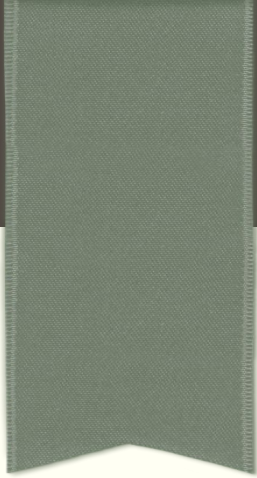


# FINANCE DEPARTMENT YEAR-END PRESENTATION FY 2020

September 9, 2020

*Disclaimer:* Please note that the audio and other information sent during the webinar will be recorded. By participating in this webinar, you automatically consent to such recording and to subsequent use of the recording.





# Welcome



Eric Herrera

Controller Division



# FY 2020 Year-End Presentation

---

## AGENDA

1. Introduction
2. Accounting and Reporting
3. General Accounting
4. Single Audit and FEMA
5. System Initiatives and Other Updates
6. Conclusion



# INTRODUCTION

Berta Rufat  
Controller Division



*Opening  
Remarks*



# Introduction/Opening Remarks

---

- Finance Team Changes
  - New Staff and Roles
    - Melvin Cartagena, Assistant Controller
    - Erica Olson, Financial Reporting Manager
  
- Changing Landscape
  
- COVID-19 Impact



# ACCOUNTING AND REPORTING

Leany Perez (Presented by Melvin Cartagena)

Controller Division

# Discussion Items

---

- Prior Year Audit Results
- New GASB Pronouncement
- Fund Folders
- Management Representation Letter
- Storage Tanks





# PY Audit Results (Finding)

---

## 2019-002 – Understatement of Unavailable Revenue

(Comment has been repeated from 2018-002)

**Criteria:** In accordance with the requirements of Governmental Accounting Standards Board (GASB) Statement 65, *Items Previously Reported as Assets and Liabilities*, provides that revenues and other governmental fund financial resources should be recognized in the accounting period in which they become both measurable and available. When an asset is recorded in governmental fund financial statements but the revenue is not available, the government should report a deferred inflow of resources until such time as the revenue becomes available.

**Current Year Condition:** It was noted that not all accounts within the County's General Fund and Fire Rescue accounts receivable and due from other governments were analyzed for proper determination of unavailable revenue. This resulted in the recognition of revenue for accounts that were not collected within the County's availability period of 90 days.

**Effect:** Failure to review accounts receivable and unavailable revenue at year-end may result in improper revenue recognition.

**Recommendation:** We recommend that the County review its current process for analyzing and recording unavailable revenue in accordance with the modified accrual basis of accounting. Also, as part of the process, there should be a supervisory review performed to verify that all accounts have been adequately reviewed and analyzed

