



Comptroller Finance Operations Department Year-End Presentation FY 2026

August 20, 2026

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.

SPEAKERS

❑ County Accounting and Reporting Support Division

Speaker: Leany Perez, **Assistant Director**



❑ Financial Reporting

Speakers: Kevin Willis, **Financial Reporting Manager**
Ninoska Mendoza, **Financial Reporting Administrator**



❑ Internal Control

Speaker: Gabriela 'Gaby' de la Cruz, **Assistant Division Director**



❑ General Accounting

Speakers: Stephanie Campaniony, **Financial Reporting Manager**
Girsi Andreu, **Finance Section Manager**
Stephen Mitchell, **AR & Billing Reporting Administrator**
Patricia Baptiste, **Accountant 3**
Gretel Ferrer, **General Ledger Administrator**



❑ Single Audit, FEMA and Capital

Speakers: Maria Hernandez, **Assistant Division Director**
Lisset Elliott, **Finance Section Manager**
Aliane Casaus, **Single Audit and Grant Administrator**



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

- Financial Reporting:
 - Gustavo Cardona, *Financial Auditing and Reporting Admin*(*Promotion*)
 - Tariq Woods, *Financial Reporting Coordinator*(*New Hire*)
- Internal Control:
 - Gabriela 'Gaby' de la Cruz, *Assistant Division Director* (*New Hire*)
- General Accounting:
 - Gretel Ferrer, *General Ledger Administrator*(*New Hire*)
 - Ana Figueroa, *Accountant 3* (*New Hire*)
- Capital Accounting/FEMA/Single Audit:
 - Daniel Benitez, *Accountant 3* (*Promotion*)
 - Jeanine Thompson, *Clerk 4* (*Retirement*)

❖ RSM US, LLP (External Audit) Team

- Lead Auditors:
 - Chantelle Knowles, *Senior Manager*
 - Kristy Steiger, *Manager*
 - Michelle Diaz, *Audit Supervisor*

❖ Key External Audit Dates

RSM Interim Audit Fieldwork (Approximately: **September 1, 2026 – September 30, 2026**)

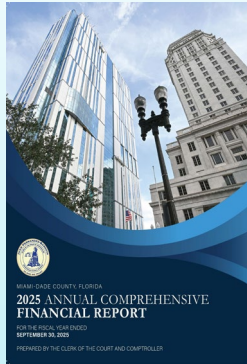
RSM Year-End Audit Fieldwork (Approximately: **January 5, 2027 – March 31, 2027**)

❖ INFORMS Impact – FY 26 data will be solely from INFORMS

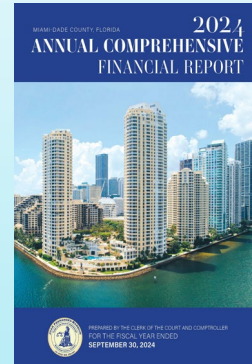
Inquiry access has been provided to external auditors in INFORMS (e.g., AP Module)



Financial Reporting



FY 2025



FY 2024



FY 2023



FY 2022

Kevin Willis, *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 2026 New GASB Statements and Reminders
of Past GASB Statement Implementations

Workiva Fund Statement Review and Reconciliation

Storage Tanks

Internal Controls

Conclusion



Prior Year Audit Results

General Segment (Governmental Funds only)

2025-007 – Significant Deficiency – Capitalization of Capital Assets Placed in Service

- **Finding:** Certain completed capital projects were not timely identified as placed in service, delaying reclassification from Construction in Progress to depreciable categories and the start of depreciation.
- **Impact:** CIP overstated / depreciable assets understated by ~\$20.3M and depreciation expense understated by ~\$1.1M before finalization; \$13.6M was corrected and properly reported at year-end, with the remaining \$6.7M passed as immaterial.
- **Corrective action:** The semiannual CIP status questionnaire will require Department Director sign-off, supported by refresher training and periodic reminders to reinforce timely reporting of placed-in-service dates.



Best Practices for Providing Audit Documentation

General Segment (Governmental Funds only)

➤ *Organizational Audit Liaisons*

- Organizations will provide the name of 1 or 2 leads who will act as organizational audit liaisons for purposes of providing supporting documents to the Comptroller Finance Operations Department and answering auditors' follow up questions, **if supports in INFORMS are not substantial**

➤ *Timing of Audit Deliverables*

- If Organizational Audit Liaisons are reached out by the external auditors and/or Comptroller Finance Operations Department's fund accountants, please provide supporting documentation **in a timely manner** to avoid auditors' follow up emails

➤ *Review of Audit Supporting Documentation*

Review of organization's 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 personal and/or sensitive information (e.g. **SSN, Credit Card Numbers, Health Information, Bank Account Numbers, Other Types of Protected Personal Information**)

➤ *Submittal of Supporting Documentation*

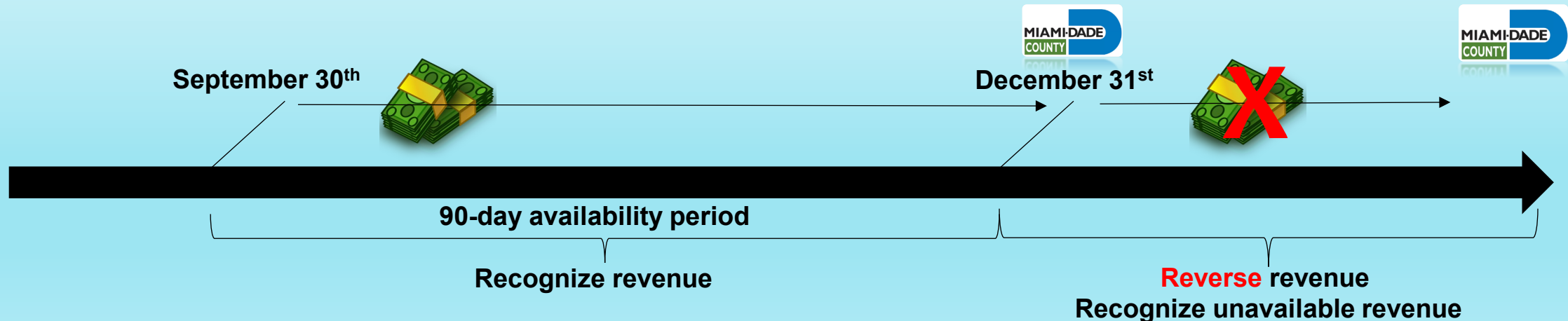
- The Comptroller Finance Operations Department's fund accountants will **request** from Organizational Audit Liaisons the supporting documents that cannot be obtained from INFORMS and upload them to SharePoint, avoid using emails to provide supporting documentation to auditors.
- **However, enterprise and Constitutional Office audits** (Seaport, Solid Waste, Rickenbacker, Sheriff, etc.) **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 year-end close process



Management Organization (formerly Departmental) Representation Letters

FY2026 continuing prior years' approach:

- Audited Organizations are responsible for attesting to the accuracy of the following:
 - Financial Statements
 - Completeness of Information
 - Recognition, Measurement, and Disclosure
 - Subsequent Events
- Comptroller Finance Operations Department will provide:
 - Financial Transaction Audit Representation Letter (applicable to organization under the Mayor's purview – must be **printed in Miami-Dade County's letterhead**)
- Communication comes from **Barbara Gomez**, Director of the Comptroller Finance Operations Department



Events after
Reporting Date.

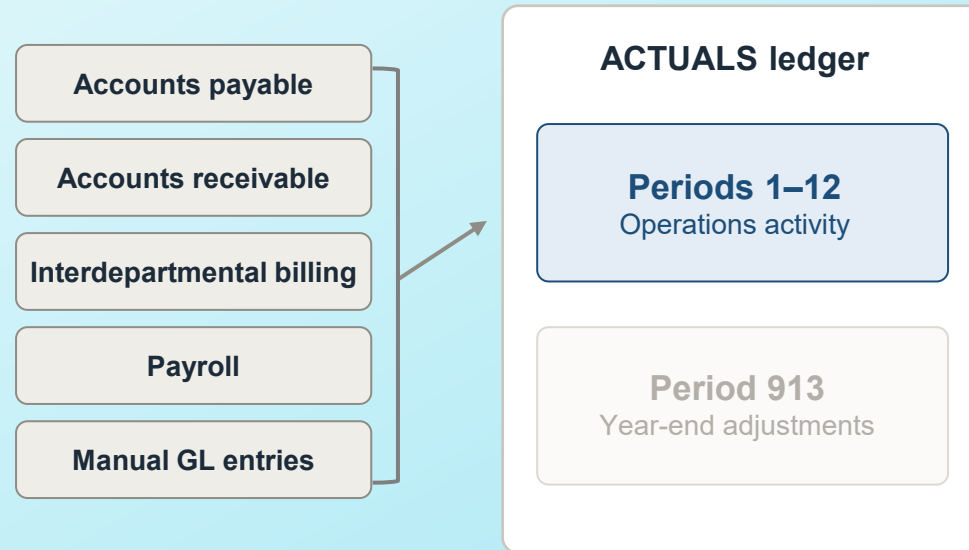
General Ledgers and Accounting Periods



The ACTUALS Ledger

PERIODS 1–12

Used for routine accounting transactions, budgetary activity, and day-to-day operations.



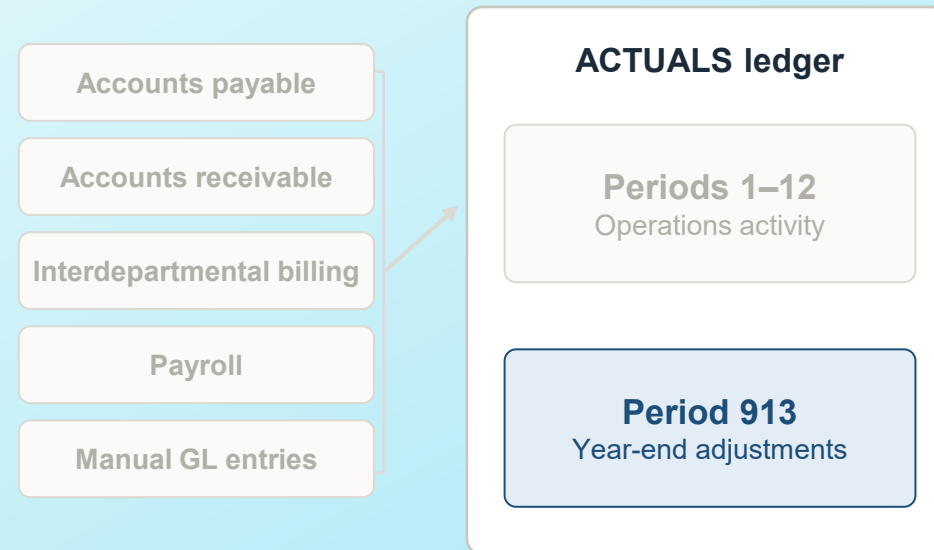
General Ledgers and Accounting Periods



Period 12 closes, 913 opens

PERIOD 913

Period 913 is an adjustment period that opens once period 12 closes.



