the costs and recoveries associated with billed central services to federal limitations. To accomplish this, we collect information from the Internal Service Fund (ISF) associated with the service.

An ISF is a fund used to track goods or services shifted between departments on a cost reimbursement basis.

ISF example

DMS's Supervision and Facilities Pool Clearing Trust Fund is the ISF used to manage the properties of the State: utilities, repairs, etc.

To receive this service, State Agencies are charged a statewide uniform rate per square foot of space they occupy.

Section II : Billed Services

For each ISF, we must determine the current balance of the fund.





ISFs may carry a working capital reserve as part of retained earnings of up to 60 calendar days **cash** expenses for normal operating purposes.

Note: Unlike when determining the fund balance, depreciation is not included when determining the allowable reserve; it is not a **cash** expense.



If the fund balance exceeds the 60-day reserve, the fund is considered as having an excess balance.

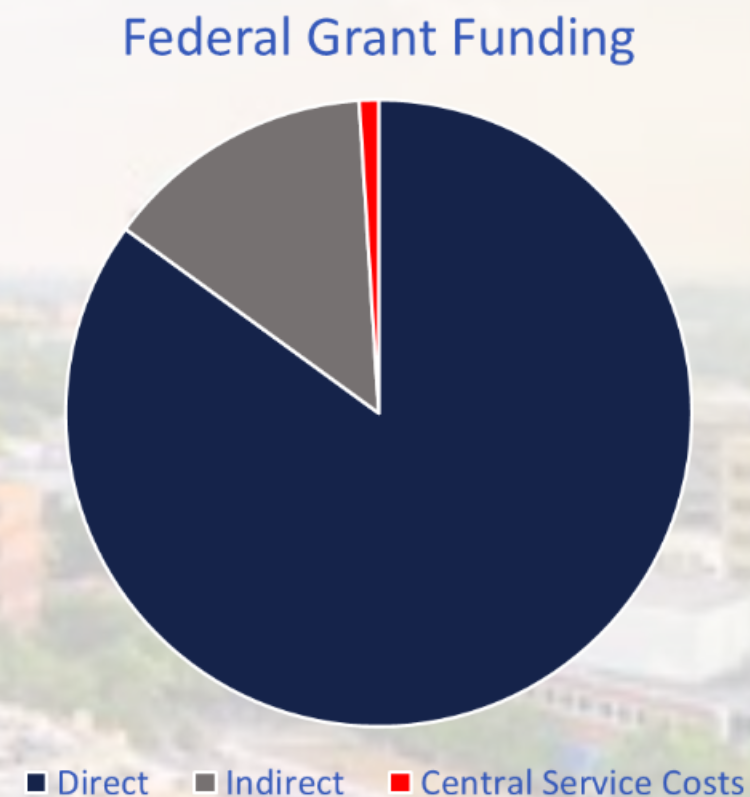
Operating Agencies' role

- Develop an Indirect Cost Proposal
- Process Transfers to General Revenue



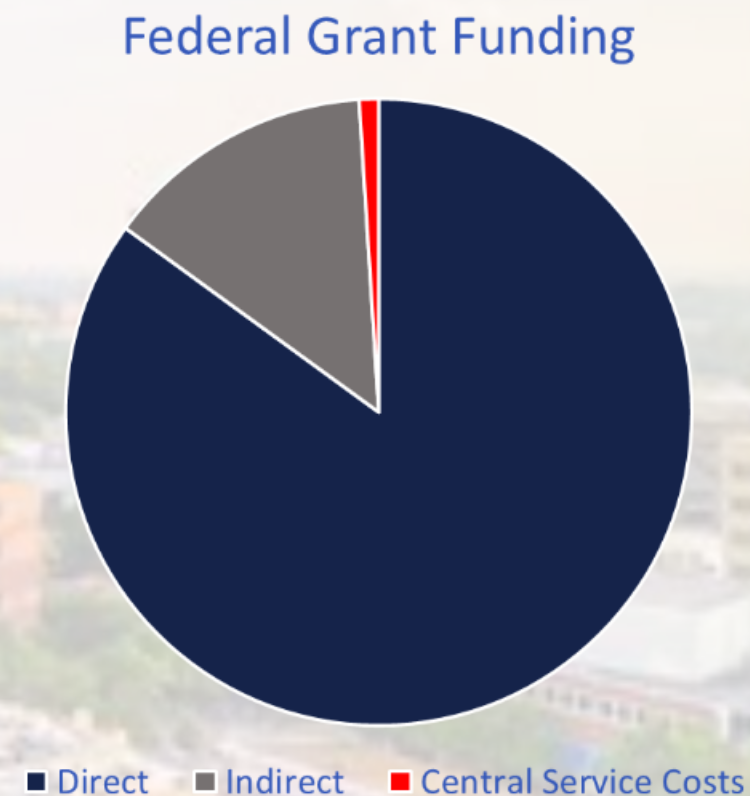
Operating Agencies – Indirect Cost Proposals

Operating agencies who receive federal financial assistance/grant funds negotiate an indirect cost rate with the Federal Government each year via an indirect cost proposal.