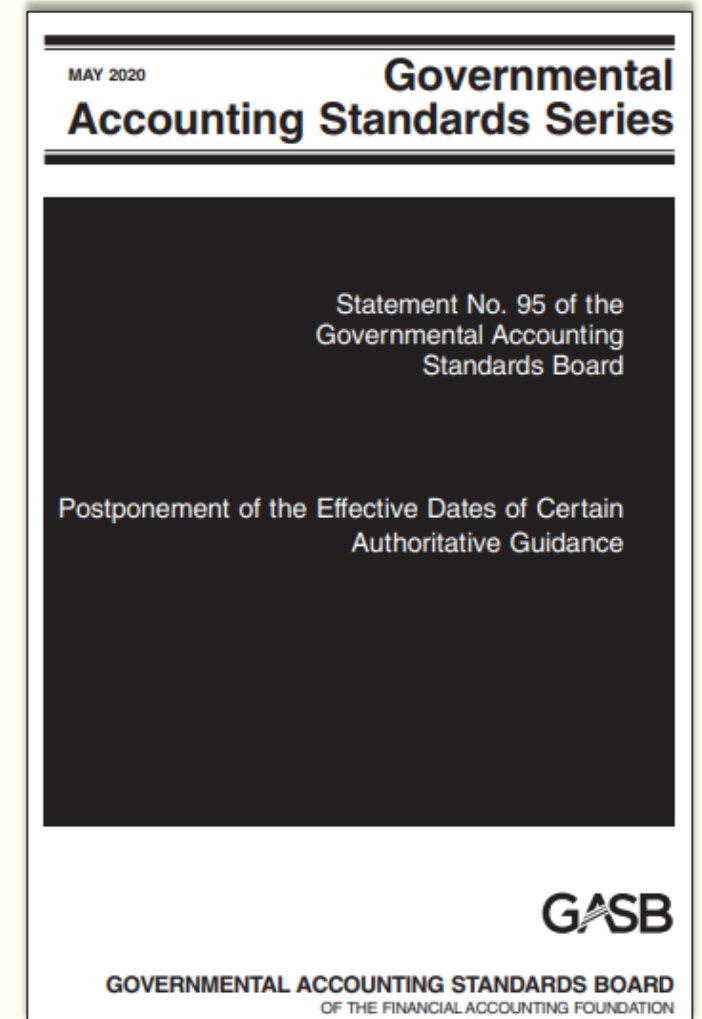




# New GASB Pronouncement

---

- GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*
  - Effective Date: The requirements of this Statement are effective immediately (MDC FY 2020)
  - The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic.
  - That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.



# New GASB Pronouncement

---

- The effective dates of certain provisions contained in the following pronouncements are postponed by one year:
  - ★ ▪ Statement No. 83, *Certain Asset Retirement Obligations*
    - Statement No. 84, *Fiduciary Activities*
  - ★ ▪ Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
    - Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
  - ★ ▪ Statement No. 90, *Majority Equity Interests*
    - Statement No. 91, *Conduit Debt Obligations*
    - Statement No. 92, *Omnibus 2020*
    - Statement No. 93, *Replacement of Interbank Offered Rates*

★ = Implemented

# New GASB Pronouncement

---

- Implementation Guide No. 2017-3, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*
- Implementation Guide No. 2018-1, *Implementation Guidance Update—2018*
- Implementation Guide No. 2019-1, *Implementation Guidance Update—2019*
- Implementation Guide No. 2019-2, *Fiduciary Activities*
- The effective dates of the following pronouncements are postponed by **18 months**:
  - Statement No. 87, *Leases*
  - Implementation Guide No. 2019-3, *Leases*