TYPICAL PERIOD 913 ENTRIES

Operating and capital accruals
Goods and services received, unbilled amounts

OPEB
GASB 75 liability, deferred inflows and outflows

FRS and HIS pension
GASB 68 proportionate share and deferrals

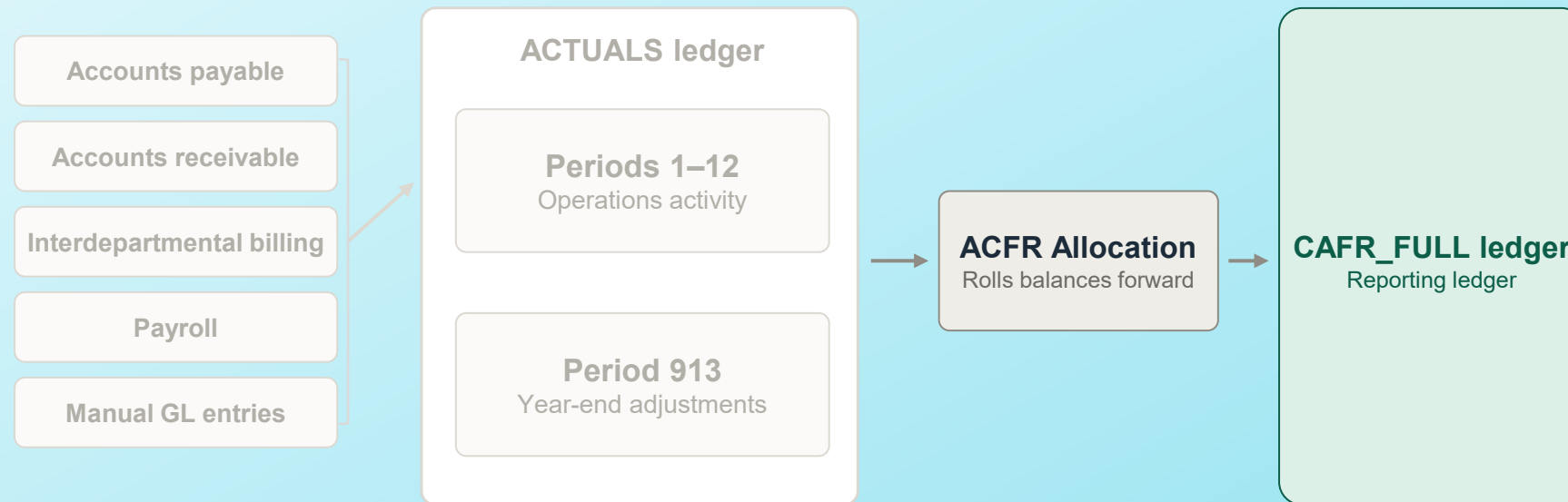
General Ledgers and Accounting Periods



The handoff

Once 913 closes, the ACFR Allocation process rolls the ACTUALS balances forward into the CAFR_FULL ledger.

ACFR ALLOCATION



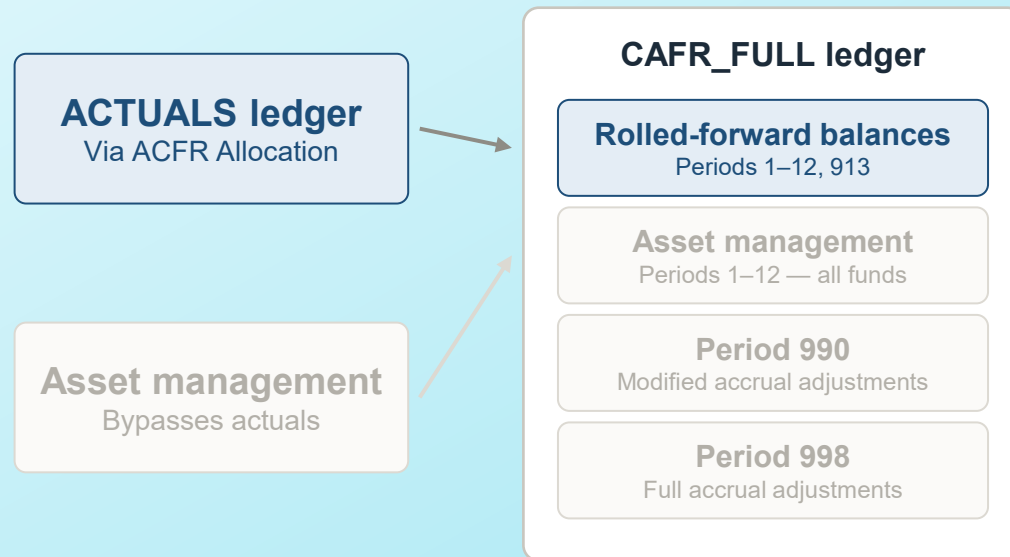
General Ledgers and Accounting Periods



The CAFR_FULL ledger

ROLLED FORWARD

Used for year-end GAAP adjustments and preparation of the County's ACFR, without affecting budgetary results.



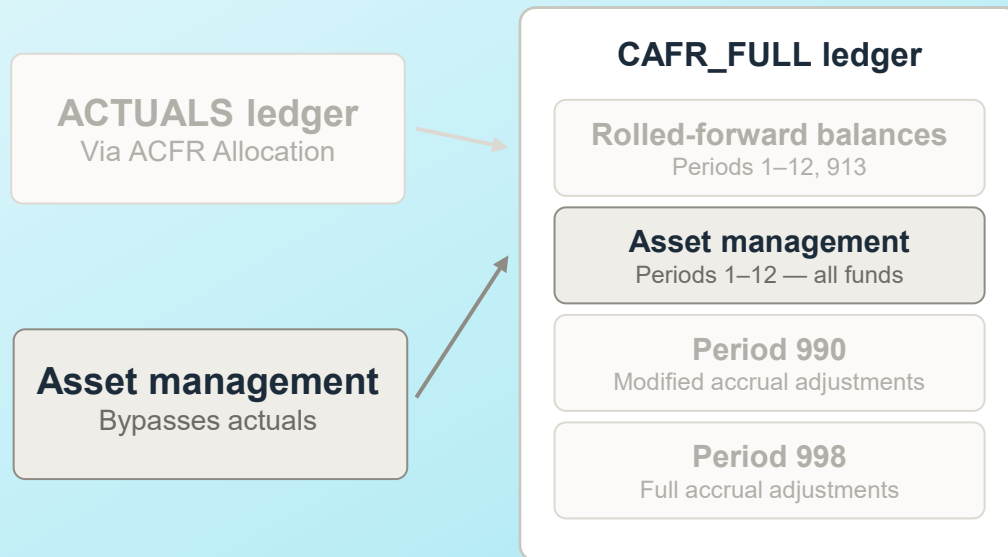
General Ledgers and Accounting Periods



Asset management posts directly

PERIODS 1–12

One module never touched ACTUALS. Asset management posts capital activity straight into CAFR_FULL, for every fund.



TYPICAL ASSET MANGEMENT ACTIVITY

Acquisition and retirement of capital assets

Depreciation

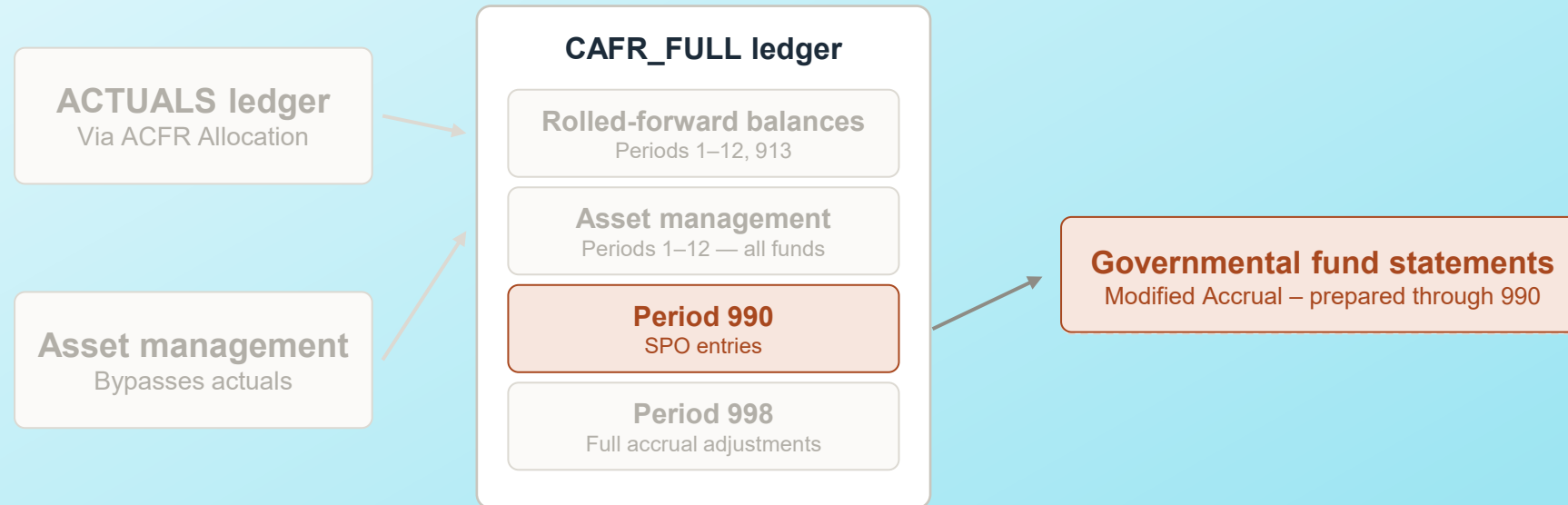
Capital Asset Transfers

General Ledgers and Accounting Periods



Period 990 – Statement Presentation Only (SPO) Entries

Entries posted only to CAFR_FULL to adjust how balances are presented in the ACFR, without changing the underlying activity recorded in ACTUALS.



