

FY 2023 State Reporting Packets

May 30, 2023

Training Goals

- ▶ Highlight changes within closing packets
- ▶ Highlight areas within the closing packets that cause questions or potential audit findings.
- ▶ Make sure to download the latest version of the closing package. The ACFR team updates the closing packages on the website throughout the season based on feedback from Agencies
- ▶ GASB 96–SBITA – Begins THIS YEAR!!!

FY23 Agency Year–End Reporting Packet Update

General Information

Highlights:

- ▶ Completed closing packets, previously sent to cafr@cg.sc.gov , will now be submitted in the excel format to ACFR@cg.sc.gov
- ▶ "Signature Page" worksheet is the **ONLY** form from the packet submitted as PDF.
- ▶ Video Closing Package Tutorials will be posted to the CG website
- ▶ All files submitted to the ACFR team must be saved in the following format: Agency Business Area ID first, followed by the fund package number, and description of contents. Example: **E120 3.01 Cash Investments Forms**

FY23 Agency Year-End Reporting Packet Update

General Information

Highlights:

- ▶ Repopulated packages will be sent to the GAAP contacts for the following:
 - 1.00 – GAAP Contacts
 - 3.03 – Grants
 - 3.04 – Other Receivables
 - 3.09 – Leases (Preliminary Mid-Year Reporting Package)
 - 3.11 – SBITAs (Preliminary Mid-Year Reporting Package)
 - 3.20 – Fund Balance

- ▶ Information regarding year-end packets and samples, the policy and procedure manual and other helpful tools can be found at:

<https://cg.sc.gov/guidance-and-forms-state-agencies/gaap-reporting/agencies-submit-year-end-reporting-packages>

FY23 Agency Year End Reporting Packet Update

2.0 Master Reporting Package

Due 7/7/2023

Purpose: To assist agencies with determining which reporting packages must be completed and provided the Comptroller General's Office.

Highlights:

- ▶ **New for 2023! Sue Fisher** will be the ACFR contact.
- ▶ Start with selecting the agency code on the Signature tab and the agency name and number will flow to other tabs.
- ▶ Answer questions on tab 2.0.1.
- ▶ The Required Packages tab is computed based on the answers provided on tab 2.0.1.
- ▶ The Resources worksheet provides due dates, contact person and SCEIS report (if applicable) distribution information.
- ▶ 2.01 Master Report Package, 2.01 Subsequent Events and 3.20 Fund Classification are required for all agencies.

FY23 Agency Year End Reporting Packet Update

2.0 Master Reporting Package

Due 7/7/2023

GASB 96–Subscription Based Information Technology Arrangements (SBITA's).

An “add on” to GASB 87 that covers software subscriptions. Please answer the new GASB 96 SBITA questions in the Master Reporting Checklist. These questions determine whether a 3.11 SBITA Reporting Package is required for your agency.

FY23 Agency Year-End Reporting Packet Update

1.00 GAAP Contact Form

Due 6/9/23

Purpose: To centrally update all agency GAAP contacts on an annual basis to ensure correct communication from the CG's ACFR team.

Highlights:

- ▶ **New for 2023! Sue Fisher** will be the ACFR contact.
- ▶ GAAP contacts should be at an appropriate managerial level or director level.

Order	Agency Number	Name	Title	Email	Telephone	May this Contact Receive the Accrued Compensation Information (Sensitive Payroll Information)?	Information New/Updated?
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

This section is to mark if the GAAP contact may receive ***SENSITIVE*** accrued compensation information. Every Agency must provide an Accrued Compensation GAAP contact.

FY23 Agency Year-End Reporting Packet Update

3.01 Cash and Investments

Due 7/21/2023

Purpose: To report year-end cash and investment balances for accounts managed directly by the agencies. Report and Reconciliation of outstanding balances for Petty Cash, Cash-Held-in-Banks, and Investments.

Highlights:

- ▶ “Signature Page” worksheet should be completed first; Agency information including: name, business area and known cash accounts will auto-populate to other worksheets.
- ▶ “3.01.2 Cash-Bank” worksheet will auto-populate based on known cash accounts.
- ▶ “3.01.2 Cash-Bank” worksheet requires disclosure of all closed bank accounts.
- ▶ A report detailing your agency’s Petty Cash, Cash and Investments by fund in SCEIS will be sent to your GAAP contact via email around mid July.

FY23 Agency Year-End Reporting Packet Update

3.01 Cash and Investments-Continued

Due 7/21/2023

Highlights:

Reminder: What to record bank for balances?

