Finance Department Year-End Presentation FY 2024

September 10, 2024

Disclaimer: Please note that the audio and other information sent during the webinar will **not** be recorded. Please refrain yourself from hitting the record button if you are a participant.

AGENDA

❑ **County Accounting and Reporting Support Division**

    Speaker: Leany Perez, *Division Director*

❑ **Financial Reporting and Internal Control**

    Speakers: Eric Herrera, *Assistant Division Director*

                Damarys Oroz, *Financial Reporting Manager*

                Ninoska Mendoza, *Financial Reporting Administrator*

                Arben Hankollari, *Financial Controls and Policy Administrator*

❑ **General Accounting**

    Speakers: Lawrence Aguero, *Assistant Division Director*

                Stephen Mitchell, *AR & Billing Reporting Administrator*

                Stephanie Campaniony, *Financial Reporting Manager*

                Girsi Andreu, *Finance Section Manager*

❑ **Single Audit, FEMA and Capital**

    Speakers: Lisset Elliott, *Finance Section Manager*

                Maria Hernandez, *Assistant Division Director*

❑ **Questions**

    Enter questions in chatbox, they will be collected, and later answered and distributed via email in a FAQ document.

Introduction/Opening Remarks

❖ County Accounting and Reporting Support's Division Team Changes
  ➢ General Accounting
    • Lawrence Aguero, *Assistant Division Director*
    • Dagmar Diaz, *Financial General Fund Reporting Administrator*
    • Gustavo Cardona, *Accountant 3*
  ➢ Financial reporting
    • Eric Herrera, *Assistant Division Director*
    • Damarys Oroz, *Financial Reporting Manager*
    • Ninoska Mendoza, *Financial Reporting Administrator*
    • Kevin Willis, *Finance Auditing and Reporting Administrator*

❖ RSM US, LLP (External Audit) Team
  ➢ Lead Auditors:
    • Chantelle Knowles, *Senior Manager*
    • Michelle Diaz, *Audit Supervisor*
    • Damian Mesa, *Audit Supervisor (assisting for Final Audit Fieldwork)*

❖ Key External Audit Dates
  RSM Interim Audit Fieldwork (Approximately: September 16, 2024 – September 30, 2024)
  RSM Year-End Audit Fieldwork (Approximately: January 6, 2025– March 28, 2025)

❖ INFORMS Impact – FY 24 data will be solely from INFORMS
    Inquiry access has been provided to external auditors in INFORMS

Financial Reporting

FY 2023

FY 2022

FY 2021

FY 2020

Damarys Oroz, *Financial Reporting Manager*
Ninoska Mendoza, *Financial Reporting Administrator*

Discussion Items

Prior Year Audit Results and Best Practices

GASBS 65 Unavailable Revenue Refresher

Management Department Representation Letter

How General Ledgers and Accounting Periods
Interrelate to Prepare the ACFR

FY 2024 New GASB Statements and reminders
of Past GASB Statement Implementations

Fund Folders

Storage Tanks

Internal Controls

Conclusion

Prior Year Audit Results

General Segment (Governmental Funds only)

➢ Construction in Progress (CIP) projects that had been completed and reclassified as depreciable assets in a previous year had not been removed from CIP as part of the County's conversion to the new capital asset module.

➢ Old receivables from FAMIS had no aging and no allowance for uncollectible accounts established.
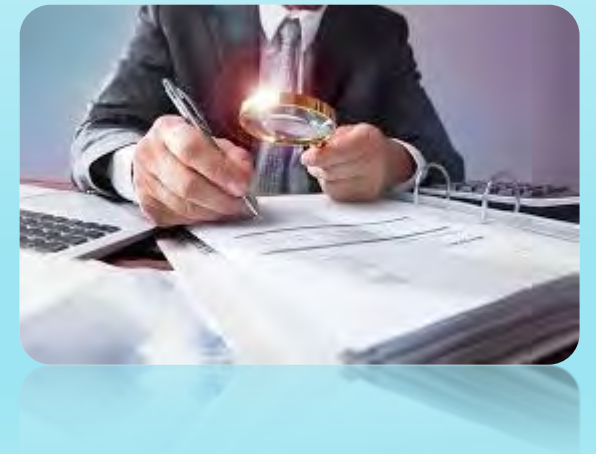
Best Practices for Providing Audit Documentation
General Segment (Governmental Funds only)

➢ ***Departmental Audit Liaisons***
   - Departments will provide the name of 1 or 2 department lead who will act as departmental audit liaisons for purposes of providing supporting documents to Central Finance and answering auditors' follow up questions, **if supports in INFORMS are not substantial**

➢ ***Timing of Audit Deliverables***
   - If Department Audit Liaisons are reached out by the external auditors and/or Central Finance fund accountants, please provide supporting documentation **in a timely manner** to avoid auditors' follow up emails

➢ ***Review of Audit Supporting Documentation***
   Review of departmental supporting documents should be performed prior to being uploaded
   (e.g. **journal entries; purchase orders; invoices**; **proof of payments (ACH/direct deposit, copy of check, lockbox transaction detail); bank statements; grant award documents; adopted budget ordinance; resolution/ordinance**)
   IMPORTANT - Redact all <u>personal</u> and/or <u>sensitive</u> information (e.g. **SSN, Credit Card Numbers, Health Information, Bank Account Numbers, Other Types of Protected Personal Information**)
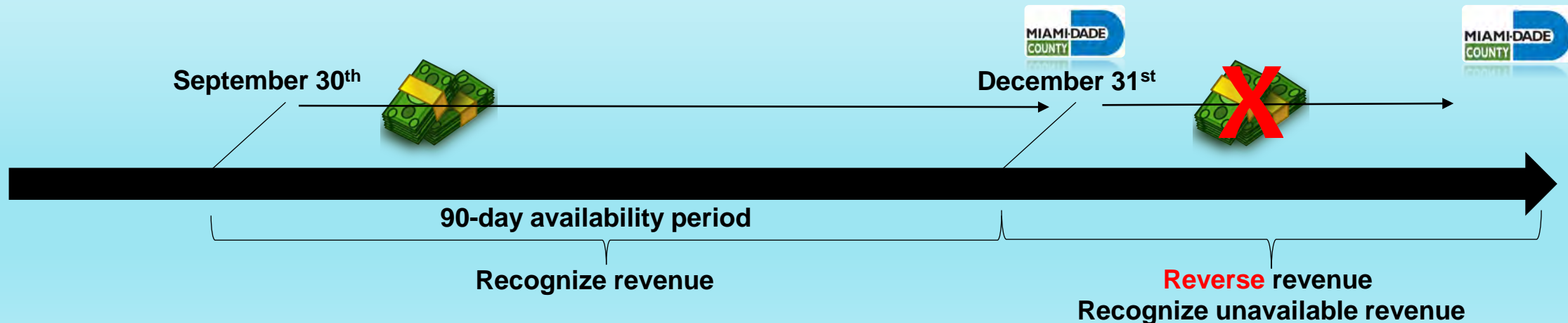
➢ ***Submittal of Supporting Documentation***
   - Central Finance fund accountants will **request** from Department Audit Liaisons the supporting documents that can not be obtained from INFORMS and upload them to SharePoint, avoid using emails to provide supporting documentation to auditors.
   - **However**, **enterprise audits** (Seaport, Solid Waste and Rickenbacker) ***will continue*** using Suralink.

