



**JUAN FERNANDEZ-BARQUIN
CLERK OF THE COURT AND COMPTROLLER
OF MIAMI-DADE COUNTY**

MEMORANDUM

Date: **August 22, 2025**

To: **Controllers of Enterprises and Organizations Audited by Other Auditors**

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

Subject: **FY 2025: Financial Reporting Audit Requirements**

Below is a list of deadlines related to the fiscal year 2025 annual external audit and preparation of the Annual Comprehensive Financial Report (ACFR). Enclosed is the Year-End Closing and Audit Reporting Requirements Schedule, which sets forth the due dates for the current year. All organizations are expected to review the Schedule and ensure that the relevant staff and audit firm personnel are notified. Any scheduling conflicts or requests for additional information should be communicated promptly.

Please note the following important dates extracted from the Schedule for reports due to the Comptrollers Finance Operations Department:

- **01/16/2026** (Fri) DRAFT Financial Statements Without FRS
Including: Rollup report with Cash Flow and other footnote disclosure template with auditor review.
- **02/13/2026** (Fri) FINAL Financial Statements With FRS*
- **02/20/2026** (Fri) DRAFT Single Audit Report – Enterprises and Organizations
- **02/20/2026** (Fri) DRAFT Management Letter – Enterprises and Organizations
- **03/06/2026** (Fri) DRAFT Management Letter – General Segment
- **03/18/2026** (Wed) FINAL Management Letter – Enterprises and Organizations
- **03/18/2026** (Wed) FINAL Single Audit Report – Enterprises and Organizations
- **03/20/2026** (Fri) DRAFT Single Audit Report – General Segment
- **03/31/2026** (Tue) FINAL ACFR Submission
- **04/10/2026** (Fri) FINAL Management Letter – General Segment
- **04/10/2026** (Fri) FINAL Single Audit Report – General Segment

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



IMPORTANT TASKS NOT INCLUDED ABOVE:

(1) Group Audit Communication Letters

Group audit letters are issued by the general segment auditors, RSM, and must be signed by each participating audit firm. In addition, a separate letter addressing subsequent event disclosures is required within 10 days of the issuance of the general segment audit. Each audit firm is responsible for performing the procedures necessary to comply with the requirements of 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 organization's analytical reviews based on final numbers. You can provide us with the analytics prepared for your external auditors.

(3) GASB Pronouncements

GASB Statement No. 101, *Compensated Absences*

- Effective for FY 2025.
- The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

GASB Statement No. 102, *Certain Risk Disclosures*

- Effective for FY 2025.
- The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

Note: We will not be early adopting any standards.

Thank you for your cooperation. If you have any questions, please contact **Eric Herrera**, Assistant Division Director, at **305-375-2997** or **by email**. You may also contact **Kevin Willis**, Financial Reporting Manager, at **305-375-3017** or **by email**.