1	STATE OF SOUTH CAROLINA - E120 COMPTROLLER GENERAL'S OFFICE											
2	DEPOSITS WITH BANKS REPORTING FORM-Prepopulated											
3	At June 30, 2022											
4	Below are Bank Accounts reported by your Agency in previous FY cash reporting package OR reported to the CG by the State Treas											
5	Please Correct/Delete Pre-Populated Information If Necessary				Please Indicate:							
6	Agency	Bank Name	Bank Account #	Bank Account Name	Nature of Bank Account ?	Recorded In SCEIS ?	SCEIS G/L #	Fund #	Has Account been closed	Balance per SCEIS	Reconciled Balance	Bank Statement Balance
7	E120	Synovus	xxxxxx-86901	Comptroller General Employee	Fiduciary	No	0					

Balance per SCEIS
G/L

Balance per
Reconciled
Statement

Balance per STO
statement (PRIMARY) or
Bank Statement
(SECONDARY)

FY23 Agency Year-End Reporting Packet Update

3.01 Cash and Investments-Continued

Due 7/21/2023

▶ 3.01.2 Cash-Bank tab

	B	C	D	E	F	G	H	I
TE OF SOUTH CAROLINA - J120 DEPARTMENT OF MENTAL HEALTH								
DISITS WITH BANKS REPORTING FORM-Prepopulated								
me 30, 2022								
w are Bank Accounts reported by your Agency in previous FY cash reporting package OR reported to the								
Please Correct/Delete Pre-Populated Information If Necessary				Please Indicate:				
	Bank Name	Bank Account #	Bank Account Name	Nature of Bank Account?	Recorded In SCEIS?	SCEIS G/L #	Fund #	Has Account been closed
✓	Wells Fargo	XXXXXX-28672	General Account	Fiduciary	Yes	1011115000	60000001	
✓	Wells Fargo	XXXXXX-28672	General Account	Fiduciary	Yes	1011115001	60000001	
✓	Wells Fargo	XXXXXX-28672	General Account	Fiduciary	Yes	1011115000	60000002	
✓	Wells Fargo	XXXXXX-28672	General Account	Fiduciary	Yes	1011115001	60000002	
✓	Wells Fargo	XXXXXX-28643	Lexington Mho	Operational	Yes	1011115100	60000003	
✓	Wells Fargo	XXXXXX-29215	Bennt Clubhouse	Operational	Yes	1011115500	60000003	

MAKE SURE TO CHECK ALL THE PRE-POPULATED DATA FOR CORRECTNESS!

FY23 Agency Year-End Reporting Packet Update

3.01 Cash and Investments-Continued

Due 7/21/2023

Highlights:

- ▶ “3.01.2 Cash-Bank (New)” worksheet should be completed for any bank accounts **NOT** listed on “3.01.2 Cash-Bank” worksheet.
- ▶ Worksheets “3.01.2 Cash-Bank” and “3.01.2 Cash-Bank (New)” have an expanded section listing what supplemental information is required with reporting packet submission.

STATE OF SOUTH CAROLINA - Select Agency Code Please Select							
DEPOSITS WITH BANKS REPORTING FORM-Prepopulated							
At June 30, 2020							
Below are Bank Accounts reported by your Agency in previous FY: Agency.							
Please Correct/Delete Pre-Populated Information If Necessary				Required Supplemental Information and Written Explanation(s) to be Submitted with Closing Package:			
Agency	Bank Name	Bank Account #	Bank Account Name	Year-End Bank Statement Required?	Year-End Reconciliation Required?	Explanation Required in Adjacent Cell	Your Agency's Written Explanation

FY23 Agency Year–End Reporting Packet Update

3.10 Loan Receivables

Due 7/21/2023

Purpose: To report year–end balances of outstanding loan receivables, loan cash flows and loan repayment terms.

Highlights:

- ▶ **New for 2023!** Layla Ballard–Sholly is the ACFR contact.
- ▶ Package has been reformatted for FY23, but the same information will be reported by agencies.
- ▶ Use this package to report activity on loan and note receivables, including new loan issuances, repayments, any allowances for uncollectible balances, and any interest accruals (interest earned on or before June 30 that has not been received as of June 30).

FY23 Agency Year–End Reporting Packet Update

3.16 Miscellaneous Loss Liabilities and Commitments

Due 8/11/2023

Purpose: GAAP requires that a liability be reported for all known losses and to disclose within the notes significant commitments.

Highlights:

- ▶ **New for 2023! Sue Fisher** will be the ACFR contact.
- ▶ Significant commitments are typically those relating to grants that are issued by the state to other entities or other financial assistance the state has committed to providing to non–state entities.