GASB 65 Unavailable Revenue Refresher
General Segment (Governmental Funds only)

➢ **Accounts Receivable (AR)**

- GASBS 65 (paragraph 30) requires that Account Receivable's revenues not expected to be collected within our 'period of availability' must be reversed and recorded as Unavailable Revenue.

- The County's period of availability is **90 days** (e.g. up to December 31ˢᵗ) for non-grant related AR and **1 year** for grant related (reimbursements) and intergovernmental revenues.

- Adjustments should be made annually as part of the <u>year-end close process</u>

September 30ᵗʰ   **December 31ˢᵗ**

90-day availability period

Recognize revenue

Reverse revenue
Recognize unavailable revenue

Management Department Representation Letters

FY2024 Continuing prior years' approach:

- Audited departments are responsible for attesting to the accuracy of the following:

  - ➤ Financial Statements

  - ➤ Completeness of Information

  - ➤ Recognition, Measurement, and Disclosure

  - ➤ Subsequent Events

- Central Finance will provide two templates:

  - ➤ Financial Transaction (applicable to departments that **_do not_** issue stand-alone financials)

  - ➤ Financial Statements (applicable to departments that **_issue_** stand-alone financials)

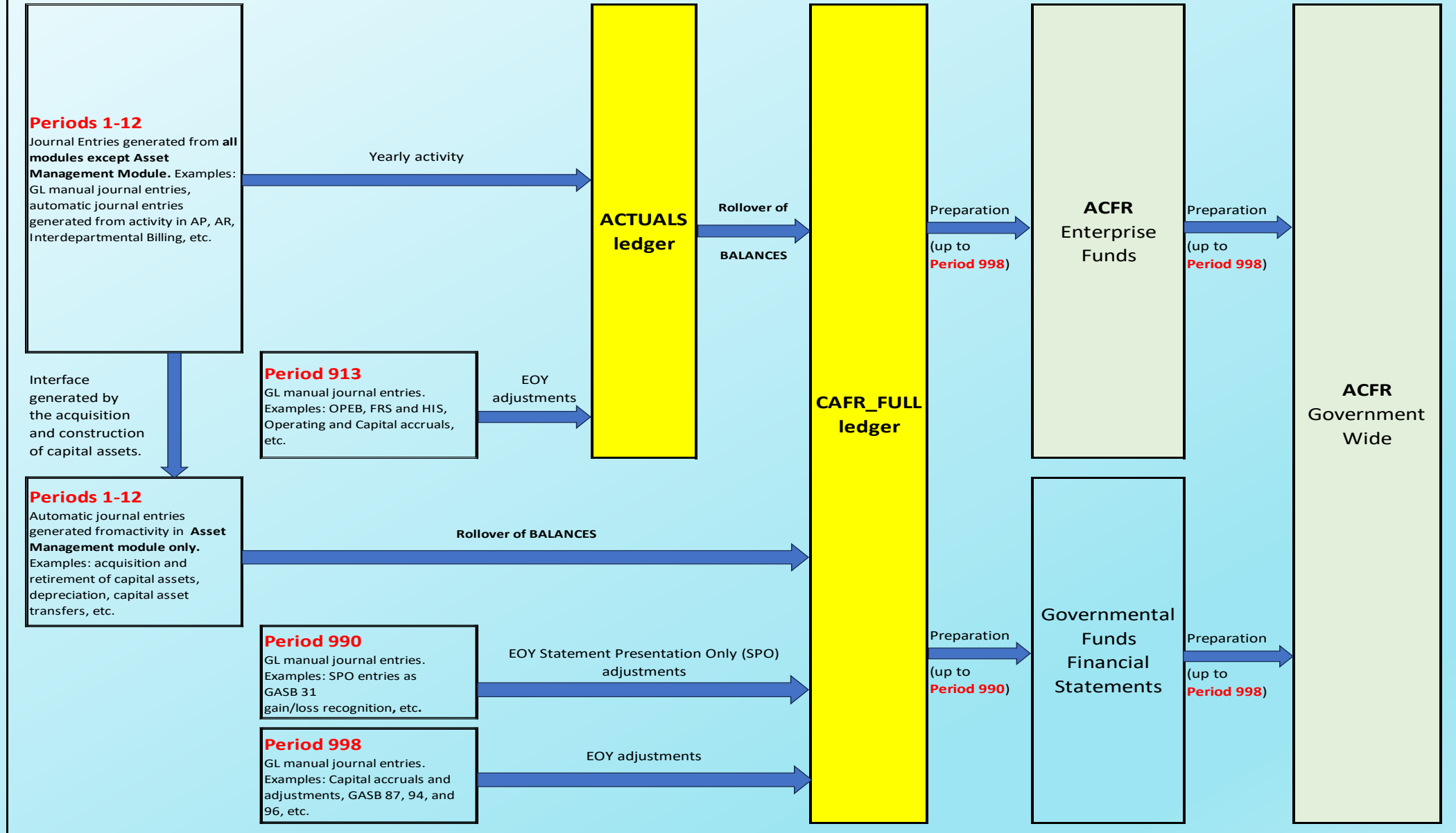- Please keep a look out from communication from Central Finance

General Ledgers and Accounting Periods

INFORMS

Business-Type and Governmental Activities

Periods 1-12
Journal Entries generated from **all modules except Asset Management Module.** Examples: GL manual journal entries, automatic journal entries generated from activity in AP, AR, Interdepartmental Billing, etc.

Interface generated by the acquisition and construction of capital assets.

Periods 1-12
Automatic journal entries generated from activity in **Asset Management module only.** Examples: acquisition and retirement of capital assets, depreciation, capital asset transfers, etc.

Period 913
GL manual journal entries. Examples: OPEB, FRS and HIS, Operating and Capital accruals, etc.

Period 990
GL manual journal entries. Examples: SPO entries as GASB 31 gain/loss recognition, etc.

Period 998
GL manual journal entries. Examples: Capital accruals and adjustments, GASB 87, 94, and 96, etc.

Yearly activity

ACTUALS ledger

Rollover of BALANCES

EOY adjustments

Rollover of BALANCES

EOY Statement Presentation Only (SPO) adjustments

EOY adjustments

CAFR_FULL ledger

Preparation (up to **Period 998**)

Preparation (up to **Period 990**)

ACFR Enterprise Funds

Governmental Funds Financial Statements

Preparation (up to **Period 998**)

Preparation (up to **Period 998**)

ACFR Government Wide

FY 2024 GASB Statement Implementation

➢ **GASBS 99 –** *Omnibus 2022*

- The requirements relate to financial guarantees and the classification and reporting of derivatives instruments within the scope of Statement 53.