TYPICAL PERIOD 990 ENTRIES

Cash/Investment Split

Allocates pooled balances between cash/investments

GASB 31 fair value

Unrealized investment gain and loss recognition

Reverse AM activity
(Governmental Funds ONLY!!)

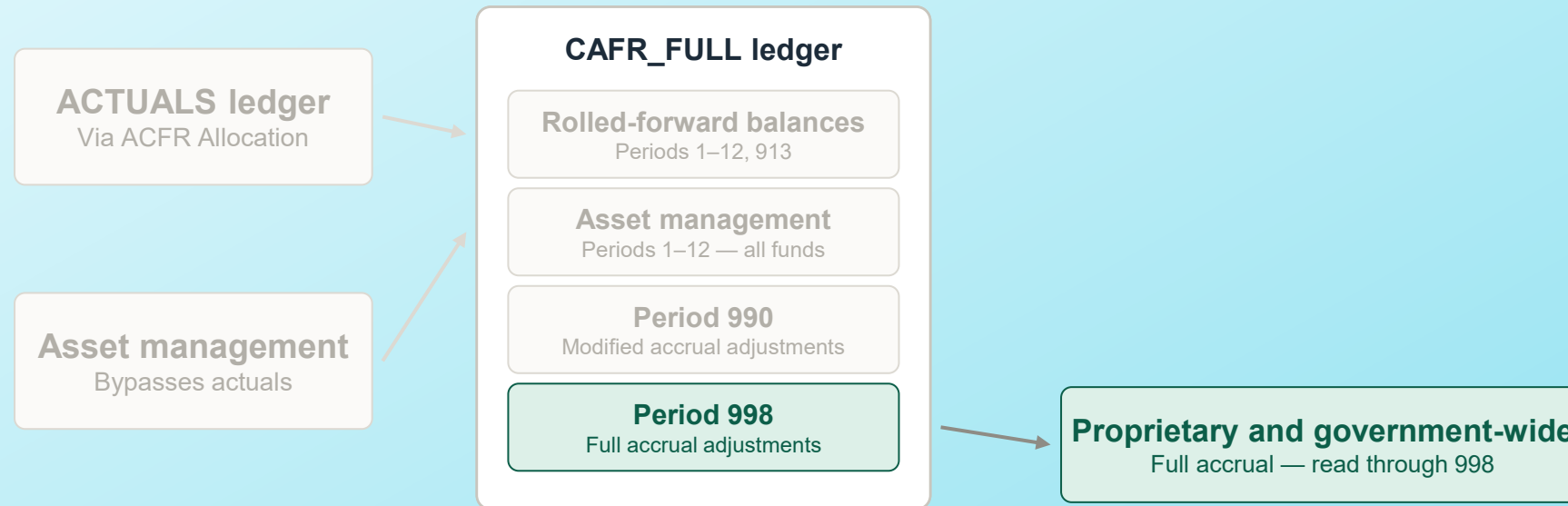
General Ledgers and Accounting Periods



Proprietary and government-wide

READ THROUGH 998

Read all the way through 998 and you have the proprietary fund and government-wide statements.



TYPICAL PERIOD 998 ENTRIES

Capital accruals and adjustments
Construction in progress, capitalization

GASB 87, 94 and 96
Leases, PPP and APA, and SBITA arrangements

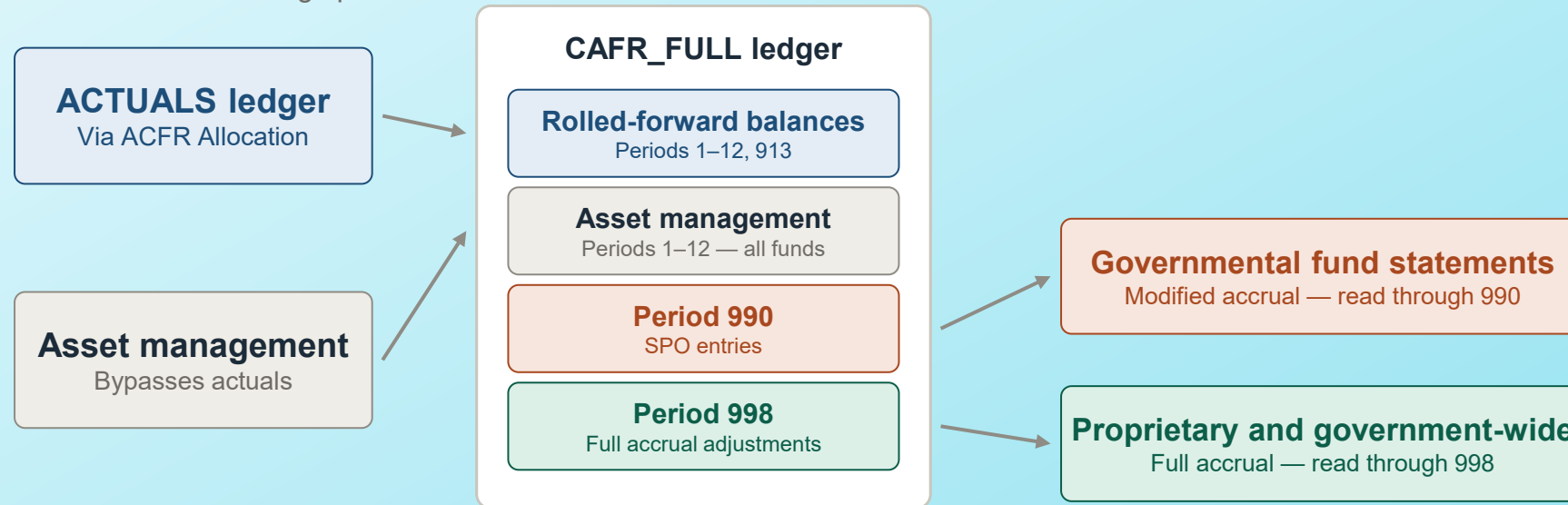
GASB 34 Conversion Entries
Convert governmental funds from modified accrual to full accrual accounting.

General Ledgers and Accounting Periods



The full picture

This diagram traces how transactions become financial statements. Operating activity accumulates in the ACTUALS ledger through period 913, then rolls forward into CAFR_FULL, where capital activity and year-end adjustments layer on top. Governmental fund statements are produced by reading through period 990; proprietary and government-wide statements read through period 998.



Upcoming GASB Pronouncements

EFFECTIVE DATE

Both apply to fiscal years beginning after June 15, 2025 — first reported in the ACFR for the year ending September 30, 2026.

GASB 103

Issued April 2024

Financial Reporting Model Improvements

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability.

GASB 104

Issued September 2024

Disclosure of Certain Capital Assets

The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets.

Financial Reporting Model Improvements

Six areas of the annual report change. Departments under the General Segment will primarily be affected by items 1, 2 and 5. Enterprise Departments will primarily be affected by items 1, 2, 3, and 6.

1 Management's Discussion & Analysis

Limited to five defined sections. Analyses must explain why balances changed, not just by how much. Boilerplate and repetition are out.

2 Unusual or Infrequent Items

Replaces GASB 34 “special” and “extraordinary” items with a single classification: “unusual in nature and infrequent in occurrence.

3 Proprietary Fund Statements

Revenues and expenses classified as operating, noncapital subsidy, or other nonoperating, under new GASB definitions of nonoperating items and subsidies.

4 Major Component Units

Shown in separate columns in the government-wide statements, or in combining statements in the basic financial statements. The note-only option is gone.

5 Budgetary Comparison Schedules

Presented as RSI with two variance columns - original to final budget, and final budget to actual. Variance explanations move from MD&A into notes to RSI.

6 Statistical Section – Financial Trends Information

Separately issued reports of business-type-only operations present revenues by major source using the same three categories. Applicable to **enterprise departments** that issue their own ACFR - not the County's.

Note: For items 1 and 5 Organizations may be asked to provide explanations for significant budget-to-actual variances identified during the year-end financial reporting process. These requests are not intended to audit, evaluate, or question departmental budget decisions or spending activity. The information will be used to help validate the accuracy and completeness of the financial statements and to support the budgetary comparison and variance reporting requirements of GASB Statement No. 103.

Disclosure of Certain Capital Assets

Disclosure only - no change to how capital assets are recognized or measured. Applied retroactively, if practicable.

1 Broken out separately in the capital asset note

- Lease assets (GASB 87) — by major class of underlying asset
- Right-to-use assets from P3s and availability payment arrangements (GASB 94) — by major class
- Subscription assets — SBITAs (GASB 96)
- All other intangible assets — by major class

Right-to-use assets cannot be reported in the same major class as owned assets. Beginning balances, additions, disposals and ending balances are all required.

2 New: capital assets held for sale

An asset qualifies only if BOTH are true:

- The government has decided to pursue the sale, and
- The sale is probable within one year of the statement date

Disclose for each major class:

- Historical cost and accumulated depreciation
- Carrying amount of any debt the assets secure

Status must be reassessed every reporting period.