FY23 Agency Year–End Reporting Packet Update

3.20 Fund Classification

Due 8/18/2023

Purpose: To properly classify funds that had activity OR a closing balance as of period 12.

Highlights:

- ▶ Agencies will no longer have to provide documentation for new funds.
- ▶ Worksheet “Classification Definitions” will give enhanced definitions and examples to better select the correct fund classification.
- ▶ Each agency must confirm all funds with an ending fund balance and/or activity for current FY are listed and the classification of the fund balance. The Year–End Fund Balance Report, to be sent to the GAAP contacts on 8/12/2023, should be used for this.

FY23 Agency Year-End Reporting Packet Update

3.20 Fund Classification-Continued

Due 8/18/2023

Worksheet “3.20.1”

- ▶ Five questions that require responses.
- ▶ Based on required responses, Agency is to follow directions as indicated in the “Action Required” column.

	A	B	C	D	E	F	G	H	I	J
1					STATE OF SOUTH CAROLINA					
2					FUND CLASSIFICATION REPORTING FORM					
3					At June 30, 2021					
4										
5	Please complete the red cells for the following questions.									
6	(1) Is the fund still being used at Fiscal year end?									
7	(2) Is Documented Classification correct?									
8	(3) If the Documented Classification column is blank or column (2) has a response of No, then select appropriate classification in column (3) and complete tab 3.20.2.									
9	(4) Is any portion of this fund balance related to a grant? Mark N/A if fund begins with a 5.									
10	(5) If the answer to question (4) is yes, please provide the portion of the fund balance that is related to a grant. <u>Grant balance should be presented as-is, unrounded, and in debit or (credit) format.</u>									
11										
12	Business Area	GAAP Individual Fund	Fund	Documented Classification	(1)	(2)	(3)	(4)	(5)	Action Required
13	A010	1	10010000	Unassigned						
14	A010	1	28370000	Unassigned						

FY23 Agency Year-End Reporting Packet Update

3.20 Fund Classification-Continued

Due 8/18/2023

Worksheet "3.20.2"

Change Classification Support Form

will autopopulate based on
responses on "Signature"
tab and "3.20.1" tab

			D	E	F
1	STATE OF SOUTH CAROLINA				
2	FUND BALANCE CLASSIFICATION CHANGE SUPPORT FORM				
3	At June 30, 2021				
4				Fund Purpose:	Explanation and Support for Classification Change:
5	Agency:	Fund Number:	Fund Name:		
6					
7					
8					
9					

Describe the fund use,
source of revenue and
purpose of expenditures

describe any constraints on the
fund (who dictates the revenue
source and the usage of the
revenue)

FY23 Agency Year-End Reporting Package Update

3.04 Other Receivables

Due 8/11/2023

Purpose: To provide current or non-current designation for receivables and allowance for uncollectible receivables.

Highlights:

- ▶ Balances on tab 3.04 Other Receivables will prepopulate once the Agency has selected its Agency ID on the Signature tab.

State of South Carolina
Fiscal Year 2022
Section 3.04, Other Receivables Reporting Package
Signature Page

Agency

Agency Name

DUE DATE 8/11/2022

Preparer Signature:

Date:

Name:

Title:

e-mail:

Phone Number:

Select your Business ID first to auto-populate balances on 3.04 Other Receivables tab

Instructions Signature Page Sample Adjustment 3.04 Other Receivables

FY23 Agency Year-End Reporting Package Update

3.04 Other Receivables

Due 8/11/2023

Purpose: To provide current or non-current designation for receivables and allowance for uncollectible receivables.

Highlights:

- ▶ Agency's GAAP contact will also receive a report detailing your agency's accounts receivable by customer via email at the end of July.
- ▶ Agency must report interfund receivables individually under \$100,000 if not already in SCEIS. This includes college and university receivables individually under \$100,000 if not already recorded as an IDT.

FY23 Agency Year–End Reporting Package Update

3.04 Other Receivables –Continued

Due 8/11/2023

Exclusions:

- ▶ Do not report interfund receivables individually over \$100,000 on this package, they will be reported on the Interfund Package (3.18). This includes college and university receivables individually over \$100,000
- ▶ Do not report Accounts Receivable–IDTs within G/L accounts 1300020000 or 1300020001. These amounts will be reclassified by the CG’s office as part of the interfund procedures.
- ▶ Linda McCarty will now be your ACFR team contact for this package

FY23 Agency Year–End Reporting Package Update

3.06 Inventory

Due 8/11/2023

Purpose: Agency to provide verified/actual inventory balances. SCEIS general ledger inventory balances will then be adjusted to verified balances.