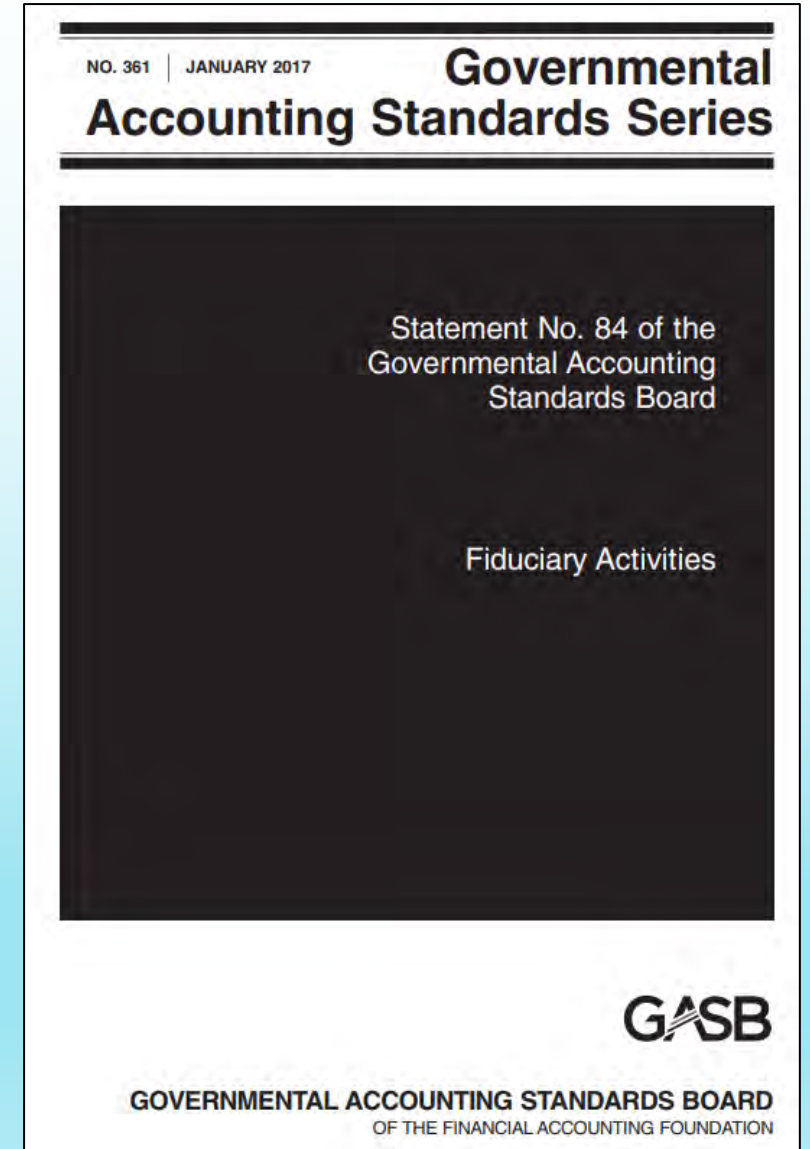➢ **GASBS 100 –** *Accounting and Changes in Error Corrections*

- The purpose of GASBS 100 is to improve the understanding, consistency, and comparability of information for reporting accounting changes and error corrections by state and local governments.

Past GASB Statements Implemented (continued)

➢ **GASB Statement No. 84, *Fiduciary Activities***

➢ Friendly Reminder:

- Implemented during FY 2021 and Certain governmental funds became fiduciary, and certain fiduciary funds changed to a different type of fund

- Determination Memo and flow chart is available upon request from Kevin Willis (Kevin.Willis@miamidade.gov)

NO. 361 | JANUARY 2017 **Governmental Accounting Standards Series**

Statement No. 84 of the Governmental Accounting Standards Board

Fiduciary Activities

GASB

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
OF THE FINANCIAL ACCOUNTING FOUNDATION

Past GASB Statements Implemented (continued)

➢ **GASB Statement No. 87,** *Leases.*
                          No. 94*, Public-Private and Public-Public Partnerships (PPP) and Availability*
                                 Payment Arrangements (APA).
                          No. 96*, Subscription-Based Information Technology Arrangements (SBITA).*

➢ **General Segment (Governmental Funds Only)**

- Departments will be responsible for screening records and assessing all new contracts with third parties effective during current fiscal year for GASBS 87, 94, and 96 compliance.

- Central Finance will provide a Questionnaire to help identify the contracts as a potential GASB 87 leases, SBITAs, or PPPs. Departments will complete the Questionnaire and return it to Central Finance for further review.

- Central Finance will review potential contracts and completed Questionnaires provided by Departments to determine qualification of contracts. Central Finance will upload new qualifying contracts to SharePoint and update FinQuery (formerly LeaseQuery) accordingly.

➢ **Enterprise Funds**

- Enterprises will be responsible for updating their GASB 87, 94, and 96 contracts and uploading updates into FinQuery.
- **Prior to running your reports, reach out to central finance to ensure IBR rates are updated within FinQuery.**

Past GASB Statements Implemented

➢ **GASB Statement No. 83,** *Certain Asset Retirement Obligations (ARO)*

➢ Friendly Reminder:

- Email will come from Ninoska Mendoza (Ninoska.Mendoza@miamidade.gov)

- Email will be sent in **October** this year requesting departments to please provide us with the following:

