

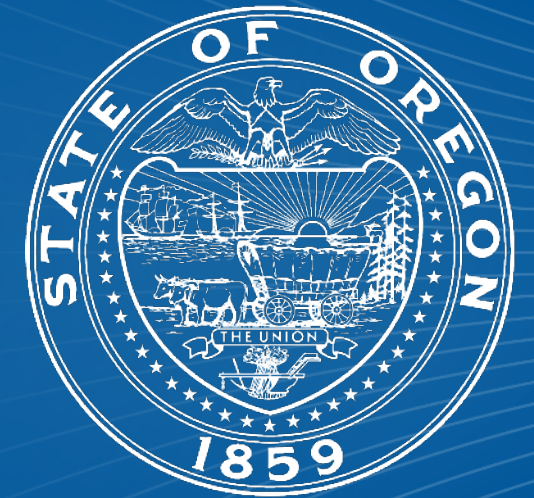
2024 Year-end Close Training



Employment Department Auditorium
June 12, 2024

Agenda

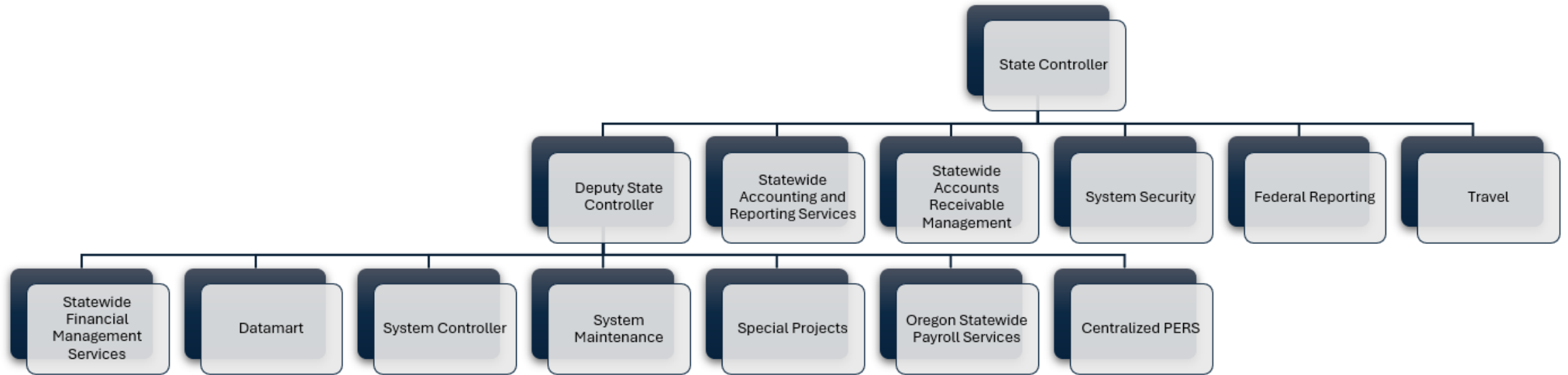
- 01** Welcome, Introductions, and Agency Resources
- 02** Year-end Schedule
- 03** GASB 100
- 04** Disclosure Changes



Introductions



Office of State Controller Org. Chart





Agency Resources

Guide to Year-End Closing

Sorted by - Chapter - Alpha/ Numeric - Document Title

Chapter: A-G ✕

A-G	A	Current Year Schedule
A-G	B	Year-End Closing Overview
A-G	C	Pre-Closing Review
A-G	D	Month 13 - Year-End Closing
A-G	E	GAAP Offset Transactions
A-G	F	Schedule of Expenditures of Federal Awards
A-G	G	Post-Closing Adjustments

Chapter: H - Sample of Completed Disclosure Forms ✕

H- Sample of Completed Disclosure Forms	1	Debt Disclosures
H- Sample of Completed Disclosure Forms	2	General Disclosures
H- Sample of Completed Disclosure Forms	3	SEFA Disclosures
H- Sample of Completed Disclosure forms	4	SEFA Disclosure Corrections
H- Sample of Completed Disclosure forms	5	Request to Update ACFR Contact List

IRIA

	Due Date	Date written exception was granted by SARS
entries in R*STARS no later	4/19/2024	
clearance patterns to SARS ent as required by the	5/24/2024	
se Training.	6/12/2024	
ng has been viewed.	7/1/2024	
or agencies to record year-		
es are to be completed approval for a post-close entry	8/16/2024	
S the General Disclosures, and Agency Certification of	8/23/2024	
S the Schedule of Is (including subrecipient FA Disclosures, and Agency completeness.	8/23/2024	
the SWCAP.	8/30/2024	
n separate, audited financial) submit a first draft to	9/16/2024	
IS and Lottery) and DPCUS iting information to SARS	11/15/2024	
terest calculations to SARS	12/2/2024	
ted F/S to SARS	12/2/2024	
nciliation packet and agency /CAP	12/9/2024	
made to agency accounting	12/31/2024	

ncy applicability.

To earn the Gold Star, the agency must complete or meet all applicable Gold Star requirements.