Highlights:

- ▶ Inventory includes commodities held for resale or use in operations (gas, tires, vehicle repair items, maps, t-shirts, etc.).
- ▶ Food supplies on hand are also reportable inventory.
- ▶ Inventory does not include office supplies or depreciable assets.
- ▶ A report detailing your agency's Inventory by fund and general ledger accounts in SCEIS will be sent to your GAAP contact via email at the end of July.

FY23 Agency Year–End Reporting Package Update

3.06 Inventory

Due 8/11/2023

Highlights:

- ▶ **NEW FY 2023!** Reporting package format has been updated.
- ▶ Package will automatically populate SCEIS inventory balances once Agency Business Area Code is keyed on Signature Page tab.
- ▶ “3.06.1” tab Part A will include funds with existing Inventory balances in SCEIS.
- ▶ “3.06.1” tab Part B can be used to add inventory to funds not listed on the SCEIS Inventory report.

FY23 Agency Year-End Reporting Package Update

3.06 Inventory

Due 8/11/2023

Part A. Adjust Funds listed on SCEIS Inventory Report								
Business Area	Agency Name	Fund	Amount per SCEIS Inventory Report	Add amounts that should be reported on this package but are not included on the Inventory report:	Subtract amounts on the Inventory report that should not be reported on this package:	Corrected Amount	Comments	
1 E120	COMPTROLLER GENERAL'S OFFICE	35280000	5,280,393		150,000	5,130,393.00		
2 E120	COMPTROLLER GENERAL'S OFFICE	10010000	8,322,470	200,000		8,522,470.00		
3 E120	COMPTROLLER GENERAL'S OFFICE		-			-		
4 E120	COMPTROLLER GENERAL'S OFFICE		-			-		
		Subtotal	13,602,863	200,000.00	150,000.00	13,652,863.00		
Part B. Add Funds NOT listed on SCEIS Inventory Report								
Business Area	Agency Name	Fund		Add amounts that should be reported on this package but are not included on the Inventory report:		Corrected Amount	Comments	
16 E120	COMPTROLLER GENERAL'S OFFICE	30350000		150,000		150,000.00	Inventory not in SCEIS	
17 E120	COMPTROLLER GENERAL'S OFFICE					-		

FY23 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses

Due 8/18/2023

Purpose: Prepaid expenses are future expenses that have been paid in advance. Agency will classify prepaid expenses as current or non–current by fund and general ledger account.

Key Terms:

- **Current Prepaid Expense:** The portion that is expected to be used by June 30, 2024.
- **Non–Current Prepaid Expense:** The portion with an expected usage period extending beyond one year (after June 30, 2024).
- **Expensed:** The amount that relates to the goods or services that have already been used. This is not considered prepaid but is used in determining the total amount paid.

Highlights:

- ▶ **New for 2023!** Layla Ballard–Sholly will be the ACFR contact person.
- ▶ A reportable prepaid expense exists if the expense did not exist in the prior year and covers more than 12 months.
- ▶ Individual prepaid expenses greater than \$10,000 must be reported.

FY23 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses –Continued

Due 8/18/2023

Highlights:

- ▶ Prepaid expenses can be amounts paid to private entities or within the State prior to the receipt/use of the goods or services.

- ▶ Two reports detailing your agency's Prepaid Expenditures in SCEIS will be sent to your GAAP contact via email in mid August.
 - These reports are now reporting lines with the phrase "PRE–PAID or PREPAID". Previous years were reported based on "Pre–Pa or PREPA".
 - Yearend Rptg – Prepaid Expenses is based on the **HEADER TEXT FIELD** including the phrase "PRE–PAID or PREPAID"
 - Yearend Rptg – Prepaid Expenses Item Text is based on the phrase "PRE–PAID or PREPAID" being included in the **ITEM TEXT FIELD**.
 - These reports no longer include reversed documents.
 - As always, actual prepaid expenses, as determined by your Agency, should be reported, regardless of the reports sent. This report should only be used as a tool to help in completing your agencies Prepaid Expenses Reporting Package.

FY23 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses–Continued

Due 8/18/2023

Excluded from Package:

- ▶ Agencies should not report a prepaid expense if the general ledger reflects 12 months of expense and the expense existed in the last FY.
- ▶ Prepaid expenses individually less than \$10,000 may be excluded up to a cumulative total of \$100,000. The portion of prepaid expense exceeding \$100,000 must be reported. In other words, if your Agency has 40 prepaid expenses totaling \$105,000, \$5,000 must be reported.
- ▶ Agencies should review all prepaid expenses for exclusion **annually**; there is no rollforward of exclusions from the prior year.