  ❖ ARO Request Form

  ❖ GASBS 83 Certification

ACFR - Supporting Documents
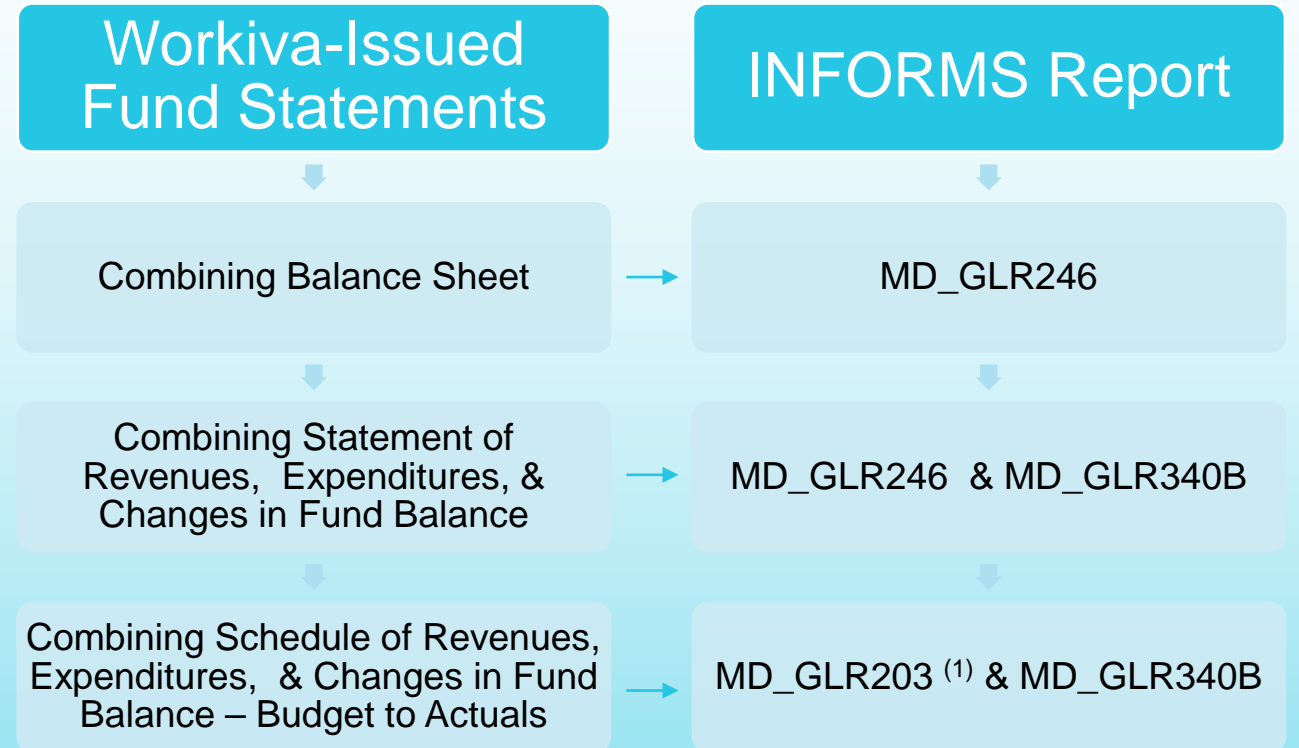## <u>General Segment (Governmental Funds only)</u>
Working Papers Checklist

➤ Shift focus from preparation to reconciliation; the goal is to ensure balances are accurate and complete

➤ Each fund accountant will receive a Working Papers Checklist with the following tabs by October 22, 2024:

- **Checklist** - guides you in providing all the required items to Finance. Please sign off on each item upon completion.

- **913 Journal Entries –** Tab to catalog all adjusting entries to be entered in period 913 of the ACTUALS ledger (i.e., unavailable revenue, accruals, etc.)

- **990 Journal Entries** - Tab to catalog all Statement Presentation Only (SPO) entries to be entered in period 990 of the CAFR_FULL Ledger (i.e., capital outlay allocation, GASB 31, Cash/investment split, etc.).

- **Detailed Schedule of inter-fund transfers and due to/due from** – Tabs to provide the detail of what makes up the balances in these accounts

- **Analytical Reviews –** Tabs to perform the necessary variance analysis for fund balance, year-over-year change, and budget to actuals

ACFR - Reconciliation
General Segment (Governmental Funds only)
Workiva Prepared Fund Statements (ACFR) vs. INFORMS Reports

- ➢ FR will provide bi-weekly drafts of the fund statements beginning October 22, 2024

- ➢ The Workiva-issued Fund Statements should be reconciled against the listed INFORMS Report

- ➢ Reconciliations should be saved in the SharePoint folder specified by FR

- ➢ Deadline for final reconciliation: **November 22, 2024**

Workiva-Issued Fund Statements	INFORMS Report
Combining Balance Sheet →	MD_GLR246
Combining Statement of Revenues, Expenditures, & Changes in Fund Balance →	MD_GLR246 & MD_GLR340B
Combining Schedule of Revenues, Expenditures, & Changes in Fund Balance – Budget to Actuals →	MD_GLR203 [1] & MD_GLR340B

(1) The MD_GLR203 report is only used to populate the revenue budgeted figures. Budgeted figures will continue to be entered manually in the fund statements as they are not automatically updated in Workiva. FR will not provide this report; fund accountants should run it themselves.

Underground and Aboveground Petroleum Storage Tanks

For departments that manage storage tanks:

➢ It is the department's responsibility to make sure that the storage tank list is up-to-date.

➢ The list can be found on the Finance Department's website as part of the State of Florida Certification of Financial Responsibility and Storage Tank Local Government Bond Rating Test (http://www.miamidade.gov/finance/library/financial-responsibility-certification.pdf).

➢ Finance will send a biennial certification to departments requesting sign-offs that the listing of storage tanks is complete.

➢ Any changes to the list (additions or deletions) should be sent to Ninoska Mendoza at Ninoska.Mendoza@miamidade.gov

  • Include Facility ID, Asset ID and/or DC-tag numbers from INFORMS, and/or Serial Number from vendor/invoice.

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Internal Control

Arben Hankollari, *Financial Controls and Policy Administrator*

System of Internal Control

➢Affects every aspect of government - all people, processes, and infrastructure.
- The governmental units are different from other types of entities due to the public nature of their operations and the related attention they receive from the news media. These factors combined may create adverse publicity for both the governmental unit and the management if something goes wrong.

➢Is a basic organizational element and not an add-on feature.
- Transaction executed according to specific management's authorization
- Access to assets is permitted only according to management's authorization

➢Is dependent upon people and will succeed or fail depending on people.

➢Provides a level of comfort (reasonable assurance) regarding the likelihood of achieving organizational objectives.

➢**Note**: The Internal Control Training Presentation provided in a previous training is located at the Finance website under the Year-End Reporting Package.
- https://www.miamidade.gov/finance/library/year-end-package/2022/internal-controls-training-and-education.pdf

General Accounting

Lawrence Aguero, Assistant Division Director

Stephen Mitchell, AR & Billing Administrator

Stephanie Campaniony, Financial Reporting Manager

Girsi Andreu, Finance Section Manager

Discussion Items

- INFORMS Operational

- Important Dates

- GL Reports for Analysis and Review

- EOY Closing General Ledger Reminders

- Prior Year Audit Result – Accounts Receivable and Allowance for Uncollectable Accounts

- Accounts Receivables

- Post Closing Entries – Period 913

- Accounts Payable Accruals

- Petty Cash

- Bank Reconciliations

- End of Year Package

Prior Year Audit Result – Accounts Receivable and Allowance for Uncollectable Accounts

Criteria: Internal control policies and procedures should provide reasonable assurance regarding the reliability of the financial reporting and disclosure of accounts receivable and related allowance.

Condition: As part of our testing over accounts receivable and the completeness of the allowance for uncollectable accounts, we noted that the County's _____ Department had several old receivables from their previous accounting system (FAMIS) that had no aging and no allowance established. Of the three receivables selected for testing, we noted that one receivable should have been written off in a previous year and another receivable should have been fully allowed for in accordance with the County's allowance policy.

Cause: Lack of proper review over accounts receivable and related allowance.

Effect: Failure to properly review receivable transactions may result in the overstatement of assets.