Agency Resources



Browser address bar: <https://www.oregon.gov/das/Financial/CapFin/Pages/Index.aspx>

Workday oregon - Sig... Oracle Business Intelli... Uniform Guidance Office 365 Login | Mic... SOS Audits ShareFile L... U.S. GAO - The Green ... CRF - Power BI Report... Microsoft Word - Burn

An official website of the State of Oregon [How you know »](#)

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Facilities Planning Forms
Resources and Publications

Capital Finance and Facilities Planning
We support state government to serve the people of Oregon

Home > Financial Programs > Capital Finance and Facilities Planning

Resources and Publications

Capitol Area Planning

Capital Projects Advisory Board

Advisory Body Meeting Information

Capitol Planning Commission

Statewide Facilities Planning Process

Resources for Agencies

- [Agency Guide to Financing Capital Projects with XI-Q Bonds](#)
- [Bond Issuance Deposit Accounting Example](#)
- [XI-Q Tax-Exempt Quick Reference of Allowable and Unallowable Costs](#)
- [Agency Guide to Financing Capital Projects with Lottery Revenue Bonds](#)
- [Lottery Bond Tax-Exempt Quick Reference of Allowable and Unallowable Costs](#)
- [Oregon Accounting Manual](#)
- [CFP 101 Financing Agreement 2023-25 Rev. 7-1-2023.docx](#)
- [Other Financing Agreements Procedures](#)



Agency Resources

- SARS & SFMS Analysts
- Pre-close Reviews
 - Occurs after Close of Month 10, 11, and 12
 - Agencies encouraged to use feedback as checklist
- Listserv Subscriptions
 - ACFR Contacts News, SFMS News, and Datamart News

Agency Resources



- ACFR is generally reported at the Balance Sheet Class (D14) and GAAP Object (D08) Levels
- A correction of an error / prior period adjustment says prior year ACFR(s) had material errors.

Year-End Schedule

With Bri DeLacy





Year-End Schedule



Important & Gold Star Deadlines



R*STARS Processing Dates



Useful OBIEE Reports & Their Locations



Helpful Website Resources

Year-End Schedule



 Important & Gold Star Deadlines

Year-End Schedule

Important & Gold Star Deadlines



June 2024

- ★ **June 12** – In-Person Year-End Close Training

July 2024

- ★ **July 1** – Deadline for watching Year-End Training and notifying SARS Analyst
- **July 19** – Close of Month 12
- **July 24** – Deadline for Agencies and Universities (Including OHSU) to complete initial confirmation of balances outstanding between them as of June 30, 2024.

Year-End Schedule

Important & Gold Star Deadlines



August 2024

- **August 7** – Deadline for Agencies and Universities (Including OHSU) to complete final confirmation of balances outstanding as of June 30, 2024.
- **August 9** – Month 13 Soft Close for Year-End Closing Adjustments
- ★ **August 16** – Official Close Month 13 – Last day for agencies to record year-end closing adjustments, except for post-closing adjustments preapproved by SARS.
- ★ **August 23** –
 - Deadline for submitting General and Long-Term Debt Disclosures along with Agency Certification of Accuracy and Completeness
 - Deadline for submitting Schedule of Expenditures of Federal Awards, SEFA Disclosures, and SEFA Agency Certification of Accuracy and Completeness.
- ★ **August 30** – Due date for agencies to report FFP Rate to SARS for SWCAP

Year-End Schedule



R*STARS Processing Dates

Year-End Schedule

R*STARS Processing Dates



YE GL Detail & YE GL Summary

- Only available for the duration of Month 13
- Starting the Wednesday after Close of Month 12 (July 19th), these tables update every Monday, Wednesday & Friday until Month 13 close (August 16th)

YE Active Accounting Event

- Only available for the duration of Month 13
- Starting with the Wednesday after Close of Month 12 (July 19th), these tables update every Wednesday & Friday until Month 13 close (August 16th)