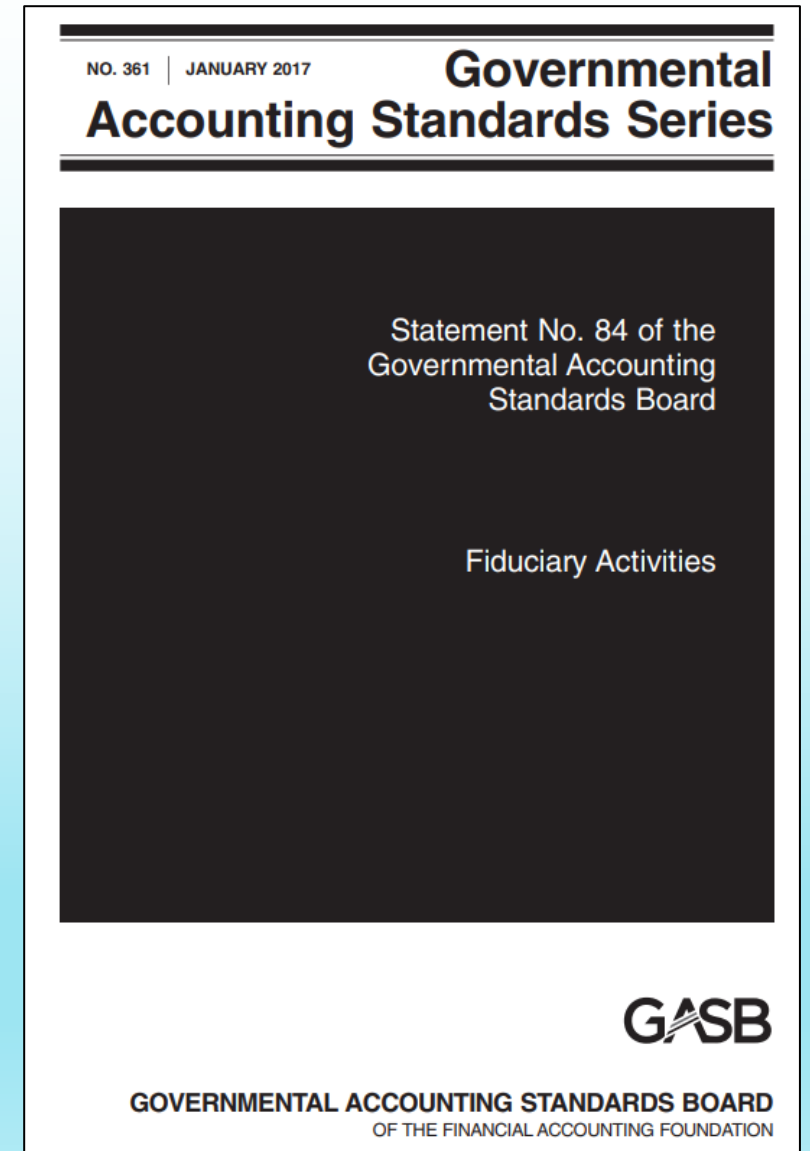
Note: It is important that PIOD receives updated information from each Department regarding their assets held for sale.

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 Gustavo Cardona (Gustavo.Cardona@miamidadeclerk.gov)



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)

- Organizations 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.
- The Comptroller Finance Operations Department will provide a Questionnaire to help identify the contracts as a potential GASB 87 leases, SBITAs, or PPPs. Organizations will complete the Questionnaire and return it to the Comptroller Finance Operations Department for further review. Please include Gustavo Cardona (Gustavo.Cardona@miamidadeclerk.gov) in all GASB 87, 94 and 96 communications.
- The Comptroller Finance Operations Department will review potential contracts and completed Questionnaires provided by Organizations to determine qualification of contracts. The Comptroller Finance Operations Department 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 the Comptroller Finance Operations Department to ensure IBR rates are updated within FinQuery.**

Past GASB Statements Implemented (continued)

➤ GASB Statement No. 83 Certain Asset Retirement Obligations (ARO)

➤ Organizational Certification:

- Email request will be sent by October 9, 2026, and will come from Ninoska Mendoza (Ninoska.Mendoza@miamidadeclerk.gov)
- Organizations should respond with the following:
 - ❖ ARO Request Form
 - ❖ GASB 83 Certification

➤ Assets within the scope of GASB 83:

- X-ray Machines
- Metal Detectors
- Aboveground / Underground Storage Tanks



Workiva Fund Statements – Review and Reconciliation

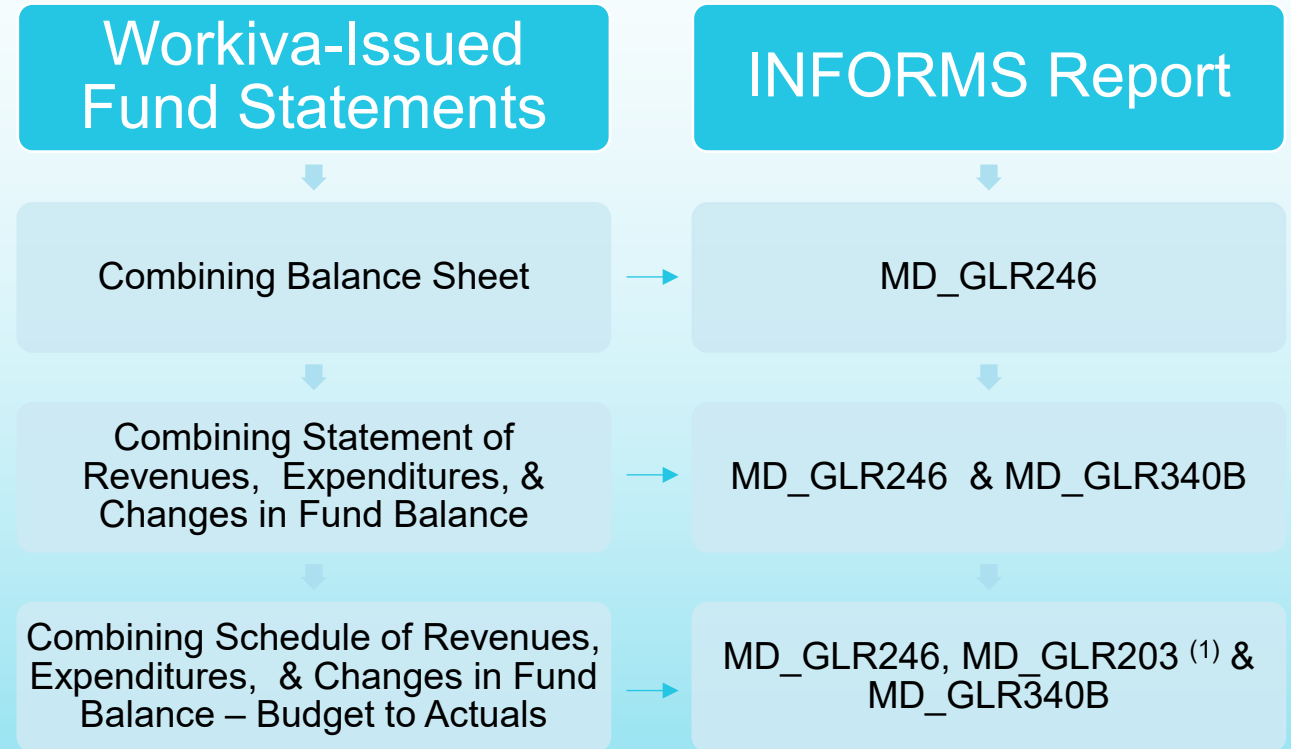
General Segment (Governmental Funds only)

- Shift focus from preparation to reconciliation; the goal is to ensure balances are accurate and complete
- Each fund accountant will receive a Fund Statement Checklist with the following tabs by **October 16, 2026**:
 - **Checklist** – a list of tasks that serve as a control check during the fund reconciliation. 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

Workiva Fund Statements – Review and Reconciliation

General Segment (Governmental Funds only)

- FR will provide bi-weekly drafts of the fund statements beginning **October 20, 2026**
- 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 20, 2026**



(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 organizations that manage storage tanks:

- It is the organization's responsibility to make sure that the storage tank list is up-to-date.
- The list can be found on the Comptroller Finance Operations Department's website as part of the State of Florida Certification of Financial Responsibility and Storage Tank Local Government Bond Rating Test (<https://www.miamidadeclerk.gov/clerk/other-countywide-reports.page>)
- The Comptroller Finance Operations Department will send a certification to organizations requesting sign-off that the listing of storage tanks is complete by October 2026.
- Any changes to the list (additions or deletions) should be sent to Ninoska Mendoza at Ninoska.Mendoza@miamidadeclerk.gov
 - Include Facility ID, Asset ID, and/or DC-tag numbers from INFORMS, and/or Serial Number from vendor/invoice.



Internal Control



Gaby de la Cruz, *Assistant Division Director*
Arben Hankollari, *Financial Controls and Policy Administrator*

SYSTEM OF INTERNAL CONTROL

Why Internal Controls Matter • Key Internal Control Components • Fiscal Year-End Best Practices

1 WHY CONTROLS MATTER

- Help ensure accurate financial reporting.
- Protect County assets from fraud, misuse, or error.
- Support compliance with federal, state, and County policies.
- Strengthen public trust through accountability and transparency.

KEY CONTROL COMPONENTS

- **Segregation of duties:** No employee controls a transaction from start to finish.
- **Authorization and approval:** Management reviews and approves transactions and adjustments.
- **Reconciliation:** Compare records with support to detect discrepancies early.
- **Documented processes:** Maintain current procedures for consistent year-end tasks.
- **Access controls:** Limit system and physical access to those who need it.

2 FISCAL YEAR-END

- Perform early reconciliations to reduce last-minute errors.
- Review open POs, receivables, and payables for completeness and accuracy.
- Validate journal-entry support and approvals.
- Confirm adjustments and accruals follow County policy and deadlines.
- Communicate cutoff dates clearly to departments.

TIPS & COMMON PITFALLS

- Do not rely on one person for all year-end entries; cross-train staff.
- Store documentation centrally for quick retrieval during reviews, posting, or audits.
- Build review checkpoints to catch errors before submission.

3 CONTROL REFRESHERS

- Trust but verify - always use supporting documentation.
- If something seems unusual, investigate before posting.
- Consistency beats complexity; small, repeatable controls are often the most effective.

POLICY UPDATE

Policies and procedures updates are under way.

GREAT CONTROLS STRONGER TOGETHER.



A control can be well-designed on paper, but it only operates effectively because of the people carrying it out.



Every one of us plays a part through our **attention**, our **accountability**, and our **teamwork**.



Together, that's what keeps this organization **strong**.



WE DO OUR PART. WE LOOK OUT FOR EACH OTHER. WE WIN TOGETHER.