**Reference:**

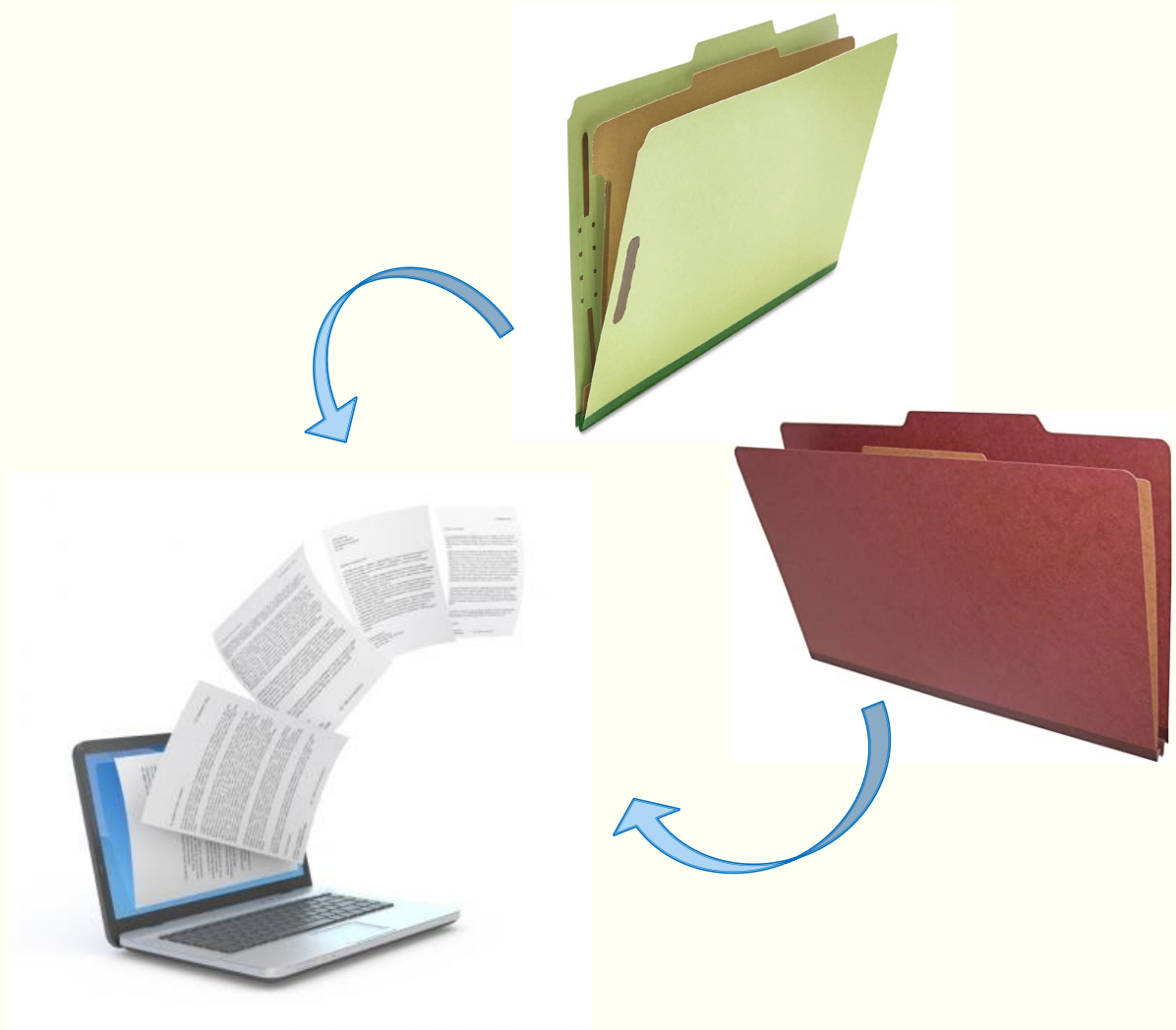
[https://www.gasb.org/cs/ContentServer?c=Pronouncement\\_C&cid=1176174601032&d=&pagename=GASB%2FPronouncement\\_C%2FGASBSummaryPage](https://www.gasb.org/cs/ContentServer?c=Pronouncement_C&cid=1176174601032&d=&pagename=GASB%2FPronouncement_C%2FGASBSummaryPage)



# Fund Folders

---

- As we adapt to remote working conditions, fund folder preparers are to submit their working papers and corresponding support in **electronic format**.
- We will not be distributing physical folders as in year's past. We will soon be emailing fund folder preparers with further details and instructions.



# Management Representation Letters

---

- FY 2020: Audited departments attest to the accuracy of the following:
  - Financial Statements
  - Completeness of Information
  - Recognition, Measurement and Disclosure
  - Subsequent Events



COMPLETENESS

MEASUREMENT



Events after  
Reporting Date.



# 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 in the Finance Department 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>).
  - Any changes to the list (additions or deletions) should be sent to Gabriel Ruffino at [Gabriel.Ruffino@miamidade.gov](mailto:Gabriel.Ruffino@miamidade.gov)



# Questions:

---







# GENERAL ACCOUNTING

Melvin Cartagena and Erica Olson

Controller Division

# Discussion Items

---

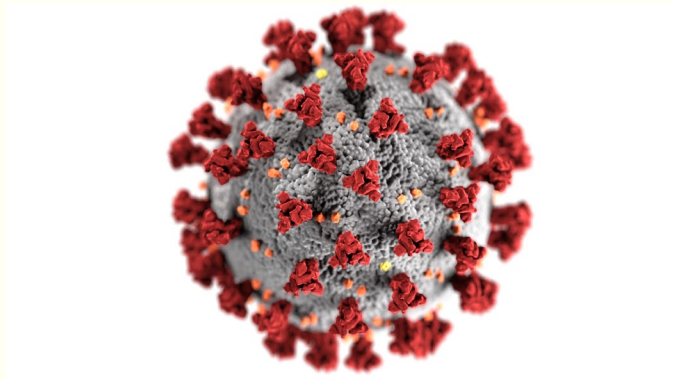
- COVID-19 Operational Changes
- Important Dates
- Start of System Entries (Post Closing Entries)
- Year-End Accruals
- Vehicle Capital Leases
- Accounts Receivables
- Bank Reconciliations
- Petty Cash



