

DEPARTMENT OF FINANCIAL SERVICES

2022 BFR Federal Reporting Workshop

Bureau of Financial Reporting

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Welcome

Questions/Issues

- Use the "Ask a Question" icon.
- All questions will be answered in the Q&A section.
- If you lose your online connection, click on the link in your registration confirmation email to resume the webinar.
- GoToWebinar Customer Support:
Toll-free: +1(833) 851-8340
Long Distance: +1 (805) 617-7080

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Agenda

- Welcome and Introduction
- SEFA Process.
 - General Information.
 - SEFA Workbook.
 - SEFA ACFR Relationship.
- Grading.
- Important Dates.
- Q&A.

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Continuing Professional Education Credits (CPE)

- 2 hours of CPE has been approved by the Florida Department of Business and Professional Regulation. The course designation number is 0027586.
- By responding “Yes” to the first poll question, you are letting us know that you want CPE credit.
- You **must** respond to all Poll Questions to qualify for the two (2) hours of CPE.
 - There are a total of 5 poll questions.

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Statewide Financial Reporting Section Team

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graph TD
    Tammy[Tammy Williams, Assistant Bureau Chief] --> Bill[Bill Barnes, Jr., Senior Management Analyst Supervisor]
    Tammy --> Vacant1[Vacant, Senior Management Analyst Supervisor]
    Bill --> Pam[Pam Barksdale, Professional Accountant Specialist]
    Bill --> Mary[Mary D'Souza, Government Analyst II]
    Bill --> Sushma[Sushma Mukhirala, Government Analyst II]
    Bill --> David[David James, Government Analyst II]
    Vacant1 --> Caleb[Caleb Perdue, Government Analyst II]
    Vacant1 --> Vacant2[Vacant, Government Analyst II]
    Vacant1 --> Vacant3[Vacant, Professional Accountant Specialist]
  
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SEFA Process

General Information

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graph LR
    A[Agencies] --> DFS[DFS]
    U[Universities] --> DFS
    C[Colleges] --> DFS
    DFS --> SR[SEFA REPORT]
    SR --> DCF[Data Collection Form]
  
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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**.

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SEFA Process

General Information

- Pass-through entity **must**:
 - Inform the sub-recipient that the funds the sub-recipient is receiving are Federal funds.
 - Provide the correct Assistance Listing (Catalog of Federal Domestic Assistance (CFDA)) number and program name.
- All Federal funds received are reported in the SEFA even if the agency, college, or university does not have pass-through Federal funds to another entity.

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SEFA Process

SEFA Workbook

- Assistance Listing (Catalog of Federal Domestic Assistance (CFDA))
 - Verify Assistance Listing online at sam.gov.
- Rounding Expenditures
- Expenditure Types
 - Select the type of expenditure that is being reported
 - RR0: 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!

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SEFA Process

SEFA Workbook

Needs Revisions

Checklist Item Issues

State

Checklist Item No. 11

Review Item Issues

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SEFA Process

SEFA Workbook

Ready for Submission!

Checklist Item Issues

State

Review Item Issues

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SEFA ACFR Relationship

GL 61400
GL 62100
GL 65600
GL 68300
GL 68700

Total SEFA Expenditures

5% and \$35 Million Thresholds

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SEFA ACFR Relationship Reconciliation Template

SEFA Reconciliation Template

Instructions:

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 \$25 million or more, an explanation is required. Specific reconciling items should be identified in the space below.

ACFR			OLO	SEFA
GL Code	GL Title	Financial Statements Balance		Total Expenditures Reported
61500	Grants and Donations - Non Capital (Federal Portion)			
62500	Capital Grants and Donations (Federal Portion)			
65000	Federal Funds Transfers In from Other Agencies			
66500	Non Capital Grants and Donations (Federal Portion)			
66700	Capital Grants and Donations (Federal Portion)			
		Total Balance: \$		

Reconciling Items (i)	Amounts
1	
2	

ACFR/SEFA Reconciling Difference: \$0.00

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Transition from DUNS to UEI

- On **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).
- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- The SEFA Workbook has been updated to accommodate UEI.
- <https://sam.gov/content/duns-uei>

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15-Minute Break

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Grading

<p style="text-align: center;">Timeliness</p> <ul style="list-style-type: none"> • 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 <p style="text-align: center;">50%</p>	<p style="text-align: center;">Accuracy</p> <ul style="list-style-type: none"> • A(100%) = Submitted with ready status 1st try • C (70%) = 1st submission needs revisions • F (0%) = Additional submissions need revisions <p style="text-align: center;">50%</p>
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Grading Scale

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

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SEFA Process

Dates to Remember

<p>Agencies:</p> <ul style="list-style-type: none"> • September 9: SEFA Workbook Due. <ul style="list-style-type: none"> • 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. 	<p>Colleges and Universities:</p> <ul style="list-style-type: none"> • September 19: SEFA Workbook Due. <ul style="list-style-type: none"> • Submit SEFA Workbook electronically to FinancialReporting@myfloridacfo.com • Limit revisions after due date to audit adjustments submitted by the Auditor General • <i>Colleges submit to DOE by due date that DOE has provided.</i> • <i>Universities submit to BOG by due date that BOG has provided.</i> • November 16: Agency Representations Letter to CFO Due.
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Thank You!

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References

- [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

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Contact

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