INFORMS Operational-Reminders

➢ All journal entries are done electronically.

- Please make sure the proper support is included as part of the attachments.
- Transactions related to inter-departmental billing, accounts payable, and deposits should be recorded in their respective submodule.
- If you need assistance, kindly open a myIT ticket (https://miamidade-myit.us.onbmc.com/) under the respective INFORMS Financial Module with detailed information of the issue and the Business Solutions Support Division team will contact you. Kindly ensure your Microsoft Teams application is downloaded and available when you generate the ticket as this is the best form of communication for assistance.

INFORMS Operational-Reminders

➢ **Corrections/Adjustments**

- <u>Accounts Payable (AP)</u> – corrections should be processed using an AP journal voucher. Job aid can be found in the following: https://www.miamidade.gov/technology/library/informs/job-aid/fin201-accounts-payable-adjustment-voucher.pdf

- <u>Inter-departmental billing (BI)-</u> corrections related to chartfield values (fund, department, account, grant, project) should be processed via Standard Billing for the same amount with the correct Chartfield in the Billing submodule. Job aid can be found in the following: https://www.miamidade.gov//technology/library/informs/job-aid/fin-203-interdepartmental-billing-reclassify-expenses-job-aid.pdf

- <u>Billing external customers and Accounts Receivable related to open items</u> – All corrections should be done in the submodules. Job aid can be found in the following: https://miamidade.gov/technology/library/informs/job-aid/accounts-receivables-corrections-for-deposits.pdf

- <u>Accounts Receivable Direct Journals (Deposits not associated to open items)</u> - corrections related to chartfield values (fund, department, account, grant, project) and bank code corrections should be unposted and corrected through the AR module. Job aid can be found in the following: http://www.miamidade.gov/technology/library/informs/job-aid/fin-204-unpost-direct-journal.pdf

- <u>Travel & Expense module</u> - Reclassing Travel Expenses – GL journal entries should be used to reclass previously posted travel expenses as needed. Job aid can be found in the following: https://www.miamidade.gov/technology/library/informs/guide/fin-301-managing-general-ledger.pdf

Important Dates
(Deadlines and Cut-Offs)

Items	Due Date	Notes
Signature Authorization Forms	September 23, 2024	• Forms indicate who they should be emailed to in Finance.
Deposits for cash and checks on hand Friday, September 30, 2024 or before	October 11, 2024	• Processed in INFORMS AR Module. • Deposit accounting date must be September 30, 2024.
Interdepartmental Billing Journal Entries cut-off	October 9, 2024	• Entries affecting other Departments.
Accruals cut-off	October 11, 2024	
Intradepartmental Journal Entries cut-off	October 11, 2024	• Entries affecting your own Departments.
GL Journal entries including Grant adjustment Journal entries cut-off	October 15, 2024	
Fund Financial Statement Reconciliation	November 22, 2024	• Submit in electronic format only to Ninoska Mendoza. • Please follow provided checklist and sign off. • Important: include detailed variance analysis narrative.

Important Dates (Billing and Reports)

Items	Notes
Payroll accruals	Will be posted by September 23, 2024
Final Year-End Reports	Available for self-service Friday, October 21, 2024

GL Reports for Analysis and Review

Report Description	Report Name	Type of report
Ledger Inquiry	Inquiry Screen within GL module	
Budget to Actual Comparison	MD_GLR270_BDGT_ACTUALS_COMPARE	BI Publisher Query
Budget to Actuals Encumbrances	MD_GLR242_BUDGET_TO_ACTUALS	BI Publisher Query
Budget - Actual by Rollup Acct	MD_GLR242SUM_BUDGET_TO_ACTUALS	BI Publisher Query
Revenues Budget to Actuals	MD_GLR249_REVENUE_VARIANCE_RPT	BI Publisher Query
Trial Balance Report	MD_GLR246_TRIAL_BALANCE_REPORT	BI Publisher Query
Transaction Summary	MD_GLR222_TRANSACTION_BY_MONTH	Schedule Query
Revenue and Expenditure	MD_GLR203_REVENUE_EXPENDITURE	BI Publisher Query
Expenses by Function	MD_GLR340	BI Publisher Query
Account Rollup	MD_ACCTROLLUP_TREE	Query Viewer
Department Rollup	MD_DEPTROLLUP_TREE	Query Viewer
Fund Roll up	MD_FUNDROLLUP_TREE	Query Viewer

Year end closing General Ledger Reminders:

➢ Ensure G/L accounts in your respective funds have correct/normal balances (credits for liabilities, debits for assets). Consider using **MD_GLR246, Ledger Inquiry.**

➢ Perform year over year analytical review of GL accounts in your respective funds . Research significant variances. Consider using **MD_GLR246, Ledger Inquiry.**

➢ Review cash deficits, and determine whether all applicable transfers, collections and reimbursements have been recorded. Consider using **MD_GLR246, Ledger Inquiry.**

➢ Review accounts with unchanged balances during the year for accuracy i.e., Unavailable revenue 2244000000, Allowance for Uncollectable 1132000000 . Consider using **MD_GLR246, Ledger Inquiry.**

➢ Accrue current year receivables and liabilities. Consider using **MD_GLR246, Ledger Inquiry.**

➢ Reconcile Due To/Due From accounts and obtain concurrence from complimentary fund accountant. Consider using **MD_GLR246, Ledger Inquiry.**

➢ Review Transfers In/Transfers Out Accounts are balanced. Consider using **MD_GLR246 or MD_GLR203, MD_GLR222**

Post Closing Entries – Period 913

➤ Goal - Reduce number of post-closing adjusting entries.

➤ Review adjusting entries posted in FY 2023/Period 913 in INFORMS for possible adjustments in FY 2024, and process entries before closing whenever possible.

➤ Provide adequate supporting documentation and clear description with entries. All period 913 entries are audited. Reminder: If moving expenses from one fund to another include description, journal entry number, and check number, for each line. Needs to be traceable.

➤ Any period 913 post closing journal entries related to items that should have been recorded through the AP module, AR module or BI module, must be auto reversed in FY25 and entered correctly through the corresponding module. **THIS DOES NOT APPLY TO FUTURE CONSTITUTIONAL OFFICES. Special instructions will be provided to each Constitutional Office.**

Accounts Payable Accruals

➢ Review prior year accruals and determine whether reversal is required.

➢ Accrue FY 2024 invoices not processed by Accounts Payable deadline of Friday, October 4, 2024 but for which goods and services were received prior to September 30, 2024.