FY23 Agency Year End Reporting Packet Update

3.11 SBITAs

Due 7/21/2023

Purpose: To report the SBITA obligations of the state.

New for 2023! GASB 96 went into effect on July 1, 2022.

- Reporting package is in same format as 3.09 Leases.
- Required for agencies with capitalized SBITAs.
- Agencies should have procedures in place to analyze software contracts and identify qualifying SBITAs.
- Correcting journal entries **MUST** be posted in SCEIS prior to year-end close.

FY23 Agency Year End Reporting Packet Update

3.09 Leases

Due 7/21/2023

Purpose: To report the lease obligations of the state.

New for 2023! James Torbert will be the ACFR contact person.

Lease Rollforward Tab:

204				
205	Reconciliations			
206				
207	Increases/(Revenue)	Lease Rollforward - Column G	31,210.05	
208	Acquisition Value	BW Asset Listing - Cell I15	31,210.05	
209		variance	-	
210				
211	Decreases/(Expenditures)	Lease Rollforward - Column H	(25,673.21)	
212	Principal Payments for current FY	Payment Schedule - Column M	(25,673.21)	
213		variance	-	
Checklist		Signature	Lease Rollforward	Expenditure Reconciliation

Reconciliation
Section Must
Be Zero to Be
Accepted

FY23 Agency Year End Reporting Packet Update

3.09 Leases–Continued

Due 7/21/2023

Expenditure Reconciliation Tab:

All j/e's to correct G/L to agree to correct GASB 87 Payment Schedule need to be posted to FY 23 prior to submission of closing package

	Formula (Source: Payment Schedule Tab - Columns M-O)	Formula (Source: BW Expense Report Tab)	Formula (Source: Payment Schedule Tab - Column Q)	Formula
Lease Type	Total Lease Payments to be made in FY22	Total Payments through Period - 8	Total Payments through Period - 8	Reconciliation between Payment Schedule and Payments Posted
31 Leased Heavy Equipment	-	-	-	-
32 Leased Heavy Equipment	-	-	-	-
33 Leased Heavy Equipment	-	-	-	-
34				
35	27,390.54	22,897.14	22,897.14	-
36				
37 Excluded from GASB 87 (Low Value or Short				
38 Short-Term		136.34		
39 Short-Term		-		
40 Short-Term		-		
41 Short-Term		-		
42 Short-Term		-		

Ready Checklist Signature Lease Rollforward Expenditure Reconciliation Payment Report GL

Variance
between
Payment
Schedule and
G/L must be zero
to be accepted

FY23 Agency Year End Reporting Packet Update

3.09 Leases–Continued

Due 7/21/2023

Payment Schedule Tab

Payment Schedule-Lease Payment Schedules copied from lease implementation												
Thru FM: 8												
Formula	Formula	Formula	Input Required	Formula	Input Required	Input Required	Input Required	Input Required	Input Required	Input Required	Formula	Input Required
ACFR Business Area	Business Area	Business Area Name	Lease ID	Lease New for Current FY	Fiscal Year	Payment Date	Principal Amount	Interest Amount	Executory Amount	Payment Total	CY Payment Posted?	CY Payment Posted Correctly
A000	E160	State Treasurers Office	Konica 1310-01		2023	10/31/2022	395.59	6.98		402.57		
A000	E160	State Treasurers Office	Konica 1310-01		2023	11/30/2022	397.22	5.25		402.57		
A000	E160	State Treasurers Office	Konica 1310-01		2023	12/31/2022	399.06	3.51		402.57		
A000	E160	State Treasurers Office	Konica 1310-01		2023	1/31/2023	400.81	1.76		402.57		
A000	E160	State Treasurers Office	Konica 2106-01	Yes	2022	7/31/2021	176.35	51.94		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	8/31/2021	177.13	51.16		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	9/30/2021	177.90	50.39		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	10/31/2021	178.68	49.61		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	11/30/2021	179.47	48.82		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	12/31/2021	180.25	48.04		228.29	x	Yes
A000	E160	State Treasurers Office	Konica 2106-01		2022	1/31/2022	181.04	47.25		228.29	x	No
A000	E160	State Treasurers Office	Konica 2106-01		2022	2/28/2022	181.84	46.45		228.29		
A000	E160	State Treasurers Office	Konica 2106-01		2022	3/31/2022	182.64	45.65		228.29		
A000	E160	State Treasurers Office	Konica 2106-01		2022	4/30/2022	183.44	44.85		228.29		
A000	E160	State Treasurers Office	Konica 2106-01		2022	5/31/2022	184.24	44.05		228.29		
A000	E160	State Treasurers Office	Konica 2106-01		2022	6/30/2022	185.05	43.24		228.29		
A000	E160	State Treasurers Office	Konica 2106-01		2022	7/31/2022	185.85	42.42		228.29		

