

## In-The-Field Training

We offer a multi-subject training that is presented regularly. Check the training schedule for dates.

## Training Schedule

Look for a quarterly training schedule to help you plan for, and attend Advancing Accountability, Advancing Accountability for Providers, Florida Single Audit Act, and Contract and Grant Monitoring.

The schedule is located on the Division of Accounting and Auditing website.

To access the training schedule:

<https://myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>

Do you have questions about contracts and grants?

Contact us at

[Accountability@myfloridacfo.com](mailto:Accountability@myfloridacfo.com)

for quick assistance from the Contract and Grant Accountability Training Team

# Office of Florida Financial Education

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Florida Department of Financial Services,  
Division of Accounting and Auditing

## Office of Florida Financial Education



## Instructor Led Learning

Our instructor-led courses are 1-day in class instruction, that take you through group activities and relatable examples in an interactive learning environment.

### ADVANCING ACCOUNTABILITY

Training time: 9am - 4pm

Required for agreement managers with contracts/grants, 35,000 -100,000, F.S. 287.057(14). Contract mandates & best practices provided.

### ADVANCING ACCOUNTABILITY FOR PROVIDERS

Training time: 9am - 4pm

For Managers of agreements with non-state entities, AAP reviews policies, per F.S.112.061. Expenses allowed, laws, & rules are explained.

### CONTRACT AND GRANT MONITORING

Training time: 8:30 am- 4:30pm

Group activities provide concepts & experience creating a scope of work, deliverables, risk assessment, monitoring tool & remedies.

### FLORIDA SINGLE AUDIT ACT

Training time: 9:00 am -12:30pm

This training explains audit and accountability requirements for state financial assistance provided to non-state entities per F.S. 215.97.

## Resources

### Statutes

#### Legally Required Elements:

287.058  
215.971

#### Florida Single Audit Act:

215.97

### Reference Guide for State Expenditures

[https://myfloridacfo.com/Division/AA/Manuals/Auditing/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](https://myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf)

### FACTS

<https://facts.fldfs.com/Search/ContractSearch.aspx>

## Job Aids

Scope of Work  
Deliverables vs Documentation  
Deliverables  
Financial Consequences

## What's on the Horizon?

Half Day Scope of Work Training  
Half Day Deliverables and Financial Consequences Training

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### What Our Participants Are Saying:

- ◆ *The information was relatable and interesting.*
- ◆ *The instructors have the ability to effectively and relatively relay the course information in an interesting and engaging manner.*
- ◆ *Class exercises help to further explain class material.*

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