

Date: September 23, 2024

To: Controllers of Enterprise Funds and Departments Audited by Other Auditors

From: Eric Herrera
Assistant Division Director of County Accounting and Reporting Support
Finance Department

Subject: Financial Reporting Audit Requirements FY 2024

Below is a list of deadlines related to the annual external audit and Annual Comprehensive Financial Report (ACFR) preparation for fiscal year 2024. Enclosed you will find the Year-End Closing and Audit Reporting Requirements Schedule (the Schedule), which contains the due dates for the current year. Please review, notify respective staff and audit firm personnel accordingly. If there are any scheduling conflicts or if you require additional information, please let us know. Thank you.

Please note the following important dates extracted from the Schedule for reports due to the Miami-Dade County Finance Department:

- 01/10/2025 (Fri) DRAFT Financial Statements Without FRS
Including: Rollup report with Cash Flow and other footnote disclosure template with auditor review.
- 02/07/2025 (Fri) FINAL Financial Statements With FRS*
- 02/14/2025 (Fri) DRAFT Single Audit Report – Enterprise Funds
- 02/14/2025 (Fri) DRAFT Management Letter – Enterprise Funds
- 03/07/2025 (Fri) DRAFT Management Letter – General Segment
- 03/14/2025 (Fri) DRAFT Single Audit Report – General Segment
- 03/07/2025 (Fri) FINAL Management Letter – Enterprise Funds
- 03/12/2025 (Wed) FINAL Single Audit Report – Enterprise Funds
- 03/28/2025 (Fri) FINAL ACFR Submission
- 04/11/2025 (Fri) FINAL Management Letter – General Segment
- 04/11/2025 (Fri) FINAL Single Audit Report – General Segment

IMPORTANT TASKS NOT INCLUDED ABOVE:

- (1) **Group Audit Communication Letters**
Group Audit letters are sent by the general segment auditors, RSM and must be signed by each audit firm. An additional letter for subsequent event disclosures is due within 10 days of issuance of the general segment audit. Each audit firm is responsible for performing the procedures necessary to comply with the subsequent event letter.
- (2) **Final Analytical Reviews – (Required Request)**
Based on an audit request implemented last year, we are requiring a copy of your department’s analytical reviews based on final numbers. You can provide us with the analytics prepared for your external auditors.

*If FRS information is not available, submission of a final draft is still required, consider using prior year figures as a place holder.

(3) GASB Pronouncements

GASB Statement No. 99, *Omnibus 2022*

- Effective for FY 2024.
- Requirements related to financial guarantee and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53.

GASB Statement No. 100, *Accounting Changes and Error Corrections – an amendment of GASS Statement No. 62.*

- Effective for FY 2024.
- The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

Note: We will not be early adopting any standards.

Thank you for your cooperation. If you have any questions, please contact me via email or call me at 305-375-2997. You can also email Damarys Oroz, Financial Reporting Manager, or call 305-375-4074.