Breakdown of Principal and Interest per Payment Schedule must agree EXACTLY to G/L

Reconciliation | **Payment Schedule** | BW Expense Report GL | BW Asset Listing | BW Expense

FY23 Agency Year End Reporting Packet Update

3.09 Leases–Continued

Due 7/21/2023

Payment Schedule Tab

	B	C	D	W	X	Y	Z	AA	AB
	Schedule-Lease Payment Schedules copied from lease implementation								
	8								
a	Formula	Formula	Input Required	Formula	Formula	Formula	Formula	Formula	Formula
s	Business Area	Business Area Name	Lease ID	Asset Class Code	Asset Class Description	Asset Value Per SCEIS	Sum of Principal Payments	Variance	Lease Payment Count
	E160	State Treasurers Office	Konica 1310-01						16.00
	E160	State Treasurers Office	Konica 1310-01						17.00
	E160	State Treasurers Office	Konica 1310-01						18.00
	E160	State Treasurers Office	Konica 1310-01						19.00
	E160	State Treasurers Office	Konica 2106-01	15009	SCEIS_LSE Mach&Equip	11,845.21	11,845.21	(0.00)	1.00
	E160	State Treasurers Office	Konica 2106-01						2.00
	E160	State Treasurers Office	Konica 2106-01						3.00
	E160	State Treasurers Office	Konica 2106-01						4.00
	E160	State Treasurers Office	Konica 2106-01						5.00
	E160	State Treasurers Office	Konica 2106-01						6.00
	E160	State Treasurers Office	Konica 2106-01						7.00
	E160	State Treasurers Office	Konica 2106-01						8.00
	E160	State Treasurers Office	Konica 2106-01						9.00
	E160	State Treasurers Office	Konica 2106-01						10.00
	E160	State Treasurers Office	Konica 2106-01						11.00
	E160	State Treasurers Office	Konica 2106-01						12.00
	E160	State Treasurers Office	Konica 2106-01						13.00
	Checklist	Signature	Lease Rollforward	Expenditure Reconciliation	Payment Schedule	BW Expense Report GL	BW Asset Listing	BW	

Variance between SCEIS asset value and sum of future principal payments must be zero

FY23 Agency Year End Reporting Packet Update

3.09 Leases–Continued

Due 7/21/2023

BW Expense Report GL tab

- Examine All non GASB 87 lease expense accounts for GASB 87 leases
- Examine All non GASB 87 lease expense accounts for correct classification
- GASB 87 Lease expense accounts agree back to Expenditure Reconciliation Tab

		Formula (Source: Payment Schedule Tab - Columns M-O)	Formula (Source: BW Expense Report Tab)	Formula (Source: Payment Schedule Tab - Column Q)	Formula
5					
6	Lease Type	Total Lease Payments to be made in FY22	Total Payments through Period - 8	Total Payments through Period - 8	Reconciliation between Payment Schedule and Payments Posted
31	Leased Heavy Equipment	-	-	-	-
32	Leased Heavy Equipment	-	-	-	-
33	Leased Heavy Equipment	-	-	-	-
34					
35		27,390.54	22,897.14	22,897.14	-
36					
37	Excluded from GASB 87 (Low Value or Short				
38	Short-Term		136.34		
39	Short-Term		-		
40	Short-Term		-		
41	Short-Term		-		
42	Short-Term		-		

Variance
between
Payment
Schedule and

◀ ▶

Checklist

Signature

Lease Rollforward

Expenditure Reconciliation

Payment

Report G

Ready

Variance
between
Payment
Schedule and
G/L must be zero
to be accepted

FY23 Agency Year End Reporting Packet Update

3.09 Leases–Continued

Due 7/21/2023

BW Asset Listing tab

- Assets in SCEIS must agree to total of Payment Schedule tab outstanding future Payments

FY23 Agency Year–End Reporting Package Update

3.08 Capital Assets

Due 9/8/2023 (related j/e's posted by 7/22/2023)

Purpose: To capture and report capital asset activity unrecorded within SCEIS or to adjust SCEIS balances for specific situations.