# COVID-19 Operational Changes

---

- Journal entries All entries and table maintenance should be submitted electronically to '(FIN) FAMIS Request' email group. ([FAMISrequests@miamidade.gov](mailto:FAMISrequests@miamidade.gov)). This includes journals, ROCS, index code creation/modifications, etc.
  - If physical forms are sent interoffice please do not also send via email. \*Email submission is preferred\*
- Other
  - FAMIS Security forms must be routed via Adobe Sign for department approvals



# Important Dates (Deadlines and Cut-Offs)

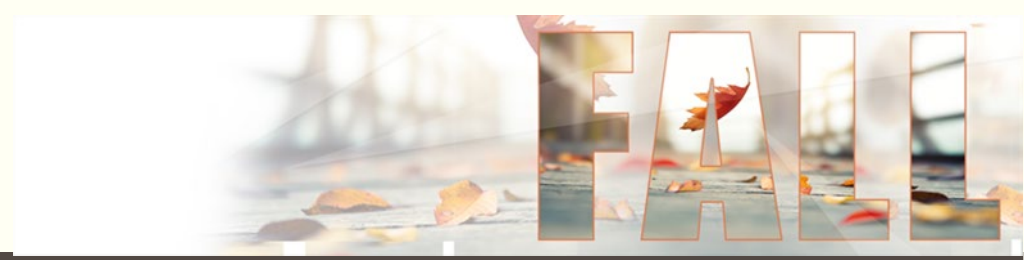
September 2020  
October 2020  
November 2020



Items	Due Date	Notes
Signature Authorization Forms	September 18, 2020	<ul style="list-style-type: none"> <li>Forms indicate who they should be delivered to in Finance.</li> </ul>
Report of Collections (ROC) for cash on hand Wednesday, September 30, 2020 or before	October 2, 2020	<ul style="list-style-type: none"> <li>To be delivered to Finance.</li> <li>ROC must be dated <b>September 30, 2020</b>, with fiscal period 12/2020.</li> <li>Departments using Approval Path ("RIMS") must complete input by Noon, Thursday, <b>October 1, 2020</b>.</li> </ul>
Interdepartmental Journal Entries cut-off	October 9, 2020, Noon	<ul style="list-style-type: none"> <li>Entries affecting other Departments and accruals.</li> </ul>
Intradepartmental Journal Entries cut-off	October 13, 2020	<ul style="list-style-type: none"> <li>Entries affecting your own Departments.</li> </ul>
Grant adjustment Journal entries cut-off	October 13, 2020	
Fund Financial Statement Folders	November 13, 2020	<ul style="list-style-type: none"> <li>Submit in <u>electronic format</u> only to Gabriel Ruffino.</li> <li>Please follow provided checklist and sign off.</li> <li>Important: include detailed variance analysis narrative.</li> </ul>



# Important Dates (Billing and Reports)



Items	Notes
Automated Charges- FY 2020 (energy, telephones, mobile equipment)	To be processed no later than <b>October 8, 2020</b>
Payroll accruals	Will be posted <b>September 23, 2020</b>
1 <sup>st</sup> Preliminary Rollover Reports	Available in OnDemand and in Data Warehouse <b><u>Monday, October 5, 2020</u></b>
2 <sup>nd</sup> Preliminary Rollover Reports	Available in OnDemand and in Data Warehouse <b><u>Tuesday, October 13, 2020</u></b>
Final Year-End Reports	Available in OnDemand and in Data Warehouse <b><u>Monday, October 19, 2020</u></b>



# Start of System Entries (Post Closing Entries)

---

- Goal...Reduce number of post-closing adjusting entries or Start Of the System entries (SOS)
- Review adjusting entries posted in FY 2019/Mo. 13 in FAMIS (screens 6400 -Trial Balance & 6750 - Income Statement) for possible adjustments in FY 2020, and process entries before closing whenever possible
- Provide adequate supporting documentation and clear description with entries. All SOS entries are audited.
- Reminder: If moving expenses from one fund to another include description, document reference number, and check number, for each line. Needs to be traceable.
- In anticipation of ERP go-live date, FY 2020 period 13 entries will be processed earlier than in prior years. We will communicate the timeframe at a future date.