General Accounting

Lawrence Aguero, Assistant Division Director
Stephanie Campaniony, Financial Reporting Manager
Girsi Andreu, Finance Section Manager
Stephen Mitchell, AR & Billing Administrator
Patricia Baptiste, Accountant 3
Gretel Ferrer, General Ledger Administrator

Discussion Items

- INFORMS Operational Reminders
- Post Closing Entries – Period 913
- EOY Closing General Ledger Reminders
- GL Reports for Analysis and Review
- Important Dates
- EOY Payroll Accrual Revised Approach
- Fiscal Year-End Purchase Order Review
- Accounts Payable Accruals
- Petty Cash
- Accounts Receivables
- Bank Reconciliations
- End of Year Package



INFORMS Operational-Reminders

- All journal entries are done electronically.
 - **Supporting documentation:** Ensure adequate supporting documentation is attached to each journal entry. Documentation should clearly support the purpose, amount, accounts and fiscal year of the transaction.
 - **Journal Descriptions:** Use clear and meaningful journal descriptions.
 - **Review before submission:** Verify the fiscal year, accounting period, fund, department, and other applicable chartfeilds before submitting the journal for approval.
 - **Use appropriate submodule:** Transactions related to Inter-Departmental Billing (BI), Accounts Payable (AP), and Deposits/Accounts Receivable (AR) should be recorded in their respective submodule.
 - **Informs Assistance:** For system-related assistance, submit a myIT ticket (<https://miamidade-myit.us.onbmc.com/>) under the respective INFORMS Module with detailed information of the issue and the ERP Center of Excellence will contact you.

INFORMS Operational-Reminders

➤ Corrections/Adjustments

- Accounts Payable (AP) – 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>
- Inter-departmental billing (BI)- 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>
- Billing external customers and Accounts Receivable related to open items – 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>
- Accounts Receivable Direct Journals (Deposits not associated to open items) - 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>
- Travel & Expense module - 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>

Post Closing Entries – Period 913



Goal - Reduce number of post-closing adjusting entries.



Review adjusting entries posted in FY 2025/Period 913 in INFORMS for possible adjustments in FY 2026, 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 FY27 and entered correctly through the corresponding module.

Year-End closing General Ledger Reminders:

1	2	3	4	5	6	7
Validate Normal Balances: Ensure G/L accounts have appropriate normal balances and investigate unusual debit/credit balances. Consider using MD_GLR246, MD_GLR222.	Perform Year-over-Year Analytical Review: Compare G/L balances to prior year and investigate/document significant or unusual variances. Consider using MD_GLR246, MD_GLR222, or MD_GLR203.	Review Cash Deficits: Review funds with negative/deficit cash and determine whether all applicable transfers, collections, reimbursements, or other funding transactions have been recorded.. Consider using MD_GLR246, MD_GLR222.	Review Stale/Unchanged Balances: Review accounts with unchanged balances during the year for accuracy, determine whether balances remain valid, require adjustment, or should be cleared i.e., Unavailable revenue 2244000000, Allowance for Uncollectable 1132000000 . Consider using MD_GLR246, MD_GLR222.	Record Year-End Accruals: Accrue current year receivables and liabilities. Consider using MD_GLR246, MD_GLR222.	Reconcile Due To/Due From accounts: Obtain concurrence from complimentary fund accountant. Amounts must agree between both funds and differences must be resolved before closing. Consider using MD_GLR246, MD_GLR222.	Review Transfers In/Transfers Out: Accounts are balanced. Confirm transfers are properly classified and reciprocal amounts agree between funds. Consider using MD_GLR246, MD_GLR203, or MD_GLR222

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

Important Dates (Deadlines and Cut-Offs)

Items	Deadline	Notes
Last day to approve petty cash reimbursement voucher in Informs for FY26	September 14, 2026	Please ensure petty cash is reconciled and there's no pending petty cash reimbursements
Signature Authorization Forms, EOY forms including Petty Cash form	September 21, 2026	Forms indicate who they should be emailed to in Finance
Accounts Payable - Last Day for Departments to Approve Payment Requests and PO Invoices	12:00pm- October 2, 2026	Thursday, Oct 1(5:00PM) – Cutoff for Departments to create receipts Friday, Oct 2 (Noon) – Cutoff for final approval of Payment Requests, PO invoices, adjustment vouchers (credit memos) and wires/ACH Debits by Departments
AR Direct Journals for Electronic fund transfers (i.e. ACH, Wires) received in the County's GOA on September 30, 2026, or before	5:00pm - October 6, 2026	- Processed in INFORMS AR Module. - Deposit accounting date must be <u>September 30, 2026</u>.
AP Journal Vouchers Informs approval Cut-off	5:00pm – October 6, 2026	Cut-off for Departments to approve in Informs
Interdepartmental Billing Interdepartmental Journal Entries cut-off	5:00pm - October 7, 2026	Entries affecting other Departments.
County-wide Interest Distribution Journal posted by Finance	5:00pm - October 7, 2026	Recording interest revenue to all departments
Accruals Journal Entries and Intradepartmental Journal entries cut-off	9:00pm - October 9, 2026	- Encouraged to process invoices prior to AP cutoff. - Accrual entries will be subject to central finance approval. - Accrual entries can be set to automatic reversal. Entries affecting your own Departments.
Grant adjustment Journal Entries cut-off (balancing entries)	12:00pm - October 13, 2026	All grants must be balanced by this date.
Receivable items, Billing External Transactions - including grants with manual billing cut-off	12:00pm - October 13, 2026	AR/BI module will be closed after 12pm for FY26.
Fund Financial Statement Reconciliation	November 20, 2026	- Submit in electronic format only to Ninoska Mendoza. - Please follow provided checklist and sign off. - Important: include detailed variance analysis narrative.

Important Dates (Reports)

Items	Note
PO Review, liquidations and exceptions consolidated list are due	Friday, August 28, 2026
Payroll accruals posted by Comptroller Finance Operations Dept	Will be posted by Noon, Wednesday, October 7, 2026
Final Year-End Reports as of period 12	Available for self-service Friday, October 16, 2026
CAFRFull Ledger Allocation as of period 12 (Enterprise Departments)	Available Monday, October 19, 2026

Important Dates:

FY27 General Ledger and Submodule Closing Schedule

INFORMS GENERAL LEDGER AND SUBMODULE MONTH-END CLOSING SCHEDULE FISCAL YEAR 2027

<u>Month Closed</u>	<u>Fiscal Period</u>	<u>Submodules Closing Date¹</u>	<u>GL Closing Date²</u>
October 2026	1	November 5, 2026	November 9, 2026
November 2026	2	December 4, 2026	December 8, 2026
December 2026	3	January 7, 2027 ³	January 11, 2027 ³
January 2027	4	February 4, 2027	February 8, 2027
February 2027	5	March 4, 2027	March 8, 2027
March 2027	6	April 6, 2027	April 8, 2027
April 2027	7	May 6, 2027	May 10, 2027
May 2027	8	June 4, 2027	June 8, 2027
June 2027	9	July 7, 2027 ³	July 9, 2027 ³
July 2027	10	August 5, 2027	August 9, 2027
August 2027	11	September 7, 2027 ³	September 9, 2027 ³
September 2027	12	TBD ⁴	TBD ⁴

Notes:

- 1- Submodules scheduled to close include Accounts Receivables and Billing. All current year fiscal periods will remain open in Accounts Payable and Travel and Expense submodules.
- 2- General ledger closing will also include Treasury and Project Costing modules.
- 3- Due dates extended due to Holiday.
- 4- Year-end closing schedule will be provided in September 2027.



EOY Payroll Accrual Revised Approach

- **Revised Approach:** As a result of the FY 2025 audit finding, the year-end payroll accrual methodology has been revised to improve the accuracy of accrued payroll.
- **Use of Actual Payroll:** Actual payroll results from the applicable payroll paid in October will be used to calculate the year-end accrual, rather than relying on the prior payroll period as an estimate. This applies to MDADE and Constitutional Offices within INFORMS.
- **FY 2026 applicable Pay Periods:** For FY 2026 there are two October pay periods that have pay dates for September 2026 which should be accrued for prior to year-end.
 1. Pay date October 2, 2026 – Covers the Period September 14, 2026 – September 27, 2026 (14 days for September 2026 that should be accrued)
 2. Pay date October 16, 2026 – Covers the Period of September 28, 2026 – October 11, 2026 (3 days for September 2026 that should be accrued)
- **Period 12 Accrual:** The payroll with a pay date of October 2, 2026 will be fully accrued at 100% through the payroll allocation process for MDADE and Constitutional Offices by **October 7, 2026**.
- **For MDADE** the three-day accrual will initially be estimated using the October 2 payroll in period 12. Once the October 16 actual payroll is available, the accrual will be compared to actual results and a Period 913 adjustment may potentially be recorded if the variance is material.
- **Constitutional Offices Period 913:** Due to their lower materiality thresholds, the three-day accrual will be based on the October 16 actual payroll and recorded through a Period 913 entry by **October 21, 2026**.
- **Objective:** The revised process provides a more accurate year-end payroll accrual and addresses the estimation risk identified during the FY 2025 audit.



Important

Fiscal Year-End Purchase Order Review

- This process is overseen by the County's Strategic Procurement Department (SPD) and the Comptroller Finance Operations team.
- **Request:** Review all outstanding Purchase Orders (POs) and confirm they are still valid and necessary.
- Only POs associated with capital projects will be rolled over into the new fiscal year. All other POs must be liquidated.
- **Your department's action:**
 - Review all open prior fiscal year POs using the PO Dashboard.
 - Liquidate POs that are no longer needed.
- **Identify exceptions:**
 - Capital project POs may remain open when goods or services are still pending.
 - For a non-capital PO that must remain open, submit a consolidated list via Remedy by August 28, 2026, with written justification for each PO
 - Example of exceptions are the copier lease POs, which some departments have already reached out about.
- **Report issues:** If you are unable to liquidate a PO, submit a Remedy ticket under INFORMS Year End Support by August 28, 2026.
- **IMPORTANT:** Non-capital POs that remain open without a submitted justification will be force-closed beginning August 31, 2026.
- **Why it matters:** Timely PO cleanup supports accurate financial reporting, effective budgetary control, and appropriate fund balance and bond covenant reporting.
- **Contacts:** If you need assistance with this process, please contact Yuly Chaux-Ramirez at Yuly.Chaux-Ramirez@miamidadeclerk.gov or Zuleika Davidson at Zuleika.Davidson@miamidade.gov.