Highlights:

- ▶ **New for 2023!** Layla Ballard–Sholly will be the ACFR contact person. The reporting package has also been revised.
- ▶ Year–end physical inventory of capital assets must be performed prior to year–end.
- ▶ **Adjustments to capital assets identified during physical inventory MUST be corrected in SCEIS PRIOR to 7/22/2023.**
- ▶ Projects must be reviewed prior to year–end to determine completion percentage; “Substantially Complete” projects must be capitalized.
- ▶ “Substantially Complete” is defined as:
 1. 90% or greater of the project budget has been expended OR
 2. Project is sufficiently complete to allow for use or occupancy for its intended use without undue interference. “Punch list items” or small components may still need to be completed but the use of the asset is permitted.

FY23 Agency Year–End Reporting Package Update

3.08 Capital Assets –Continued

Due 9/8/2023 (related j/e's posted by 7/22/2023)

Highlights:

- ▶ Capital assets must be reviewed at year–end for impairment.
- ▶ Impairment exists when an asset has experienced a significant or unexpected decline in the service life and the events or circumstances causing the decline are outside the normal life cycle.
- ▶ Agency's Asset History Report will be sent to your GAAP contact via email early September.

FY23 Agency Year–End Reporting Package Update

3.08 Capital Assets –Continued

Due 9/8/2023 (related j/e's posted by 7/22/2023)

Revision Highlights:

- ▶ The Instructions tab now includes a Glossary of Key Terms. Links are included on the Questionnaire for each key term.
- ▶ Some questions on the Form 3.08.1 have been reordered, reworded, added, and/or deleted. Please read each question carefully. All questions on Form 3.08.1 **must be answered** unless the form instructs you to do otherwise.
- ▶ Donations will only have to be reported if the donation was not recorded in SCEIS before year end.
- ▶ With the implementation of GASB 89 in FY22, construction period interest related to activity reported in Proprietary Fund Types (Enterprise, Internal Service, and Trust) is no longer capitalized.

FY23 Agency Year-End Reporting Package Update

3.12 Accounts Payable

Due 9/8/2023

Purpose: Agency to report goods or services received prior to June 30 that were not paid with that year's funds (including period 13).

Highlights:

- ▶ Report all payables due to outside entities.
- ▶ Report interfund payables individually under \$100,000. Interfund payables individually over \$100,000 should be reported on the Interfund package (3.18)
- ▶ Individual invoices under \$100,000 with more than 50% related to FY23 must be reported as an allocation based on service dates.
- ▶ Individual invoices over \$100,000 of which any portion relates to FY23 must be reported as an allocation based on service dates.

FY23 Agency Year-End Reporting Package Update

3.12 Accounts Payable-Continued

Due 9/8/2023

Supporting Reports sent to Agency GAAP contacts by CG

- ▶ **Prior Year Payables Report:** Two reports detailing your agency's expenditures in SCEIS (based on descriptions in the Item Text field). Use these reports as a tool to search for unrecorded payables:
 - September 1st – Period 1 and Period 2 payments made through 8/31/2023
 - September 6th – Period 2 payments made after August 31 and Period 3 payments through 9/5/23
- ▶ The Prior Year Payables reports are specific to 3.12 package only and are separate from the Inter-Agency Prior Year Payables report. The Inter-Agency Prior Year Payables report will be provided for package 3.18 (Interfund Payables).
- ▶ Agencies should report actual payables regardless of what appears on the Prior Year Payables reports.
- ▶ College and university payables are considered interfund payables but are processed in SCEIS in the same manner as outside entities and will appear on the reports provided for this package.

FY23 Agency Year-End Reporting Package Update

3.12 Accounts Payable-Continued

Due 9/8/2023

Exclusions from Package

- ▶ A payable does NOT exist if 12 months of expenditures have been recorded in the current year for recurring items.
 - Example: 12 periods of pest control expense are recorded in the G/L. 10 are for current FY and 2 is for next FY. No payable is required for the one for next FY.
- ▶ College and university payables are NOT reported as accounts payable. They are considered interfund payables but are processed in SCEIS in the same manner as outside entities and will appear on the reports provided for this package.
- ▶ Individual invoices under \$100,000 with less than 50% related to FY23 are NOT reported.
- ▶ Interfund payables individually over \$100,000 are NOT reported on this package. They should be reported on the Interfund package (3.18).

FY23 Agency Year–End Reporting Package Update

3.14 Disallowances and Penalties

Due 7/21/2023

Purpose: Report liabilities resulting from non–compliance of regulations or the violation of rules of federal program requirements that occurred within the fiscal year.