Year-End Schedule



Useful OBIEE Reports & Their Locations

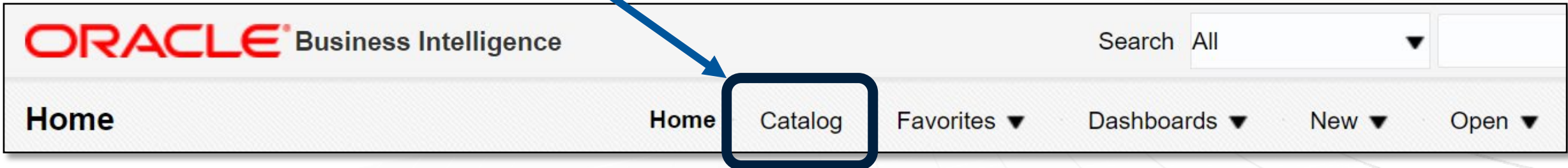
Year-End Schedule

OBIEE Reports



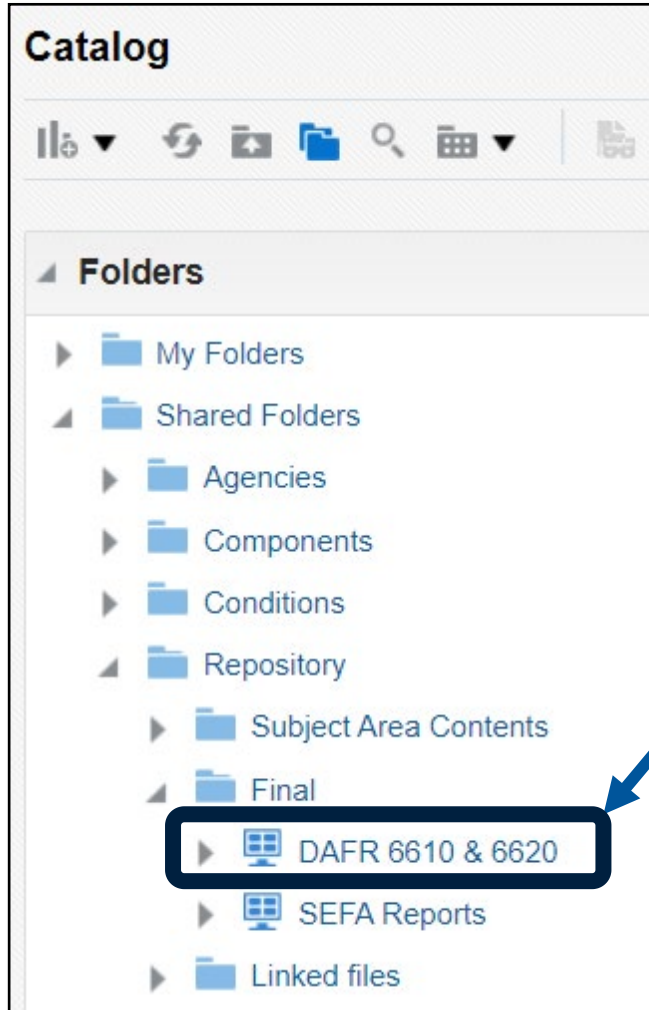
OBIEE Website: <https://obi.das.oregon.gov:9503/analytics/>

After logging in, select Catalog:



Year-End Schedule

OBIEE Reports



Once in the Catalog, expand “Shared Folders”, then “Repository”, then “Final”.

This is where you’ll find the DAFR 6610 & 6620 Dashboard.

From here, we will focus on two different sets of reports.

Year-End Schedule

OBIEE Reports



Period 13 Reports:

- Accessible year-round.
- Looks at the summary of all transactions for a particular year.

<p>▲ DAFR 6610 - Period 13</p> <p>DAFR 6610 - Period 13</p> <p>Replica of DAFR 6610 Operating Statement. Lists current year – current fiscal year-to-date totals, as well as the period 13 totals from the prior fiscal year.</p> <p>To apply additional filters click "Next" after the below criteria have been selected.</p> <p>* Select Agency Number</p> <p>--Select Value-- ▼</p> <p>* Current Fiscal Year</p> <p>2024 ▼</p> <p>* Prior Fiscal Year</p> <p>2023 ▼</p> <p>Next OK Reset ▼</p>	<p>▲ DAFR 6620 - Period 13</p> <p>DAFR 6620 - Period 13</p> <p>Replica of DAFR 6620 Balance Sheet. Lists current year - current fiscal year-to-date balances, as well as the Period 13 balance from the prior fiscal year.</p> <p>To apply additional filters, click "Next" after the below criteria have been selected.</p> <p>* Select Agency Number</p> <p>--Select Value-- ▼</p> <p>* Current Fiscal Year</p> <p>2024 ▼</p> <p>* Prior Fiscal Year</p> <p>2023 ▼</p> <p>Next OK Reset ▼</p>
---	---

Year-End Schedule

OBIEE Reports



Year-End Reports:

- Accessible during Month 13 only. Holds \$0 rest of the time.

<p>DAFR 6610 YE Period 13</p> <p>DAFR 6610 YE Period 13</p> <p>Replica of DAFR 6610 Operating Statement. This extracts data only from the year end general ledger created specifically for year-end data analysis. It lists Period 13 totals.</p> <p>To apply additional filters, click "Next" after the below criteria have been selected.</p> <p>**Report only available during Month 13**</p> <p>* Select Agency Number</p> <p>--Select Value-- ▼</p> <p>* Select Current Year</p> <p>--Select Value-- ▼</p> <p>Next OK Reset ▼</p>	<p>DAFR 6620 YE Period 13</p> <p>DAFR 6620 YE Period 13</p> <p>Replica of SFMA DAFR 6620 Balance Sheet. Extracts data from the YE General Ledger table. Lists Period 13 balances from the current and closed balances of the prior fiscal year. After Period 13 is complete the data from this table is purged.</p> <p>To apply additional filters, click "Next" after the below criteria have been selected.</p> <p>**Report only available during Month 13**</p> <p>* Select Agency Number</p> <p>--Select Value-- ▼</p> <p>* Select Current Year</p> <p>--Select Value-- ▼</p> <p>Next OK Reset ▼</p>
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Year-End Schedule