➢ INFORMS has a reversal option for journal entries located in the header tab, by selecting the "Reversal: Do Not Generate Reversal" link, which will reverse an accrual entry. Please select "On Date Specified By User" and select a future month Calendar date for the reversal date. **THIS DOES NOT APPLY TO FUTURE CONSTITUTIONAL OFFICES. Special instructions on how to reverse accruals will be provided to each Constitutional Office.**

Reversal: Do Not Generate Reversal
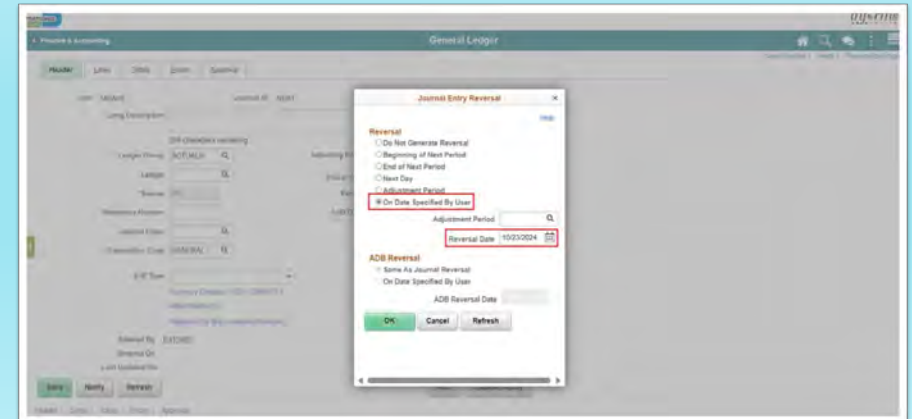
Accounts Payable Accruals

➢ The deadline to submit AP Accruals via GL Journal entry is **Friday, October 11th**. As support for the GL Journal Entries, please attach the query used to determine the accruals and indicate which invoices are being accrued for.

➢ For accrual purposes, the '**AP Open Payable Report**' from the AP Workcenter will be provided to all departments after AP closes FY24. This report will list all potential AP Liabilities to be analyzed for accrual.

  o PO Vouchers (GAS, CON, & REL) and adjustment vouchers not approved by the department by the deadline will be DELETED. Therefore, they will not appear in the queries beginning, 10/8/2024 until they are re-triggered after the PO Rollover.

  o Note this report is a good tool to view all invoices by Business Unit, has been updated to include aging.

➢ The Captiva Power BI Report that is emailed daily 'Open Items Report' should be reviewed to decide if any of the invoices in that report should be accrued.

Petty Cash
(Administrative Order No. 3-6)

➢ As stipulated in the AO, departments are responsible for:
- establishing written departmental Petty Cash Fund procedures and any Departmental exception Memo's to AO 3-6, must be submitted via email to Stephanie Campaniony, General Accounting section in Finance by 9-30-2024.
- ensuring a secured on-site storage facility to safeguard the funds
- immediately notifying Central Finance General Accounting section of changes in custodian via "Petty Cash/Change Fund Change Form"
- performing independent unannounced verifications of petty cash usage and balances at least annually and submit results to General Accounting section via email to Stephanie Campaniony.
- Link to Administrative Order No. 3-6: https://www.miamidade.gov/ao/home.asp?Process=completelist
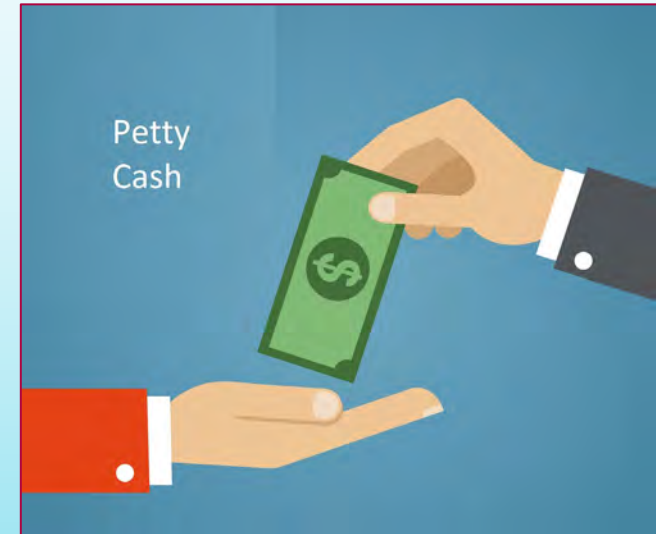
Petty Cash

Administrative Order

MIAMI-DADE

Administrative Order No.: 3-6
Title: Petty Cash
Ordered: 05/18/2009   Effective: 05/18/2009

Accounts Receivable (A/R) (non-grant related)

- Review A/R as of 9/30/24 and related revenues to ensure that only amounts expected to be collected by December 31, 2024 are recognized as revenue.

- Revenues related to A/R's not expected to be collected by December 31,2024, within the County's period of availability of 90 days for non grant related items, must be reclassed as Unavailable Revenue (Account 2244000000). Refer to GASB 65, paragraph 30.

- Review prior year accruals and determine whether reversal is required.

- Current year A/R accruals, should be entered through the AR module by October 15, 2024.

- Please review the Receivables workcenter for any incomplete payments, payments pending to post and any exceptions related to errors.

Bank Reconciliations

- Cash and checks on hand on September 30, 2024, must be entered in the AR module no later than October 11, 2024 with a 09/30/2024 accounting date.

- Electronic funds transfers (i.e. ACH, Wires) posted to our bank on September 30, 2024 or prior, must be entered in the AR module no later than October 11, 2024 with a 09/30/2024 accounting date.

- Departments performing their own Book to Bank reconciliations (monthly bank reconciliations) must reconcile all bank transactions in INFORMS no later than October 11, 2024.

- Book to Bank reconciliations are due October 21,2024.
  - Must include a signature of the preparer and reviewer, and a copy of the bank statement.
  - Prepare on a timely basis throughout the year – deadline is <u>15 business days after month-end but not before the fiscal-month closing</u>. ***Avoid Management Letter comment***

Bank Reconciliations (cont.)

IMPORTANT FYE REMINDERS:

➢ On July 1, 2024, the following Accounts Receivable enhancements went into effect:

1. The ability to '**Edit Accounting Date'** or un-posting an AR payment is no longer available to end-users. Corrections to AR payment applications must be completed during the original accounting open period. If the accounting period is closed, the user must correct the item directly within the Accounts Receivable or Billing module. Certain instances (i.e. Grants) or special circumstances require the un-posting of an AR payment application to correct the deposit directly. The user should notify the Finance AR Administrators of this request at (FIN) Accounts Receivable, FIN-AR3@miamidade.gov and provide detail specifications corresponding to the request.

2. The '**Delete Deposit'** functionality is no longer available to end-users. Once a deposit has been recorded in the General Ledger, it cannot be deleted.   Should a deposit need to be deleted for clean-up purposes, the end-user must contact the Finance AR Administrators, (FIN) Accounts Receivable, FIN-AR3@miamidade.gov and provide detail specifications corresponding to the request.