Operating Agencies – Indirect Cost Proposals

When preparing the indirect cost proposal, agencies are required to include the allocated central service costs from the SWCAP as part of their allowable indirect costs.



Operating Agencies – GR Transfer

Florida Statutes also require agencies to deposit the portion of indirect funds received representing the reimbursement of allocable central service costs in the General Revenue (GR) fund **quarterly**.



Operating Agencies – GR Transfer

The rate used to calculate the transfer should be representative of the portion of the indirect rate negotiated that represented central service costs.

$$\frac{\text{Allocated SWCAP Costs}}{\text{Total Allowable Indirect Costs}} = \text{SWCAP Percent Rate}$$

Operating Agencies – GR Transfer

The agency should transfer only a representative portion of the indirect costs **received**.



IMPORTANT: The amount transferred is NOT the amount that was allocated. It is a portion of the indirect receipts.

Operating Agencies – GR Transfer

The transfers should be coded as follows:

EXAMPLE: Creating a JT 2 – Disbursement to Revenue				
OBJ	AMOUNT	BF OB	BF CAT	CAT
810133	\$\$\$\$\$	015XXX	001517	180200

Object Code

Category Code

Benefitting Object Code

Benefitting Category Code

Operating Agencies – GR Transfer

S. 215.195, Florida Statutes, requires DFS to monitor agency compliance with the GR Transfer Requirements. This monitoring takes two forms:

- Quarterly, the coordinator will reach out to agencies who have not submitted a transfer for that quarter.
- On a sampled basis, the coordinator will reach out to agencies to obtain detailed information on a particular transfer to validate the appropriateness of the amount transferred.

Central Service Agencies' role

- Provide documentation for the development of the SWCAP
- Reconcile Excess Balances



Central Service Agencies - Documentation

Central Service Agencies are required to submit documentation required for the preparation of the SWCAP. The agency will receive a request for information from the SWCAP coordinator in July or August of each year.



Documentation is typically due the first week of September.

Central Service Agencies – Excess Balances

For Central Service Agencies with billed services, if an internal service fund carries an excess balance, the Central Service Agency is required to address the excess balance in one of four ways:

Make a credit to the amounts charged to individual programs.

Make adjustments to the allocated central service costs in Section I.

1

Provide a refund, including interest, to the Federal Government.

2

3

Make adjustments to future billing rates.

4

5

Request to be allowed to rollover the entire excess balance with full intention of reducing the fund balance. This request must include a justification for the request and a detailed plan to reduce the fund balance so that it will not exceed the allowable reserve amount in the future.

An aerial photograph of a city skyline, featuring a mix of modern and older buildings. A prominent church steeple is visible on the right side. The image is slightly blurred and has a soft, hazy quality, serving as a background for the text.

Central Service Agencies – Excess Balances

In the event of an excess balance, the balance and potential repayment amount will be provided to the Central Service Agency by the SWCAP Coordinator. DFS will work with the agency to determine the best course of action and will serve as the liaison between the Federal Government and the Central Service Agency.

An aerial photograph of a city skyline, featuring a mix of modern high-rise buildings and older, lower structures. A prominent church steeple is visible on the right side. The image is slightly faded, serving as a background for the text.

Thank you !

Any questions, comments or suggestions?

References - SEFA

- [31 U.S.C. Ch. 75 § 7502](#) – Requires single audit
- [2 CFR 200.501 Audit requirements](#)
- [2 CFR 200.510 Financial Statements](#)
- [2 CFR 200.331 Subrecipient and Contractor Determinations](#)
- [2 CFR 200.332 Requirements for pass-through entities](#)
- [2 CFR 200.400, \(Cost Principles \)Policy Guide](#)
- [Compliance Supplement](#) – Audit Procedures
- [Assistance Listings - SAM.gov](#)
- [Data Collection Form Instructions \(SF-SAC\)](#) – Federal submission requirements

References - SWCAP

- S. 215.195, Florida Statutes – Agency Deposits Relating to the Statewide Cost Allocation Plan.
- Appendix V to 2 CFR, Part 200 – State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans
- Appendix VII to 2 CFR, Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals
- 2 CFR, Part 200.416 – Cost Allocation Plans and Indirect Cost Proposals

Contacts

financialreporting@myfloridacfo.com

Tammy Eastman

Bureau Chief

(850) 413-5746

Tammy.Eastman@myfloridacfo.com

Wafae Albagdadi

Senior Management Analyst Supervisor

(850) 413-5594

Wafae.Albagdadi@myfloridacfo.com

Rachel Jalbert

Government Analyst II

(850) 413-5714

Rachel.Jalbert@myfloridacfo.com

Miracle Flanders

Government Analyst II

(850) 413-5592

Miracle.Flanders@myfloridacfo.com