# Year End Accruals

---

- Review prior year accruals and determine whether reversal is required.
- Supporting documentation for all accruals is required and has to be submitted with all journal entries.
- Accrue FY 2020 invoices not processed by Accounts Payable deadline of October 8, 2020 but for which goods and services were received prior to September 30, 2020.
- Do not accumulate old year invoices for payment in the New Year.
- If an audit adjustment is proposed by the external auditor, we will notify you of amount of accrual.



Cash is received or paid  
later





# Vehicle Capital Leases

---

- Departments under the Vehicle Capital Lease program must submit reimbursement packages to Bond Administration no later than September 15, 2020 in order to post in FY 2020. These reimbursement must be processed prior to closing.



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

---

- Review A/R as of 9/30/20 and related revenues to ensure that only amounts expected to be collected by December 31, 2020 are recognized as revenue.
- Revenues related to A/R's not expected to be collected by December 31, 2020 must be reversed and recorded as Unavailable Revenue (GL 244, subsidiary required). Refer to GASB 65.
- Prior year audit finding



# Bank Reconciliations

---

When preparing bank reconciliation please:

- Include *evidence of review by both a preparer and a reviewer*
- Prepare on a timely basis throughout the year – deadline is 30 days after month-end. Avoid Management Letter comment.
- All FY 2020 bank reconciliations are due to Lourdes Julien by October 30, 2020. Make sure you are reconciling to the FAMIS cash balance after the final close.



# Petty Cash

## (Administrative Order No. 3-6)

---

- As stipulated in the AO, departments are responsible for:
  - establishing written departmental Petty Cash Fund procedures
  - ensuring a secured on-site storage facility to safeguard the funds
  - immediately notifying the Finance Director of changes in custodian via “Petty Cash/Change Fund Change Form”
  - performing independent verifications of petty cash usage and balances at least annually



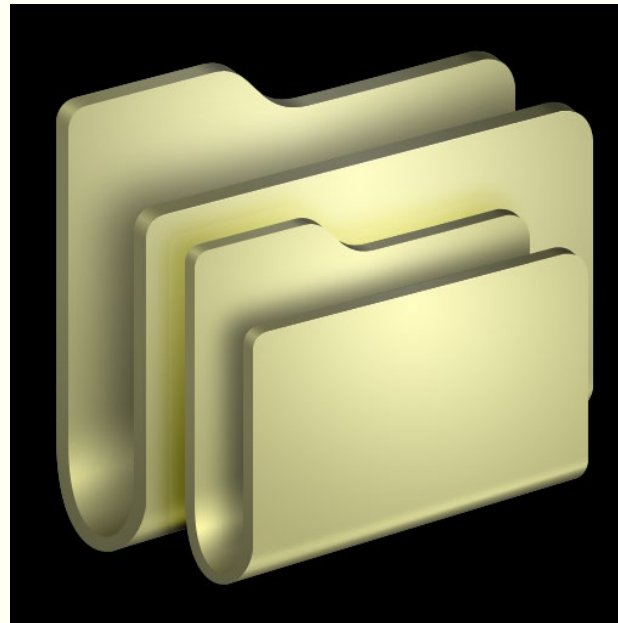
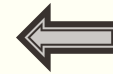
<https://www.miamidade.gov/ao/home.asp?Process=completelist> ←

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

# End of Year Package

---

- YE Package and forms will be available on the web:
- <http://www.miamidade.gov/finance/year-end.asp>



# Questions:

---





# SINGLE AUDIT AND FEMA

Maria Hernandez  
Controller Division



# Single Audit

---

- All grants must be balanced by October 13, 2020 (last day for entries) in order to avoid period 13 entries.
- 10/05/2020: 1st. preliminary reports will be available OnDemand (704-TB/775-Rev & Exp).
- 10/13/2020: 2nd preliminary reports will be available OnDemand (704-TB/775-Rev & Exp).
- 10/13/2020: Last day for grant accountants to submit JE's.
- 10/19/2020: Final year-end reports available.
- 11/16/2020: **Scan and email** Single Audit Workpapers & supporting documentation to Finance.