Accounts Payable Accruals – Journal Entry

- **Review prior year accruals:** Confirm that all required reversals were properly recorded or if whether reversal is required.
- **Record FY 2026 AP accruals:** for goods and services received on or before **September 30, 2026** when the related invoice was not processed through the Accounts Payable module by the established deadline Friday, October 2, 2026.
- **Use account 2202000000:** Accts Pay & Other Liabilities to record applicable AP accruals.
- **Provide adequate supporting documentation:** including invoice; must include evidence that the goods or services were received by September 30, 2026.
- **Set the Journal entry to reverse in FY2027:** to prevent duplicate expense recognition when the invoice is subsequently processed through the Accounts Payable module. 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.

The screenshot shows the 'General Ledger' interface with a 'Journal Entry Reversal' dialog box open. The dialog box has a 'Reversal' section with the following options:
- ☐ Do Not Generate Reversal
- ☐ Beginning of Next Period
- ☐ End of Next Period
- ☐ Next Day
- ☐ Adjustment Period
- ☒ On Date Specified By User
Below these options is an 'Adjustment Period' field with a search icon. The 'Reversal Date' is set to '10/23/2024' with a calendar icon.
The 'ADB Reversal' section has the following options:
- ☒ Same As Journal Reversal
- ☐ On Date Specified By User
Below this is an 'ADB Reversal Date' field.
At the bottom of the dialog are 'OK', 'Cancel', and 'Refresh' buttons.
The background shows the 'General Ledger' header tab with fields for Unit (MDADE), Journal ID, NEXT, Long Description, Ledger Group (ACTUALS), Ledger, Source (FN), Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, Currency Defaults (USD / CRRNT / 1), Attachments (0), and a link for 'Reversal: Do Not Generate Reversal'. The 'Entered By' field shows 'E312802'.

Accounts Payable Accruals – Journal Entry



The deadline to submit AP Accruals via GL Journal entry is **Friday, October 9th**. Supporting documentation must be attached to the Journal entry, including query/report used to identify the accruals used to determine the accruals and clear identification of invoices being accrued for.



After the FY26 AP module closes, the **‘AP Open Payable Report’** from the AP Workcenter will be provided to all departments. Departments should review this report and determine which outstanding items represent FY26 liabilities requiring accrual.

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 until they are re-triggered after the PO Rollover.

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

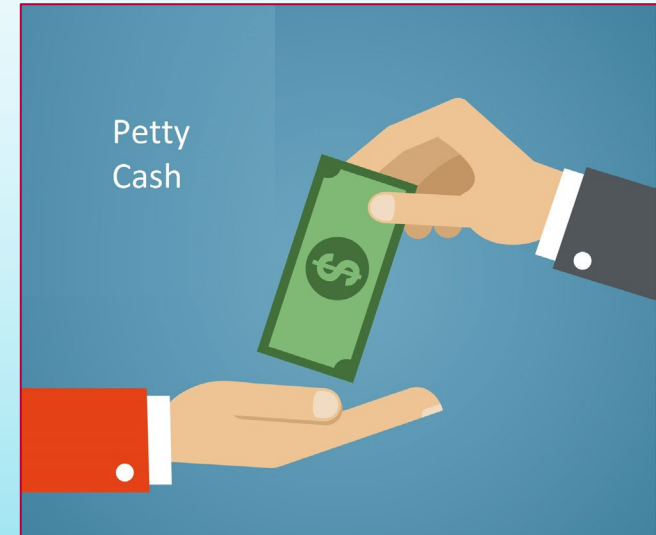


Review the daily Captiva Power BI Report to identify invoices that may require accrual. Accrue only those items for which the goods or services were received on or before September 30, 2026, and that meet the applicable accrual criteria. **An unpaid or open invoice does not automatically qualify for accrual. The determining factor is whether the liability relates to goods and services received by September 30, 2026.**

Petty Cash

(Administrative Order No. 3-6) & Reconciliation

- As stipulated in the AO, County 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 Gretel Ferrer, by September 30, 2026.
 - ensuring a secured on-site storage facility to safeguard the funds
 - immediately notify Comptroller Finance Operations 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 Gretel Ferrer.
 - Link to Administrative Order No. 3-6:
<https://www.miamidade.gov/ao/home.asp?Process=completelist>
- Note: Constitutional Offices are not required to follow County, AO 3-6, however, they must provide written departmental Petty Cash Fund procedures.



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

Reconciliation of Petty Cash and Change Fund

- Reconciliation of Petty Cash account 110400000 to Trial Balance, must be performed and submitted to Gretel Ferrer and Claudia Alfaro in Comptroller Finance Operations by October 31st .
- All FY26 petty cash reimbursements should be submitted timely, last day to approve petty cash reimbursement voucher in Informs for FY26 is September 14, 2026.
- Reconciliation should consist of detailed schedule of account 110400000, by petty cash/change fund custodian showing:
 - Custodian name
 - Authorized petty cash/change fund amount
 - Related chartfields (fund, department)
 - Cash on hand by department's petty cash custodian
 - Outstanding/unreimbursed receipts or vouchers if applicable
 - Any shortages or overages
- Detailed schedule must agree to the Trial balance.
- Any discrepancies, should be investigated and resolved before year-end close deadlines.

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

- Review A/R as of 09/30/2026 and the related revenues to ensure that only amounts expected to be collected by December 31, 2026 are recognized as revenue..
- Revenues related to A/R items not expected to be collected by December 31, 2026, within the County's period of availability of 90 days for non grant related items, must be reclassified 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 A/R module by noon, October 13, 2026.
- Please review the Receivables workcenter for any incomplete payments, payments pending to post and any exceptions related to errors.



Accounts Receivable (A/R) (cont.)



IMPORTANT FYE REMINDERS:

- Review your department's A/R aging to identify any items that may require maintenance. This may include offsetting debits and credits or writing off items when appropriate.
- GASB requires governments to evaluate accounts receivable each year and record an allowance for doubtful accounts to reflect amounts that are unlikely to be collected. This ensures receivables are reported at their net realizable value and year-end financial statements remain accurate and reliable.
- Starting 09/21/2026, an additional AR batch will be processed daily at 12:30 pm through the closing of the submodule.
- When un-posting a deposit, end-users no longer have the ability to edit the accounting date, and the Delete Deposit functionality is also no longer available. All corrections must be completed within the original open accounting period directly in the Accounts Receivable or Billing module. If the accounting period is closed or if a deposit needs to be deleted for clean-up purposes end-users must contact the Comptroller Finance Operations AR Administrators at FIN-AR3@miamidade.gov and provide detailed specifications supporting the request.

Accounts Receivable (A/R) (cont.)



IMPORTANT FYE REMINDERS:

- A reconciliation is a crucial internal control function that departments must complete promptly as part of their accounting responsibilities. Additionally, end-users must ensure that all information entered in the deposit fields is accurate, and a manager or supervisor review is performed prior to finalizing any transaction to minimize the need for corrections. The received date must align with the date the funds are deposited in the bank.

The screenshot shows a 'Control Data' form with the following fields and values:

Field	Value
*Received	08/11/2026
*Entered	08/18/2026
Posted	
Assigned	E309382
User	E309382
Contact Person	Stephen Mitchell
Contact Phone Number	(305) 375-5950
Location	SPCC 26th Floor

- Supporting documentation must be attached to all deposits posted to expedite the reconciliation process.
- 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
 - MD_AR_AGING_ACCTG_DTL – DETAILED AGING REPORT

Due To/From



Account	Account Description
RECEIVABLES	
1126000000	DUE FROM OTHER FUNDS
LIABILITIES	
2228000000	DUE TO OTHER FUNDS
2228000001	DUE TO AVIATION
2228000002	DUE TO PUBLIC HEALTH TRUST
2228000003	DUE TO UAP FEE FUND
2228000004	DUE TO IG FEE FUND
2228000005	DUE TO WATER AND SEWER
2228000006	DUE TO HOUSING & COM DEV
2228000007	DUE TO VIZCAYA
2228000008	DUE TO INTERNAL SERVICES
2228000009	DUE TO AUDIT & MGMT SVS
2228000010	DUE TO FIRE RESCUE
2228000011	DUE TO SHERIFF'S OFFICE
2228000012	DUE TO COUNTY ATTORNEY
2228000013	DUE TO COMMUNICATIONS
2228000014	DUE TO SELF INSURANCE FUND
2228000015	DUE TO CAPITAL OUTLAY FUND
2228000016	DUE TO SW COLLECTIONS FUND
2228000017	DUE TO SW DISPOSAL FUND
2228000018	DUE TO TAX COLLECTOR
2228000019	DUE TO COCC
2228000020	DUE TO ELECTIONS
2228000021	DUE TO PROPERTY APPRAISER

When preparing accruals, please ensure that the correct accounts are used. Refer to the accounts shown this slide.

Amounts due to a Constitutional Office must be recorded in the appropriate liability accounts.

Please respond to confirmation emails in a timely manner so that any necessary corrections can be made while the adjustment period is still open.

Once confirmations are finalized, balances reported on stand alone financial statements should agree to the confirmed amount. No exceptions.

Bank Reconciliations

- ✓ **Cash and Checks on Hand (as of 9/30/2026):** Must be entered in the AR module no later than October 6, 2026, using 09/30/2026 as the accounting date.
- ✓ **Electronic Funds Transfers (ACH, Wires):** Transactions posted to the bank on or before 9/30/2026 must be entered in the AR module by October 6, 2026, with a 09/30/2026 accounting date.
- ✓ **Book to Bank Reconciliations:** - All bank transactions must be reconciled in INFORMS by October 6, 2026.
 - Final reconciliations are due by October 21, 2026.
 - Must include: Signature of preparer and reviewer, and a copy of the bank statement.
- ✓ **Ongoing Reminder:** - Monthly Book to Bank reconciliations are due 15 business days after month-end (not before fiscal month close).
 - Avoid audit issues and **Management Letter comments** by preparing timely throughout the year.