➢ A reconciliation is a crucial internal control function that Departments must complete promptly as part of their accounting responsibilities. Additionally, end-users must ensure information in all fields of the deposit entry is accurate and a Manager/Supervisor review is performed prior to finalizing any transaction to minimize the need for corrections. The following reports are useful in performing a reconciliation between the AR Module and GL Module to ensure deposits have accurately posted to the GL:

➢ **MD_AR0221_PYMNT_DTL_BY_DEPOSIT**

➢ **MD_GLR222_TRANSACTION_BY_MONTH**

➢ Supporting documentation must be attached to all deposits posted to expedite the reconciliation process.

➢ Unless it is grants-related, deposits posted prior to FY 2024 will not be unposted/deleted until FY 2025.

End of Year Package

> YE Package and forms will be available on the web:

> http://www.miamidade.gov/finance/year-end.asp
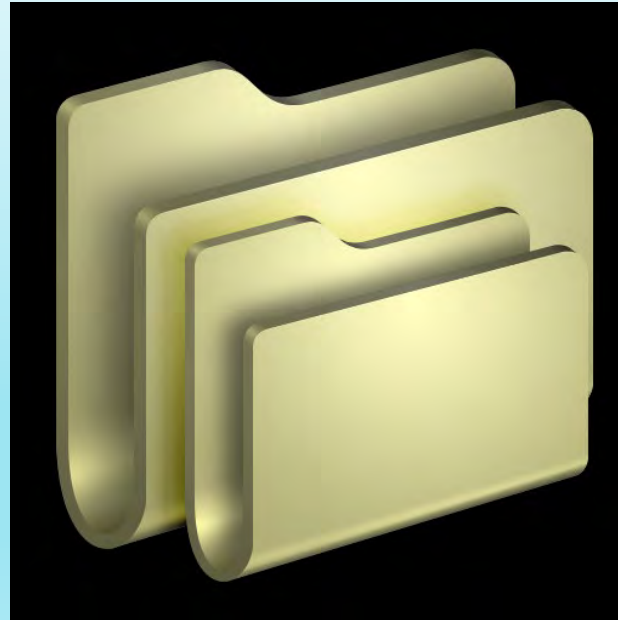
Single Audit, FEMA and Capital Assets

Maria Hernandez; Assistant Division Director

Lisset Elliott; Finance Section Manager

Single Audit

- All grants must be balanced by Tuesday, October 15; last day for grant journal entries is Friday, October 11; the AR/BI modules will close on Tuesday October 15.

- Single Audit workpapers and Grant Understanding Questionnaire were emailed with instructions on August 19, 2024. They are due to Finance by November 6, 2024.

- **Scan and email** Single Audit Workpapers & supporting documentation to Aliane Casaus at aliane.casaus@miamidade.gov or Yadiana Valle at yadiana.valle@miamidade.gov in the Finance Department.

Single Audit (continued)

Single Audit Work-Papers:

- Use Single audit work-papers that were provided to you.

- ***Make sure to include a copy of the full grant agreement/contract and BCC Resolution. If the agreement/contract does not contain an ALN number (formerly CFDA), you must reach out to the agency to confirm the ALN number and provide the confirmation email.***

- ***Additionally, provide supporting documentation for payments to sub-recipients.***

Single Audit Risk Assessment Questionnaire
Fiscal Year Ended 2024
ALN/CSFA #

Please answer the following questions to provide grant-related information to assist the external auditors with their initial risk assessment of individual programs. Please complete one questionnaire for each grant (i.e. ALN or CSFA #) administered.

ALN/CSFA #:

Program Name(s):

Response Received from (Name & Title) :

1 - Briefly describe the program goals / objectives, how the funds are disbursed (to individual participants), and to whom the funds are disbursed (i.e. eligible participants or specific vendors (please note it is not necessary to list the participants or vendors).

2 - Is the program administered from several decentralized locations, or through one central operating unit / office (i.e. where the physical program is conducted)?

3 - Does the program have significant subrecipients (other entity to whom funds are provided to)? If so, what is done to monitor them?

Single Audit (Continued)

- Reminder- Effective August 1, 2024, grant temporary bills for the grant types listed below will no longer need to be approved since it is now an automatic process.

GRANT_NOMATCH –Automatic no matching

GRANT_MATCH – Automatic with matching

CAPITAL_GRANT – Automatic with matching capital only

- Single Audit contact: Aliane Casaus, Yadiana Valle, Lisset Elliott or Maria Hernandez.

Uniform Grants Guidance 2024 Revision 2 C.F.R. 200

The Office of Management and Budget (OMB) issues guidance regarding government-wide policies for the award and administration of Federal financial assistance, often referred to as the Uniform Grants Guidance. An updated version of this guidance was released in April 2024. It is effective **10/01/2024** for Miami Dade County.

The updated guidance aims to improve stewardship of Federal funds, promote equitable access to programs and services, reduce the administrative burden for agencies, applicants, and recipients.

Focus Areas of the 2024 Revisions:

- Organization Costs

- Close out costs

- Direct and Indirect Costs

- Program Planning and Design

- Language

- Funding Opportunity

- Labor Standards

- Procurement Standards

- Subrecipient Contracts

- Threshold Increases: Equipment, Supplies, Single Audit, and Subawards

MOST IMPORTANT UPDATES

- **"§ 200.413 Direct costs. (b)** Costs charged directly to a federal award are typically incurred specifically for that Federal award (including, for example, supplies needed to achieve the award's objectives and the proportion of employee compensation, and fringe benefits expended in relation to that specific award). Costs that otherwise would be treated as indirect costs may also be considered direct costs if they are directly related to a specific award (including, for example, extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities, cybersecurity, integrated data systems, asset management systems, performance management costs, program evaluation costs, or other institutional service operations)."

- **Plain Language:** The Uniform Grants Guidance 2024 Revision makes clear that agencies should make their grant announcements as clear and concise as possible by limiting the length and complexity of the grant announcement by only including necessary information. Agencies should use plain language that is accessible to eligible applicants with a special focus on reaching underserved communities (see section 200.204).

- **"§ 200.455 Organization costs.** (c) The costs related to data and evaluation are allowable. Data costs include (but are not limited to) the expenditures needed to gather, store, track, manage, analyze, disaggregate, secure, share, publish, or otherwise use data to administer or improve the program, such as data systems, personnel, data dashboards, cybersecurity, and related items."

- **Close-out costs:** The Uniform Grants Guidance 2024 Revision allows for certain administrative costs associated with closeout to be charged to the final budget period. 200.345 post-closeout adjustments and continuing responsibilities. Clarifies recipient right to receive any remaining and available funds (see section 200.403).

- **Organization costs:** The Uniform Grants Guidance 2024 Revision clarifies that certain costs associated with data and evaluation are allowable (see section 200.455)

- **English Language:** The Uniform Grants Guidance 2024 Revision allows agencies to translate a grant notices or other documents into another language (see section 200.111)

MOST IMPORTANT UPDATES (CONTINUED)

- **Equipment:** The Uniform Grants Guidance 2024 Revision increases from $5,000 to $10,000 the value of equipment that at the end of the grant period "may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency" (see section 200.313(e)(1)).