# Single Audit (cont'd)

## Single Audit Work-Papers:

- Use Single audit work-papers that will be provided to you.
- *Make sure to include a copy of the grant agreement indicating the contract number and CFDA or CSFA number.*
- If you have a period 13 entry that affects a grant, submit the journal entry and revised work-papers.
- We will send out the Single Audit Questionnaires by next week so that we can have them ready when the auditors start the Single Audit. Please return them by the due date.
- Single Audit contact: Maria Hernandez (305) 375-4301

Single Audit Risk Assessment Questionnaire Fiscal Year Ended 2020  CFDA/CSFA #
<i>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. CFDA or CSFA #) administered.</i>
CFDA/CSFA #:
Program Name(s):
Response Received from:
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?
4 - How and how often is the program monitored by oversight agencies / pass-through entities (i.e. federal or state grantor agencies)? Have these entities monitored the program in the past 3 years, if yes, need to be provided with a copy of the monitoring report. If no monitoring was performed in the past 3 years, any deficiencies related to the program communicated by oversight agencies or state grantor agencies?
5 - For what does the program expend a significant portion of its funding (i.e. Staff salaries, goods and services to a variety of third parties, etc.)?

# FEMA

---

## Hurricane Irma:

- Projects continue to be obligated for Hurricane Irma. Departments should be proactive and record journal entries to transfer expenditures to the hurricane fund as they become obligated.
- We will send out a report by the end of the week listing projects that require journal entries.
- Journal entries for these projects are due to Finance by Friday, September 18<sup>th</sup>.
- We expect more projects to be obligated between now and September 30<sup>th</sup>. Be vigilant of your projects and record journal entries as soon as the information is available.



# FEMA

---

## Hurricane Irma Reminders:

- Comply with Request for Information (RFI) for your projects. Failure to comply will lead to a determination memo which will require an appeal in order to recover those revenues.
- Promptly complete the steps required by the State in order to receive payment once a project is obligated.
- If you have any questions, you may reach out to your FEMA liaison in the Finance Department or Laura Caceres.

# FEMA

---

## COVID-19:

- The County has been working with Hargerty Consulting on COVID-19 disaster relief.
- The County has received funding from the Coronavirus Relief Fund (CRF) and is in the process of submitting projects to FEMA for reimbursement. Additionally, some departments have received other grants related to COVID-19.
- Hargerty is identifying which expenditures are covered by FEMA and which expenditures are covered by CRF.
- Hargerty is also reviewing DARs for eligibility and allocation. Remember to only use preapproved activities on your DARs.
- Some expenditures will be recorded in the FEMA fund prior to year end. Finance is working with OMB and Hargerty to determine which expenditures will be moved.

# FEMA

---

## COVID-19:

- Once this is determined, the journal entries will be sent to the corresponding department for review and approval.
- Hagerty has reached out to some departments with request for information. You need to respond to these requests as soon as possible so that they can make the correct determination and we can record the expenditures in the correct grant.
- It is very important that we record the expenditures in the corresponding grant. If we are unable to identify the grant, the expenditure may remain in your department's index code and affect your budget.
- The local match for FEMA projects will be covered by CRF funds.
- If you have any questions please contact Norma Roig or Maria Hernandez.