Helpful Website Resources

Year-End Schedule Helpful Website Resources



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Statewide Accounting & Reporting Services

Department of Administrative Services

Accounting and Reporting

- [Current Annual Comprehensive Financial Report \(ACFR\)](#)
- [ACFR Contacts](#)
- [Statewide Balancing Reports](#)
- [Agency Guide to Year-end Close](#)
- [Disclosures](#)
- [Gold Star Certificate History](#)
- [Gold Star Certificate Criteria](#)

Federal Reporting

- [COVID Fiscal Relief Team \(CFRT\)](#)
- [Current Statewide Single Audit Report](#)
- [SEFA Contacts](#)
- [Subrecipient Monitoring](#)
- [Uniform Guidance \(2 CFR 200\)](#)

Statewide A/R Management

- [Current Accounts Receivable Management Report](#)
- [Current Write-off, Abated and Canceled Debt Certification Report](#)
- [SWARM Home Page](#)
- [Accounts Receivable Resources](#)
- [Accounts Receivable Contacts](#)
- [A/R Honor Roll History](#)
- [A/R Honor Roll Criteria](#)

Other Resources

- [Oregon Accounting Manual \(OAM\)](#)
- [Publications](#)
- [Systems Security Home Page](#)
- [Travel Home Page](#)
- [Training and Resources](#)
- [Stay Connected](#)

Our website got a redesign!

Year-End Schedule

Helpful Website Resources



Accounting & Reporting Section



Accounting and Reporting

[Current Annual Comprehensive Financial Report \(ACFR\)](#)

[ACFR Contacts](#)

[Statewide Balancing Reports](#)

[Agency Guide to Year-end Close](#)

[Disclosures](#)

[Gold Star Certificate History](#)

[Gold Star Certificate Criteria](#)



Year-End Schedule

Helpful Website Resources



Other Resources



Other Resources

[Oregon Accounting Manual \(OAM\)](#)

[Publications](#)

[Systems Security Home Page](#)

[Travel Home Page](#)

[Training and Resources](#)

[Stay Connected](#)

Links



SARS Website:

<https://www.oregon.gov/das/Financial/Acctng/Pages/Index.aspx>

Source of Agency Guide to Year-End Close, Statewide Balancing Reports, OAM, Agency Disclosure Forms and Examples, Gold Star Dates & Criteria, etc.

SFMS Website:

<https://www.oregon.gov/das/financial/acctgsys/Pages/index.aspx>

Source of R*STARS Data Entry Guides, Report Guides, Instructions on Requesting Reports, Calendars, etc.

Datamart Website:

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/Datamart.aspx>

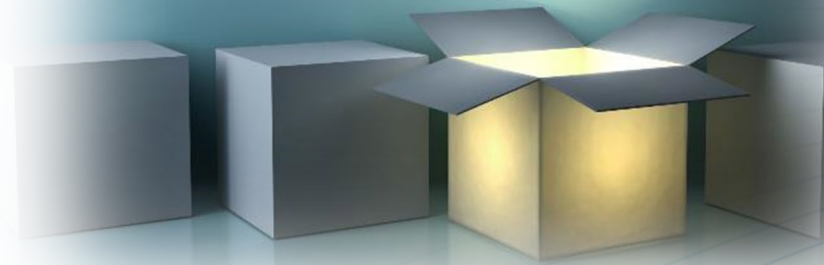
Source of processing calendars, links to OBIEE, Instructions, Tips & Tricks to OBIEE.

OBIEE:

<https://obi.das.oregon.gov:9503/analytics/>

GASB 100

Accounting Changes
and
Error Corrections





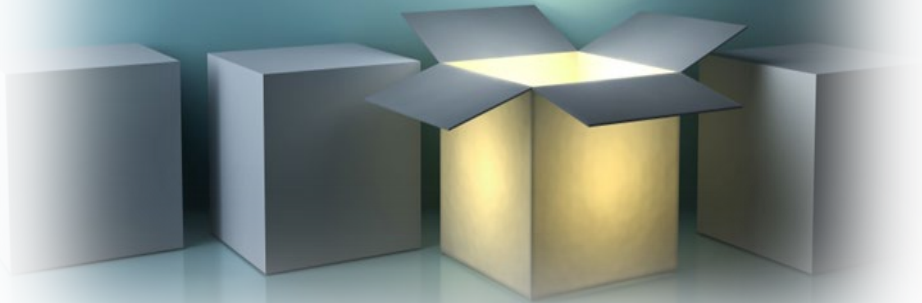
UNBOXING GASB 100

Change In Accounting Principle

Change In Accounting Estimate

Change To/Within the Financial Reporting
Entity

Error Correction





GASB 100: Accounting Changes and Error Corrections

CHANGE IN ACCOUNTING PRINCIPLE

- GAAP to GAAP
- New authoritative or financial reporting pronouncements

- NOT non-GAAP to GAAP (*error correction*)
- NOT initial adoption or application



CHANGE IN ACCOUNTING ESTIMATE

- Change in inputs (data, assumptions, measurement methodologies) causes change in outputs

Example: Change in valuation technique used to measure fair value of assets.