Bank Reconciliation – FY 26 GOA Unrecorded Incoming Funds as of 08/17/2026

MDC Department Name	Trans Amount	Trans Count
Animal Services	\$ 133,520.55	24
Comm Action & Human Svcs Dept	1,624,425.18	24
Cultural Affairs	300,544.00	3
COCC Finance - Aviation	248,412.99	3
COCC Finance - Payroll	5,451,191.71	3
Fire Rescue	2,339,708.71	17
Homeless Trust	(536.80)	1
Information Technology	10,704.62	2
Internal Compliance - Code Compl and Credit & Coll	540.00	2
Legal Aid	45,980.12	1
Library Services	225,000.00	1
Management & Budget	732,717.99	11
Medical Examiner	420.00	2
Metropolitan Planning Org	39,965.04	1
Parks, Rec & Open Spaces	200,054.06	35
Payment Split - Various Dept PIOD (2), FIN-WASD (1), IN (1), SW (1)	254,141.08	5
People and Internal Operations	31,284.72	30
Regulatory & Economic Resources	392,512.40	24
Seaport	29,481,400.80	4
Solid Waste Management	2,111,688.03	15
State Attorney Office	19,493.85	1
Transportation & Public Works	56,758,422.58	18
Unidentified Department	18,321.85	18
Total Unrecorded as of 8/17/2026	\$ 100,419,913.48	245



Bank Reconciliation – FY 26 Credit Card Unrecorded Incoming Funds as of 08/17/2026

MDC Department Name	Trans Amount	Trans Count
Animal Services	\$ 74,997.00	77
Admin Office of the Courts	18,211	20
Commission on Ethics	2,400	13
County Commission - Intergovernmental Affairs	1,950	11
Cultural Affairs	1,359	4
Emergency Management	4,313	10
Fire Rescue	261,938	102
Internal Compliance Department - Credit & Coll	706,936	88
Library Services	1,280	14
Parks, Rec & Open Spaces	1,493,664	773
People and Internal Operations	94,510	191
Regulatory & Economic Resources	14,406,090	194
Seaport	589,082	348
Solid Waste Management	334,021	147
Transportation & Public Works	1,176,603	394
Total Unrecorded as of 8/17/2026	\$ 19,167,353.21	2,386



Bank Reconciliations – Credit Card Reconciliation Reminders

 **Deposit ID Format:** Use the last 4 digits of the MID and the bank posting date (e.g., 1234-MMDDYY).

 AR Module Dates:

- Received Date: Bank posting date
- Entered Date: Date the deposit is entered in INFORMS

 Before Recording Deposits: Reconcile the deposit amount against

- Merchant (Elavon & AMEX) processor reports
- Internal transaction records
- Wells Fargo Bank report

 **Best Reconciliation Practices:** Reconcile credit card activity daily, weekly, or monthly using all three data sources above.

 Weekly Reports & Department Action:

- Bank Reconciliation Unit: Distributes a weekly report of unreconciled/unmatched bank transactions as of the previous Friday requiring department review to either adjust the recorded deposit, or record the transaction in INFORMS, as applicable.
- Departments: Review the report, make any necessary recording or deposit adjustments, and update each bank transaction with the corresponding **Deposit ID** of the posted deposit to facilitate reconciliation.
-  **Wells Fargo Portal Access:** If your department lacks access, contact Cash Management at *FIN-CM@miamidade.gov* to request it.



End of Year Package

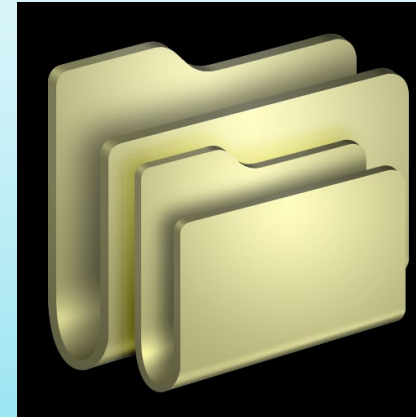
YE Package and forms will be available August 21st on the web:

<https://www.miamidadeclerk.gov/clerk/finance-year-end-package.page>

- Reminder: EOY forms are due September 21st, and each indicate who they should be emailed to in Finance.

Home > Comptroller Operations > Comptroller Finance Operations > Year-End Reporting Package

YEAR-END REPORTING PACKAGE



Single Audit, FEMA and Capital Assets

Maria Hernandez; Assistant Division Director

Lisset Elliott; Finance Section Manager

Aliane Casaus; Single Audit & Grant Administrator

Single Audit

Please note the following important year-end deadlines for all grants:

- All grants must be balanced by **Tuesday, October 13, 2026, by Noon.**
- The last day to process grant balancing journal entries is **Tuesday, October 13, 2026, by Noon.**
- AR/BI module transactions related to grants cut off is **Tuesday, October 13, 2026, by Noon.**

Single Audit Requirements

The **Single Audit Workpapers** and **Grant Understanding Questionnaire** were emailed with instructions on **July 31, 2026**. All completed workpapers and questionnaires are **due to COC Finance Operations by Wednesday, November 4, 2026.**

Please scan and email the completed **Single Audit Workpapers** and all supporting documentation to:

- **Aliane Casaus** – aliane.casaus@miamidadeclerk.gov
- **Lisset Elliott** – lisset.elliott@miamidadeclerk.gov

Prior Year Single Audit Report

- 2025 Single Audit Report can be found in the following link:
<https://www.miamidade.gov/global/finance/single-audit-reports.page>



Single Audit (continued)

Single Audit Workpapers

Please use the **Single Audit Workpapers** that were provided on July 31, 2026, to report grant financial activity.

When preparing your submission, include the following support:

- A copy of the **full executed grant agreement/contract**.
- Applicable **BCC Resolution**.
- All **amendments** to contract.
- **Monitoring or audit reports** conducted by the granting agency or other external agencies/auditor, refer to question 4 in the single audit risk assessment questionnaire.
- If the grant agreement/contract does **not** include the **Assistance Listing Number (ALN)** (formerly CFDA) for federal awards or the **CSFA** (Catalog of State Financial Assistance) number for state awards, you must contact the awarding agency to confirm the applicable catalog number. Include a copy of the agency's email confirmation with your submission.
- Supporting documentation for **payments to subrecipients**. The **Transaction Summary (MD_GLR222)** report may be used to support these payments.
- Departments are responsible for ensuring that Single Audit workpapers are complete, accurate, reconciled to the General Ledger, and supported by the applicable grant agreements and documentation before submission to Finance.

Single Audit Risk Assessment Questionnaire

Fiscal Year Ended 2026

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?

- 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, provide a copy of the latest 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?

September 2026 Interest Earnings Reminder

The September 2026 interest distribution journal entry will post on October 7, 2026.

Reminders:

Before GL Close

- Review grants with positive cash balances.
- Record all applicable expenditures before September close.
- Identify grants that legitimately earn interest on advance funding.

- **After GL Close**

If September interest posts to a grant on October 7, the interest should be deferred within the grant by October 13, 2026, 12:00 pm:

Debit: Interest Revenue – 4611000000

Credit: Deferred Revenue – 2247000000

FY 2026 Year-End Grant Reconciliation

As part of the year-end close, departments should review and reconcile all active grant projects to ensure balances are accurate and supported.

Key Year-End Review Items

- Reconcile grant revenues and expenditures to the General Ledger and resolve any outstanding differences.
- Review grant receivables and deferred/unavailable revenue balances for accuracy and appropriate year-end treatment.
- Review cash balances and ensure applicable expenditures and interest activity are properly recorded.
- Review open grants and projects to identify awards that are completed or ready for closeout.
- Confirm grant ChartFields, budgets, and award information in INFORMS are accurate.
- Reconcile grant amounts reflected in the approved **Budget Ordinance** to the amounts loaded in the General Ledger and document expected differences.

Budget Ordinance Reconciliation

Differences may be expected because the **General Ledger** may reflect the full grant award when the grant is **established**, while the **Budget Ordinance** reflects the amount appropriated for the current fiscal year. Departments should review and confirm that differences are attributable to the current grant budget process and identify any items requiring correction.

The Comptroller Finance Operations Department may request the reconciliation of budget loaded in INFORMS to the Ordinance as we prepare for the annual audit and the required budget to actual schedules.

Federal Programs

Uniform Grants Guidance FY 2024- 2 C.F.R. 200

The Office of Management and Budget (OMB) issues government-wide policies for the award and administration of Federal financial assistance through the Uniform Grants Guidance (Uniform Guidance). The guidance was updated in FY 2024 and applicable requirements are considered mandatory. The County implemented the revised Uniform Guidance effective **October 1, 2024**, and it will continue governing the **Fiscal Year 2025–2026 Single Audit**.

Key Changes:

- **De Minimis Indirect Cost Rate:** Increased from 10% to 15%.
- **Supplies Threshold:** Increased from \$5,000 to \$10,000.
- **Subaward Threshold:** Increased from \$25,000 to \$50,000 for modified total direct cost calculations.
- **Fixed Amount Subawards:** Increased to \$500,000 with agency prior approval.
- **Single Audit Threshold:** Increased from \$750,000 to \$1,000,000.
- **Micro-purchase Threshold:** Increased to \$50,000 (for HHS) subject to applicable requirements.
- **Simplified Acquisitions:** "Small purchases" has been changed to "simplified acquisitions" to align with standard terminology.
- **Language Simplification:** Efforts to use plain language and improve readability, including visual design elements.
- **Audit Requirements:** Increased emphasis on the use of plain language in reporting and clarification of what constitutes a conflict of interest.
- **Subrecipient Certification:** NIH requires subrecipients to certify the accuracy of information submitted in applications and reports.
- **Unfunded Pension Costs:** NIH clarifies that unfunded pension costs not allocable to a specific project cannot be charged to the NIH award.

Federal Programs

Compliance Supplement Focus Areas:

The White House Compliance Supplement is an official guidance document issued by the Executive Office of the President, Office of Management and Budget, under 2 CFR Part 200, Appendix XI. It provides compliance requirements for federal awards. It is issued by the federal government for audits of organizations that receive federal funds every year. Fiscal Year 2026 has not been released yet. However, we included the link to FY 2025 compliance supplement in the Reference page.