- **Unused Supplies:** The Uniform Grants Guidance 2024 Revision increases from $5,000 to $10,000 the value of unused supplies that recipients of Federal funds are required to sell at the end of the grant award period as well as clarifying that this amount is the total amount of remaining unused supplies, not just like items (see section 200.314).

- **Single Audit:** The Uniform Grants Guidance 2024 Revision increases from $750,000 to $1,000,000 the level at which a recipient of Federal funds is required to conduct a single audit or a program specific audit (see section 200.501).

- **Fixed Amount Awards Subawards:** The Uniform Grants Guidance 2024 Revision increases from $250,000 to $500,000 the amount of fixed amount subawards that a recipient may provide with prior written approval from the Federal agency (see section 200.333).

- **De Minimis Indirect Rate:** The Uniform Grants Guidance 2024 Revision increases from 10% up to 15% the maximum rate that recipients of Federal funds may use for indirect costs without negotiating an alternative rate with the relevant Federal agency.

- **Calculating Indirect Costs:** The Uniform Grants Guidance 2024 Revision increases from $25,000 to $50,000 the amount of subawards that recipients can apply to their indirect rate (see section 200.333).

- **Removing DS-2:** The Uniform Grants Guidance 2024 Revision updates the cost accounting standards and disclosure statement to remove the requirement to submit a DS-2 disclosure statement in support of indirect rate (see section 200.419).

- **Reducing number of prior approvals:** The Uniform Grants Guidance 2024 Revision removes certain prior approval requirements that had been in place for years, including, for example certain costs associated with entertainment; memberships, subscriptions, professional activity costs; and participant support costs

References:

EXECUTIVE OFFICE OF THE PRESIDENT, OMB, Uniform Grants Guidance 2024 Revision: Evaluation, n.d. Uniform Guidance _Reference Guides FINAL 4-2024.pdf (cfo.gov)

The Biden-Harris Administration Finalizes Guidance to Make Grants More Accessible and Transparent for Families, Communities, and Small Businesses, April 2024, The Biden-Harris Administration Finalizes Guidance to Make Grants More Accessible and Transparent for Families, Communities, and Small Businesses | OMB | The White House

OMB Releases 2024 Compliance Supplement with Significant Updates, May 2024, OMB Releases 2024 Compliance Supplement with Significant Updates (cbiz.com)

The White House, Current Compliance Supplement, n.d. Current Compliance Supplement | OMB | The White House

HURRICANE IRMA- FEMA PA

Hurricane Irma:

- Currently, we are working with OMB to transition the management of all disaster related grants to their office.

- We are working with departments that require local match entries, final inspection reports, request for information from the State, and time extension submissions.

- There are currently 2 projects that require the departments to transfer expenditures to the grant. Emails were sent to these departments. These need to be recorded as soon as possible.

- As of 7/31/24, 223 projects have been obligated totaling $263.1 million; 216 projects have been paid totaling $240.7 million; 1 project is pending obligation totaling $43 K.

HURRICANE IRMA- FEMA PA

Hurricane Irma Reminders:

- Comply with Request for Information (RFI) from FEMA for your projects. Failure to comply will lead to a determination memo which will require an appeal to recover those revenues.

- Comply with Validation of Information Request (VIR) from the State for your projects. Please note that you will not receive reimbursement for your projects until the VIR's have been satisfied.

- Promptly complete the steps required by the State to receive payment once a project is obligated.

- When you receive a Final Inspection Report (FIR), after the close-out meeting, please sign and upload it to the Florida Public Assistance System (www.FloridaPA.org) promptly so it can be processed by the State.

- If your project is expiring, please upload a signed time extension request via FL PA.

COVID 19 – FEMA PA

COVID-19:

- The County decided to reduce its' COVID-19 work effective 7/1/22. COVID-19 expenditures after 7/1/22 will be absorbed by the departments.

- Projects for expenditures that were incurred prior to 7/1/22 are being closed out and OMB Program Management may contact you for information.

- FEMA Finance Contacts-Lisset Elliott, Katherine Fernandez and Maria Hernandez

COVID-19

Fixed Assets

Capital Assets - Reminders

- Physical Inventories are due to ISD by 9/15/24.

- Capital Assets need to be flagged so that an asset is created in the Asset Management Module. An Asset can be created in 2 ways:
    1. When the Purchase Order (PO) is created
    2. Manual Add

- The preferred way is when the PO is created. If the asset is not flagged in the P.O., it must be manually added.

- Currently Central Finance manually adds assets that are not created via the PO, but our goal is for all asset purchases to be flagged in the PO.

Capital Assets - Reminders

- Departments are expected to periodically review asset transactions generated through PO's in the AM Module and approve those transactions that meet the capitalization criteria.

- For more information on this process, refer to job aid **Fin 202, "Approving Assets Created Via Interfaces Job Aid"**, for guidance or reach out to the Finance Department.

Capital Assets - Reminders

- The Finance Department is establishing the Construction in Progress (CIP) assets for fiscal year 2024 and assigning relevant transactions. Once these are ready for department approval, the department received a communication requesting the review and approval of the transactions in the AM Module.

- We request that you to review an approve the transactions promptly to avoid any delays in the year-end closing process.

- For more information on this process, refer to job aid **209B, "Capital Projects Guide"**, or contact the Finance Department.

Prior Year Audit Results - Construction in Progress

- Last year, the County received a finding concerning the capitalization of CIP projects. It was noted that certain CIP projects were previously placed into service, but this information was not communicated to the Finance Department. Consequently, Finance has developed a checklist to ascertain whether a construction project has been placed into service and meets the criteria for capitalization. As Finance relies on departmental input for the status of CIP projects, each department is required to complete a set of 10 questions for each CIP project. This checklist has been distributed to some departments and will be provided to others shortly.

Construction in Progress Checklist

CIP completed project checklist:
1. Was the CIP project placed in service during fiscal year 2024? (Y/N)
2. If Yes, please provide the date.
3. Is the CIP project for the purchase of furniture and equipment? (Y/N)
4. If so, is the furniture and equipment in service?
5. If Yes, please provide the date.
6. Has the above furniture and equipment been tagged? (Y/N)
7. If Yes, please provide Tag Number.
8. Does the project have several components (Y/N)?
If yes, please see Component Breakdown tab.
9. Did project have activity in the current? (Y/N)
If answer is NO, please fill out the No Activity tab.
10. Has the project been cancelled/abandoned? For example, it has been decided that the project will not be completed and placed in service. (Y/N)
If answer is YES, please fill out the No Activity tab.

Capital Assets Section Contacts

- Finance contacts for CIP and Capital Assets:

    Maria Hernandez; Assistant Division Director

    Patricia Hernandez-Blanco; Finance Section Manager

    Michelle Pimentel; Assistant Finance Section Manager

    Megan Litcher; Accountant 3

Conclusion