- NOT due to a required GASB pronouncement (*change in accounting principle*)



CHANGE TO/WITHIN THE FINANCIAL REPORTING ENTITY

- Addition/removal of a fund
- Change in presentation as major or nonmajor
- Addition/removal of a component unit (CU)
- Change in presentation of CU as blended or discretely presented

Should not affect state agencies

- NOT DPCU activity as defined by Statement 69
- NOT CU reported under Statement 90



ERROR CORRECTION

- Mathematical mistakes
- Accounting principle application mistakes
- Oversight/misuse of facts @ financial statement issuance pertaining to reasonably obtained facts existing @ financial statement date

Example: Moving from using a not generally accepted accounting principle to using a generally accepted accounting principle.



Three Things To Keep In Mind

1. MATERIALITY

2. MATERIALITY

3. MATERIALITY



THE BOTTOM LINE

- Changes in accounting principle and error corrections require retroactively restating FS for all prior periods presented (i.e. Prior Period Adjustments)
- Changes in accounting estimates are recognized in the reporting period in which the change occurs.
- Changes to or within the financial reporting entity are reported by adjusting the current period's beginning net position, fund balance, or fund net position.



THE BOTTOM LINE, CONTINUED

- Corrections of an Error (previously Prior Period Adj) = FY 24 Disclosure 23
- Change in Accounting Principle = FY 24 Disclosure 24
- *The provisions of this Statement need not be applied to immaterial items*

Full Text: <https://gasb.org/standards-and-guidance/pronouncements>



THAT'S A WRAP!

QUESTIONS?



Department of Administrative Services



Disclosure Updates 2024

Agenda

- 1 Various Small Updates
 - A. Debt Disclosure 7 – Conduit Debt
 - B. General Disclosure 1B
 - C. General Disclosure G
- 2 General Disclosure 23 – GASB 100
- 3 General Disclosure 37 – Capital Assets
- 4 General Disclosure
 - A. 10F – Lease
 - B. 34F – SBITA
 - C. 36H – PPP
- 5 SEFA Disclosure





1. Various Small Updates

- Debt Disclosure 7
 - GASB 91 – Conduit Debt
 - Only effected a few agencies
 - Implemented FY23
 - Name changed from “No-Commitment Debt” to “Conduit Debt”
 - Specific items GASB 91 required to disclose
 - Limited vs Voluntary vs Additional commitments



1. Various Small Updates

- General Disclosure 1B – Cash with Fiscal Agents
 - Added “GL 0080 Cash with Fiscal Agents – Restricted” whereas before it only asked for “GL 0081 Cash with Fiscal Agents – Unrestricted”
 - Similar to General Disclosure 1D, this disclosure is only for balances **not** related to COPs, Lottery, Revenue or XI-Q bonds managed by DAS.



1. Various Small Updates

- General Disclosure G – Government-Mandated or Voluntary Nonexchange Transactions
 - This disclosure only needs to be completed if the agency has not yet recorded the entries into R*STARS.
 - Many agencies made the entries but still completed the disclosure.
 - To help clarify, we added a new check box item to the bottom of the disclosure.



2. General Disclosure 23 – GASB 100

ACFR GENERAL DISCLOSURES YEAR ENDED JUNE 30, 2024

Agency #

23. CORRECTIONS OF AN ERROR

A correction of an error occurs when there is an update of an erroneous transaction in a prior fiscal year and is recorded in GL account 3060. Please provide a detailed description of any prior period adjustments the agency made during this fiscal year by GAAP fund. **Note:** Changes in Accounting Principle (GL Account 3064) should be reported in Disclosure 24.

Corrections of an error can span over several years and several GAAP funds. Please provide all information related to each individual correction of an error below. The total of GL 3060 between all GAAP Funds must agree to the total in GL 3060 within the DAFR 6620. If there is a difference, then please describe the difference in the space below. For example: "The difference is due to the correction being in multiple GAAP Funds. See additional pages for more detail relating to this GAAP Fund's difference." Include as many pages as necessary to describe the entire current year GL balance. Aggregate information by the Balance Sheet Class as much as possible. **Note:** For columns with an asterisk (*), enter "N/A" if no balance is necessary or applies.