# Questions:

---







# SYSTEM INITIATIVES AND OTHER UPDATES

Jack Bello

Business Solution Division

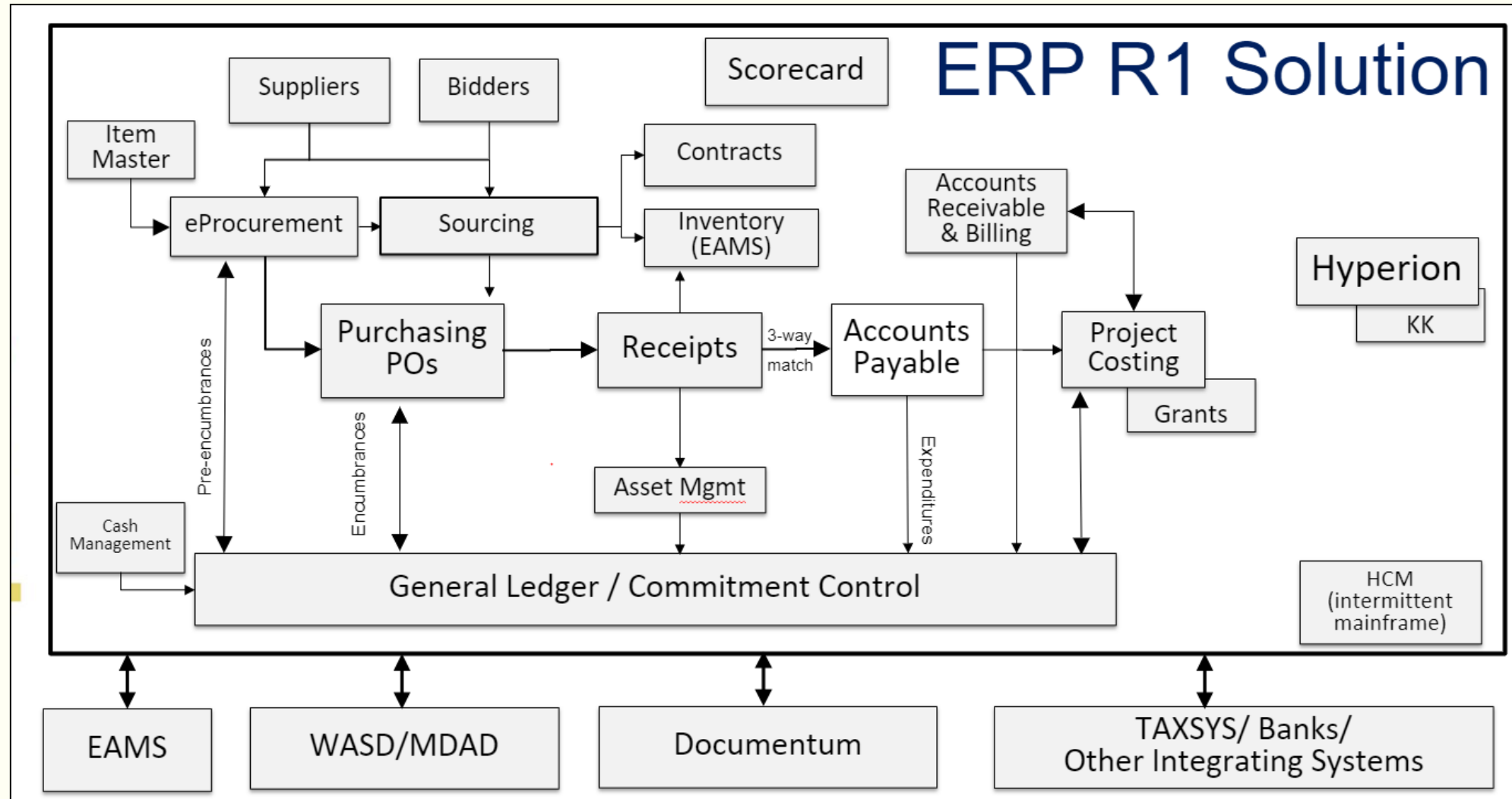
# Go-Live Date

---

- October 1st 2020 Go-Live has been postponed but new Go-Live Date has not yet been determined.

A large, red, rectangular stamp with rounded corners and a double border. The word "POSTPONED" is written in bold, slanted, capital letters across the center of the stamp.

# ERP R1 Solution



# Crosswalk

## Crosswalk FAMIS COA to EDGE PeopleSoft COA

FAMIS COA	EDGE PeopleSoft COA
	One GL Business Unit ( <a href="#">self balancing</a> )
Fund Structure	Fund ( <a href="#">self balancing</a> )
Organization	Department
	Trees based on Department
Project	Project field
Grant	Grant field ( <a href="#">self balancing</a> )
GL, <a href="#">Subobject Code</a> , Object Code	Account
Function	Expenses; Department Attribute Revenues; Account
Program (Budget Reporting)	Not Used
Subsidiary	Other PS module, Open Item, Account
User Code: FEMA Work Order	Project/Grant It's not a <a href="#">ChartField</a> , it will be a Project related field
Index Code ( <a href="#">Multi purpose</a> )	Multiple <a href="#">ChartFields</a> or sub module functionality; for example additional Revenue Accounts, further breakdown of Department and usage of Project fields

# Questions:

---





# CONCLUSION

Barbara Gomez

Deputy Finance Director



*Closing  
Remarks*