The White House Compliance Supplement is organized into the following eight parts:

- **Part 1 – Background, Purpose, and Applicability:** Provides an overview of the Compliance Supplement, its purpose, and guidance on its applicability.
- **Part 2 – Matrix of Compliance Requirements:** Identifies the compliance requirements applicable to Federal programs and clusters.
- **Part 3 – Compliance Requirements:** Describes each of the 12 types of compliance requirements and outlines audit objectives and suggested audit procedures.
- **Part 4 – Agency Program Requirements:** Contains program-specific guidance issued by Federal awarding agencies.
- **Part 5 – Clusters of Programs:** Provides compliance guidance for Federal program clusters, including research and development, student financial assistance, and other designated clusters.
- **Part 6 – Internal Controls:** Presents guidance on internal controls over compliance, including illustrative control objectives and examples based on the COSO Internal Control Framework.
- **Part 7 – Guidance for Auditing Programs Not Included in the Compliance Supplement:** Provides direction for auditors when a Federal program is not specifically addressed in the Compliance Supplement.
- **Part 8 – Appendices:** Includes supplementary reference materials, such as program listings, compliance resources, and other supporting information.

Grant accountants should identify the applicable ALN and review the Compliance Supplement for their federal programs to understand the compliance requirements that may be subject to audit.

Federal Programs

Compliance Supplement (continued)

The most important sections are:

- **Part 2 – Matrix:** The primary guide for auditors that identifies what to test, including allowable/unallowable activities and costs, eligibility, matching requirements, subrecipients, and other compliance requirements.
- **Part 4 – Agency Program Requirements:** Contains agency-specific audit requirements that supplement the compliance matrix.
- **Part 6 – Internal Controls over Compliance:** Outlines the internal control principles organizations should implement to manage federal grants and ensure compliance.

State Programs

Chapter 10.550- Section 215.97-Florida Single Audit Act

Chapter 10.550 of the Florida Administrative Code, adopted by the Auditor General, sets forth the standards, form, and conduct of financial audits required under Florida law, including Florida Single Audit Act (Section 215.97, Florida Statutes) and Chapter 69I-5, Florida Administrative Code

- **Ensures** compliance with state financial assistance audit requirements.
- **Evaluates** local governmental entities' compliance with Florida state financial assistance regulations and applicable audit thresholds.
- **Distinguishes** Florida-specific audit requirements from federal Single Audit requirements, ensuring compliance with both regulatory frameworks.
- **Provides** guidance to prepare audit documentation and financial reporting packages in accordance with Florida statutory requirements and Department of Financial Services rules.
- **Reviews** internal controls, compliance, and financial reporting related to state-funded programs for local governmental entities.
- **Ensures** audit reports comply with applicable Florida Statutes, administrative rules, and professional auditing standards.

State Programs Compliance Supplement

The Florida State Supplement outlines state compliance requirements for the state single audit, similar to the Federal Compliance Supplement. It includes:

- **Part One: Background, Applicability, and Overview**
Provides general information about the purpose, scope, and applicability of the supplement.
- **Part Two: Matrix of Compliance Requirements**
Summarizes applicable compliance requirements for state programs and identifies the areas auditors should consider during the audit.
- **Part Three: Compliance Requirements**
Provides detailed guidance on individual compliance requirements applicable to state-funded programs.
- **Part Four: State Project Compliance Requirements**
Includes specific compliance requirements related to individual state projects and programs.
- **Part Five: Internal Controls**
Addresses internal control considerations and guidance for evaluating the effectiveness of controls over state programs.
- **Part Six: Guidance for Auditing Projects Not Included in the Compliance Supplement**
Provides direction for auditing state projects that are not specifically covered within the supplement.

Departments administering State Financial Assistance should ensure that the applicable CSFA number is identified, expenditures are properly reported, required matching and other program requirements are documented, and supporting documentation is maintained for audit.

References:

- Uniform Guidance FY 2024, 2 CFR Part 200, <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- Florida Single Audit Act, [Florida Single Audit Act](#)
- Federal Programs, White House Compliance Supplement FY 2025, [Compliance Supplement – OMB – The White House](#)
- Florida State Programs, Compliance Supplement FY 2026, [Florida Single Audit Act – Compliance](#)
- Miami Dade County Single Audit Report FY 2025 and prior, [Finance Single Audit Reports](#)



FEMA

Public Assistance Program

Open Disasters:

- **HURRICANE IRMA**
- **COVID-19**
- **SURFSIDE**
- **HURRICANE MILTON**



Updates:

- Currently the Comptroller Finance Operations Department and OMB's Program Management Division are working with departments that require local match entries, final inspection reports, request for information and time extension submissions. OMB may contact you for pre-closeout validation, support documentation, insurance and disposition requirements as applicable.
- The FEMA section will be contacting departments regarding the year-end reconciliation and accounting reporting of all emergency disaster special revenue funds. Currently departments will continue to receive payments for validated expenses for all open disasters.
- **Please be advised during the close out of any project, any expense that was not approved by FEMA and currently sitting in the special revenue fund will be charged back to the department's operating home fund.**

Friendly Reminders:

- Please comply with FEMA and the State's Request for Information (RFI) from OMB for all open projects. Failure to comply will lead to a negative determination memo which will require a charge back to your home fund and loss of revenues.
- Promptly complete the steps required by OMB to receive payment once a project or version is obligated.
- Upon receipt of a Final Inspection Report (FIR), review, sign and forward to OMB for final processing with the State. If your project is expiring, contact OMB for assistance with a time extension request if needed.
- When a payment is received, OMB and the COC Finance's FEMA team will collaborate to post the payment as well as the transfer of the corresponding expenses to the grant.

COC FEMA contacts-Lisset Elliott, Ashlee Roque-Rivera and Maria Hernandez

Capital Assets – Reminders



- Physical Inventories are due to PIOD by Monday, 8/31/26.
- Capital asset purchases must be properly flagged to ensure an asset is created in the Asset Management Module. Assets may be created through:
 - The Purchase Order (PO) process — **preferred method**
 - Manual asset creation
- Departments should ensure that capital asset purchases are properly flagged when the PO is created. If an asset is not flagged on the PO, it must be manually added to the Asset Management Module.
- Currently, the Comptroller Finance Operations Department manually creates assets that are not generated through the PO process. Our goal is to minimize manual additions by ensuring capital asset purchases are properly identified at the time the PO is created.

Capital Assets - Reminders

- Departments are responsible for reviewing pending interface asset transactions generated through POs in the Asset Management Module.
- Transactions should be:
 - **Approved** if they meet the County's capitalization criteria; or
 - **Excluded** from the asset load if they do not meet capitalization requirements.
- **Pending interface transactions must be cleared by the end of each fiscal month.**
- **Before approving an asset, check for existing assets to prevent duplicates.** Search by Business Unit, PO number, serial number, and/or VIN and confirm that the number of assets purchased agrees with the number of active assets recorded.
- Refer to **FIN 202 – Approving Assets Created Via Interfaces Job Aid** for additional guidance.

<https://www.miamidade.gov/technology/library/informs/job-aid/fin-202-approving-asset-creation-interfaces.pdf>

Capital Assets - Reminders

- The Comptroller Finance Operations Department is establishing the Construction in Progress (CIP) assets for fiscal year 2026 and assigning the relevant transactions. Once these are ready for departmental approval, the department will receive a communication requesting the review and approval of the transactions in the Asset Management Module.
- We request that you review and approve the transactions promptly to avoid any delays in the year-end closing process.
- For more information on this process, refer to job aid **FIN 209B, “Capital Projects Guide”**, or contact the Comptroller Finance Operations Department.

<https://www.miamidade.gov/technology/library/informs/guide/fin-209-b-capital-projects.pdf>

Prior Year Audit Results - Construction in Progress

FY 2025 Audit Finding – Construction in Progress

- The FY 2025 audit identified certain CIP projects that had been placed in service but had not been timely reclassified from CIP to the appropriate capital asset category.
- To strengthen the County's process for identifying completed projects, Finance implemented a **CIP Checklist in FY 2024** to assist in determining whether projects have been placed in service and meet the criteria for capitalization.
- Because Finance relies on departments and Constitutional Offices for current project status information, each department and constitutional office is required to complete the **16-question CIP Checklist for each applicable CIP project**.
- The checklist will be distributed **semiannually**, and departments should carefully review and update the status of each project upon request.
- **Timely and accurate responses are critical to ensuring capital assets are properly classified and depreciation begins in the appropriate reporting period.**

Updated Construction in Progress Checklist

The checklist has been revised to provide clearer guidance for determining project status and the appropriate placed-in-service date.

CIP completed project checklist:
1. When is the project estimated to be completed?
2. Was the CIP project placed in service? (Y/N)
3. If Yes, please provide the date.
4. Is the CIP project for the purchase of furniture and equipment? (Y/N)
5. If so, is the furniture and equipment in service? (Y/N)
6. If Yes, please provide the date.
7. Has the above furniture and equipment been tagged? (Y/N)
8. If Yes, please provide Tag Number.
9. Does the project have several components (Y/N)?
If yes, please see Component Breakdown tab.
10. Did project have financial activity in the current year? (Y/N)
11.If the project did not have any financial activity in the current fiscal year and is not ready to be placed in service, please provide an explanation.
12. 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)
13. If project has been cancelled, please explain why.
14. Is this project for operating expenses (repairs, maintenance) or Capital Expenditure that creates an asset or extends the useful life of an existing asset.(Capital or Operating expense pick one)
15. Project Manager Name
16. Brief project description and status

FY 2026 Year-End– Key Takeaways for Capital

Before Year-End:

- ✓ Complete physical inventory by **August 31, 2026**
- ✓ Ensure capital asset purchases are properly flagged on POs
- ✓ Clear pending interface transactions each month
- ✓ Check for duplicate assets before approving transactions
- ✓ Review and approve CIP transactions promptly when notified
- ✓ Complete the CIP Checklist accurately and timely
- ✓ Notify the COC Finance Operations when a CIP project is completed or placed in service

Capital Assets & CIP Contacts

- Comptroller Finance Operations Department 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

Reminders:

- 1) Remember to enter any questions in the chatbox, they will be collected and later answered and distributed via email in a FAQ document.
- 2) If your Department has any questions on the topics discussed, and wish to schedule a separate meeting, please send any member of the team an email to coordinate.
- 3) Our Accounts Payable (AP) Division will be presenting later this afternoon at 1:00pm. Please be sure to attend for key reminders and important dates related to AP closing.