GAAP Fund	<input type="text" value="8500"/>
Reported Fiscal Year Requiring Correction	<input type="text" value="2023"/>
Total Per DAFR 6620 for GAAP Fund Above	<input type="text" value="\$ (85,000,000)"/>
GL 3060 Balance in Fiscal Year Above	<input type="text" value="\$ (65,000,000)"/>
Difference	<input type="text" value="\$ 20,000,000"/>

Explanation of Difference:

D23 Fund Impacted	G54 Code, If Applicable*	Previously Reported Balance Sheet Class Account (D14)*	If Necessary, Corrected Balance Sheet Class Account (D14)*	Previously Reported Dollar Amount in Balance Sheet Class Account (D14)	Corrected Dollar Amount in Balance Sheet Class Account (D14)	Previously Reported GAAP Object (D08)	If Necessary, Corrected GAAP Object (D08)*	Previously Reported Dollar Amount in GAAP Object (D08)	Corrected Dollar Amount in GAAP Object (D08)	Difference (GL 3060)	Nature/Description of the Correction of an Error
0005	N/A	N/A	085	\$ -	\$ 40,000,000	N/A	3050	\$ -	\$ (40,000,000)	\$ (40,000,000)	This portion of the asset described above was originally recorded to S&W rather than Buildings, Property, and Equipment.
0005	N/A	N/A	085	\$ -	\$ 25,000,000	N/A	4050	\$ -	\$ (25,000,000)	\$ (25,000,000)	This portion of the asset described above was originally recorded to S&S rather than Buildings, Property, and Equipment.
0005	N/A	N/A	085	\$ -	\$ 20,000,000	N/A	N/A	\$ -	\$ -	\$ -	Costs that should have been capitalized in the previous year.
										\$ -	
										\$ -	
										\$ -	
				\$ -	\$ 85,000,000			\$ -	\$ (65,000,000)	\$ (65,000,000)	



2. General Disclosure 23 – GASB 100

- Useful Life: 20 Years
- Amount: \$85,000,000
- Annual Depreciation: \$4,250,000
- Monthly Depreciation: \$354,167
- Depreciation is considered and calculated
- However, we determined it is actually **immaterial** and should just be reported in the current year.
- No need to include it on Disclosure 23.



2. General Disclosure 23 – GASB 100

- GASB 100 added new requirements for corrections of an error, specifically effecting the statistical section of the ACFR.
- This disclosure encompassed all of those changes.
 - Disclosure 24 remains unchanged for the changes in accounting principle.
- Name was changed from “Prior Period Adjustments” to “Corrections of an Error”
- One page of this disclosure should be completed for each respective GAAP fund.
- New items include D23 fund, G54 code, D14, D08, as well as a description of the error correction.
 - It’s possible that D14 and D08 won’t change, but the dollar amounts will.
- Is last year **materially** misstated?
 - No – Current Year Adjustment
 - Yes – Prior Period Adjustment



3. General Disclosure 37 – Capital Assets

- New in FY24
- This was modeled after the LTD disclosure.
- This needs to be completed if your agency has/had capital assets in the current year or prior year.
- One page of this disclosure should be completed for each respective GAAP fund.
- As you go through it, it should look familiar in layout.
- Include post-close adjustments in the additions and/or deletions columns.
- This will include capital assets and right to use assets (leases/SBITAs/PPP), as you can see by the list of accounts on the right.
- The current year depreciation expense should agree to the agency's GAAP Fund's depreciation expense.
- For any adjustments, be sure to include a description of those in the box at the bottom of the page.



4. General Disclosure – Lease/SBITA/PPP

- Lease – Disclosure 10F
- SBITA – Disclosure 34F
- PPP – Disclosure 36H

ACFR GENERAL DISCLOSURES YEAR ENDED JUNE 30, 2024

Agency #

10. Leases - F. Changes in Outstanding Balance

Please complete the following schedule to reflect the changes in your lease obligations. Ending balances should agree to R*STARS balances at the close of Month 13. Complete a separate line for each fund type (Government-wide Reporting Fund, Enterprise Fund, Internal Service Fund, or Pension and Other Employee Trust Fund).

Schedule of Changes in Outstanding Lease Obligations					
GAAP Fund Type	Balance 7/1/2023	Post-close, Transfers & Other Adjustments**	Additions (New Leases)	Deductions (Principal Payments)	Balance 6/30/2024
Government-Wide Reporting Fund	-	-	-	-	\$ -
Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Service Fund	-	-	-	-	\$ -
Pension and Other Employee Benefit Trust Fund	-	-	-	-	\$ -

press "alt" + "enter" to start a new line

**Provide adjustment description:



4. General Disclosure – Lease/SBITA/PPP

- New in FY24
- This is designed to show the liability side of the lease/SBITA/PPP, and is shown similar to the way capital assets are being shown (beginning balance, additions, etc.).
 - The example in the slides is for leases, but the same disclosure was created for SBITAs and PPPs as well.
- This new page should agree to the principal balance on the repayment schedule page.

5. SEFA Disclosures – Checklist Tab

ACFR SEFA DISCLOSURES YEAR ENDED JUNE 30, 2023

Agency #

Instructions: SARS reviews your agency's information on these disclosure forms and incorporates the data into the notes to the Schedule of Expenditures of Federal Awards (SEFA). For the year ended June 30, 2023, please complete the disclosure forms that apply to your agency. For any disclosures that do not apply to your agency, please select N/A for "not applicable" on the checklist below. Please return your completed SEFA disclosures to SARS by **August 18, 2023**. If you have any questions, contact your SARS analyst.

NOTES:

All disclosures are now Excel documents, please do not submit .pdf versions to SARS.

Before completing disclosures, please be sure Excel is set to automatically calculate totals (File- options- formulas- calculation options). This will also allow agency numbers to populate when possible.

SEFA DISCLOSURE CHECKLIST

	<u>Excel Tab</u>
I. Complete the listed disclosures on the following Excel tabs, N/A is not an option.	
1. EIN and UEI Numbers	1
2. Reconciliation of SEFA Revenues, Expenditures, and Transfers	2
II. Complete the following separate Excel disclosures or select N/A for "not applicable".	<u>N/A dropdown</u>
3. Loans and Loan Guarantees	~ select
4. Federal Noncash Assistance	~ select

ACFR SEFA DISCLOSURES YEAR ENDED JUNE 30, 2024

Agency #

Due date: August 23, 2024

Submitted by: _____

Instructions: SARS reviews your agency's information on these disclosure forms and incorporates the data into the notes to the Schedule of Expenditures of Federal Awards (SEFA). For the year ended June 30, 2024, please complete the disclosure forms that apply to your agency. For any disclosures that do not apply to your agency, please select N/A for "not applicable" on the checklist below.

Please return your completed SEFA disclosures, SEFA repository reports including subrecipient details, and correction spreadsheets (if needed) in Excel format to SARS by the due date. If you have any questions, please contact your SARS analyst.

Review: Questions were previously in a separate checklist maintained by each agency. They have now been incorporated into these SEFA disclosures for completion and inclusion in the disclosure submissions.

Use regardless if your agency is using the SEFA repository reports or if pre-approved to use Excel spreadsheets to report federal data. If your agency finds errors or omissions in the SEFA repository reports, use the Excel corrections spreadsheet to communicate the information to SARS.

NOTES:

Before completing disclosures, please be sure Excel is set to automatically calculate totals (File- options- formulas- calculation options). This will also allow agency numbers to populate when possible.

SEFA DISCLOSURE CHECKLIST

	<u>Completed?</u>
I. Complete the following Excel documents and deliver to SARS by the Gold Star date.	
SEFA Disclosures and Agency Certification	~ select
General Disclosure E	~ select
<i>Retained in the General Disclosures A-K. Do not include In SEFA submissions.</i>	
II. Complete the following SEFA Excel document.	<u>Excel Tab</u>
Disclosure 1. EIN and UEI Numbers	1
Disclosure 2. Reconciliation of SEFA Expenditures	2a
Reconciliation of SEFA Revenues and Transfers	2b
Review. Agency SEFA Review Checklist - includes non-SFMA agency questions	Review
III. Complete the following separate Excel disclosures or select N/A for "not applicable".	<u>N/A dropdown</u>
Disclosure 3. Loans and Loan Guarantees	~ select
Disclosure 4. Federal Noncash Assistance - including workbook report tabs	~ select



5. SEFA Disclosures – Tab 2

ACFR SEFA DISCLOSURES YEAR ENDED JUNE 30, 2023

Agency #

2. RECONCILIATION OF SEFA REVENUES, EXPENDITURES, AND TRANSFERS

Complete the following reconciliation. DR/CR signage should match Datamart amounts.
Any corrections to the Datamart information should be detailed on the SEFA Corrections spreadsheet.

<u>Revenues</u>		
Direct Revenue (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Direct Revenue		\$ -
Indirect Revenue (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Indirect Revenue		\$ -
Total Federal Revenue (Direct + Indirect)		\$ -

<u>Expenditures</u>		
Direct Expenditures (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Direct Expenditures		\$ -
Distributions to Subrecipients (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Distributions to Subrecipients		\$ -
Indirect Expenditures (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Indirect Expenditures		\$ -
Total Federal Expenditures (Direct + Distributions + Indirect)		\$ -

<u>Transfer In</u>		
Transfer In (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Transfer In		\$ -

<u>Transfer Out</u>		
Transfer Out (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Transfer Out		\$ -

ACFR SEFA DISCLOSURES YEAR ENDED JUNE 30, 2024

Agency #

2a. RECONCILIATION OF SEFA EXPENDITURES

Complete the following reconciliation. DR/CR signage should match Datamart amounts.
Any corrections to the Datamart information should be detailed on the SEFA Corrections spreadsheet.

<u>Expenditures</u>		
Direct Expenditures (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Direct Expenditures		\$ -
Distributions to Subrecipients (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Distributions to Subrecipients		\$ -
Total Direct and Subrecipient Expenditures		\$ -
Indirect Expenditures (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Indirect Expenditures		\$ -
Total Federal Expenditures (Direct + Distributions + Indirect)		\$ -

<u>Y/ N</u>	<u>Expenditure / Subrecipient Repository Review</u>
~ select	If the Expenditure report indicates federal awards were passed through to subrecipients, has the <i>Distribution to Subrecipients</i> report been submitted?
~ select	Does the Distributions to Subrecipients amount above tie to the total amount passed through on the repository reports? If not, a SEFA Corrections spreadsheet should be completed.
~ select	Are there missing tax ID numbers and/or organization names on the Subrecipients reports? If missing, provide the required information on a SEFA Corrections spreadsheet.
<input type="checkbox"/>	If pass-through totals do not tie between the Expenditure repository report and the Distributions to Subrecipients report, research to determine the problem and submit a SEFA Corrections spreadsheet to rectify for the current year. If applicable, correct in the system to eliminate the error repeating each year.
<input type="checkbox"/>	The movement of federal money between state agencies is a transfer and should not be present on the Distributions to Subrecipients report.
<input type="checkbox"/>	OHSU, OSU, PSU, UO, EOU, OIT, SOU, and WOU all operate under their own governing boards. These Universities are not state agencies and therefore could be a subrecipient.
<u>Y/ N</u>	<u>Only for non-SFMA agencies submitting SEFA in Excel</u>
~ select	On the Distributions to Subrecipients spreadsheet, are the tax ID numbers 9 digits and start with something other than the number one?
<input type="checkbox"/>	If the tax ID begins with the number one, it is possibly a vendor number instead of a tax ID. Submit a correction if needed.

ACFR SEFA DISCLOSURES YEAR ENDED JUNE 30, 2024

Agency #

2b. RECONCILIATION OF SEFA REVENUES AND TRANSFERS

Complete the following reconciliation. DR/CR signage should match Datamart amounts.
Any corrections to the Datamart information should be detailed on the SEFA Corrections spreadsheet.

<u>Revenues</u>		
Direct Revenue (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Direct Revenue		\$ -
Indirect Revenue (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Indirect Revenue		\$ -
Total Federal Revenue (Direct + Indirect)		\$ -

<u>Transfer In</u>		
Transfer In (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Transfer In		\$ -

<u>Transfer Out</u>		
Transfer Out (should match to Datamart)	\$ -	
Increase / decrease per SEFA Correction Form, if applicable	\$ -	
Total Transfer Out		\$ -

<u>Y/ N/ NA</u>	<u>Revenue Repository Review</u>
~ select	For direct awards, is the grantor a federal agency?
~ select	Does the Revenue report indicate the agency received indirect awards (received as a subrecipient)?
~ select	For indirect awards, is the grantor a nonfederal entity?
~ select	For indirect awards, is the grantor a non-state entity? I.e. Not an Oregon agency.
~ select	For indirect awards received, is there corresponding indirect award expenditures?

5. SEFA Disclosures – Review Tab



ACFR SEFA DISCLOSURES REVIEW YEAR ENDED JUNE 30, 2024

Agency #

Please use this review along with the questions on tabs 2a and 2b for evaluation of your agency's SEFA information before submission to Statewide Accounting and Reporting Services (SARS). If errors are identified in the SEFA repository reports use the Excel SEFA Corrections spreadsheet to communicate the information to SARS.

Y/N

- 1. Are all fillable fields on the SEFA checklist tab complete?
- 2. If your agency has federal programs related to loans and loan guarantees, is the SEFA Disclosure No. 3 completed and included with the disclosure submissions?
- 3. If your agency has federal programs related to non-cash assistance, is the SEFA Disclosure No. 4 completed and included with the disclosure submissions?
- 4. Have all 99 series ALN been excluded from all reports?
- Assistance Listing numbers (ALN) in the 99 series (e.g., 99.997, 99.998, & 99.999) are reserved for nonfederal grants and are not SEFA reportable (Grant types 03, 04).
- 5. Do any ALN contain an X?
- If an ALN contains an 'X', it must have all three X after the two-digit federal prefix (e.g. 93.XXX) and a valid contract number.
- 6. If an ALN contains less than three X, has a SEFA correction been included and the D47 Grant profile in RSTARS updated?
- 7. Have corrections been provided for any negative ending balances on the reports?
- 8. For reimbursable grants, including any corrections provided, do revenues plus transfers-in approximately equal expenditures plus transfers-out?
- Reimbursable grants are Grant types 01, 05, 07, and 09.
- 9. Does the prior year data look consistent with the current year information? If not then are the differences reasonable and expected?
- 10. Do the amounts entered on tabs 2a and 2b match the repository reports, before corrections are taken into account?
- 11. If a correction spreadsheet is submitted, have the correction totals been added to tabs 2a and/or 2b and the ending disclosure totals verified as correct?

The following applies only to non-SFMA agencies that submit SEFA in Excel:

- 12. Do the Excel reports provide the ALN, ALN titles, and State Fund Group codes for each amount listed?
- 13. Is the complete ALN title contained in a single cell?
- 14. Do all amount columns have a total? If not, add formulas to total each column.



5. SEFA Disclosures

- There are some new items added to the “Checklist” tab.
- Tab 2 was broken out into two pages
 - Tab “2a” shows the expenditures and related Checklist items.
 - Tab “2b” shows the revenue/transfers and related Checklist items.
- A new “Review” tab was created with the remaining Checklist questions that related to a more overarching nature.

Questions?



Thank You

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