Highlights:

- ▶ **New for 2023!** Layla Ballard–Sholly will be the ACFR contact person.
- ▶ Grants are routinely reviewed/audited to ensure adherence to program rules. Violation of grant requirements may result in repayment of “Questioned Costs” or other penalties may be assessed.
- ▶ These repayments/penalties become disallowances, or reportable liabilities, once the State agrees to do one or both of the following before year–end:
 - Make current or future payments to the grantor
 - Accept current or future reductions in grant funds already awarded to the State

FY23 Agency Year–End Reporting Packet Update

3.05 Unearned Revenue

Due 8/18/2023

Purpose: The reporting package provides a means to report any unearned revenue associated with the charges for services provided by the agency.

Highlights:

- ▶ Unearned Revenue is a liability representing an amount collected in advance of the earnings process.
- ▶ Report amounts received from outside entities and entities within the State's reporting entity prior to the earnings process.
- ▶ Identify the account where activity occurs so that cash basis revenues can be replaced by unearned liability on CAFR.

FY23 Agency Year–End Reporting Packet Update

3.13 Litigation

Due 7/21/2023

Purpose: To report potential financial gains or losses to the state resulting from litigation.

Highlights:

- ▶ The reporting threshold remains at a meet or exceed a \$1,000,000 gain or loss to the state.
- ▶ For subsequent events reporting, the CG's office will accept a letter from the agency attorney or paralegal most familiar with the cases as an update instead of a full litigation packet being resubmitted.
- ▶ Litigation can be reported within the statements if there is a settlement that results in monies being received in future fiscal years or monies being paid in future fiscal years. Otherwise, it is just a note disclosure.
- ▶ A report detailing your agency's litigation expenses in SCEIS will be sent to your GAAP contact via email by July 8.

FY23 Agency Year–End Reporting Packet Update

3.02 Tax Revenues

Due 8/11/2023

Purpose: To report year–end tax revenue receivables and payables balances in accordance with GAAP.

Highlights:

- ▶ Report gross receivables, allowance and current net receivable for each tax type and fund number combination.
- ▶ Choose tax type from drop down list.
- ▶ Status column on worksheet “3.02.” will indicate when all relevant information has been entered for each tax type.
- ▶ Verify that the file is saved with your Agency Business Area ID first followed by the fund package number and description and date filed. So, for example, E120’s package would be saved as: **E120 3.02 Tax Revenues Forms.xlsm**

FY23 Agency Year–End Reporting Packet Update

3.03 Grants and Contribution Revenues

Due 9/8/2023

Purpose: To report Grant/Contribution Receivables or Deferred Revenues balances at 6/30/xx.

Highlights:

- ▶ **NEW for 2023!** The A/P as reported on the prior year's package is now a *prepopulated* item on schedule 3.03.1. Previously, these had to be netted against current cash expenditures to avoid doubling-up.
- ▶ For each grantor's award number there should only be one line — resulting in either a receivable or deferred revenue. **Note: if a grant has multiple years and both a deferred revenue and a receivable are reported in separate grant years, ensure that they are accurate and can be supported as such.**
- ▶ Explanations are **required** for grants having a beginning & ending fund balance but NO current year activity.
- ▶ Explanations are **required** for all adjustment made in the "Other Adjustments" column.

FY23 Agency Year–End Reporting Packet Update

3.03 Grants and Contribution Revenues

Due 9/8/2023
(continued)

- ▶ Tab 3.03.2 calculates the receivable or deferred revenue once the fund is entered. The worksheet is designed to place the receivable amount in the non–current column, please identify the current portion of the receivable for collections within 12 months. The non–current balance will adjust accordingly. The accounts payable activity from 3.03.1 will automatically populate when the fund is entered as well.
- ▶ Agency’s Schedule of Expenditures of Fed Awards (SEFA) Report will be sent to your GAAP contact via email on September 1.

FY23 Agency Year–End Reporting Packet Update

2.10 Subsequent Events

Due 10/20/2023

Purpose: To report any additional activity that occurred after the various year–end packet were submitted and related to the current reporting year but close to the year–end report date to ensure readers that the data is the most current available.

Highlights:

- ▶ **DO NOT SUBMIT PRIOR TO OCTOBER 7.**
- ▶ Any activity that has occurred since the various year–end reporting packets have been submitted and expected through report issuance (typically mid November).
- ▶ The PT_BAL00 report can be run by your agency to assist in determining if leave hours were entered late as you respond to this question on the packet.
- ▶ Word of caution– DO NOT USE this packet to report items that were available for reporting at the time the associated packets were due. For example: the accounts payable packet is due 9/9/2023, if an invoice was entered into the system prior to 9/9/2023 then it should be reported on the AP packet. The subsequent events packet is only to capture data occurring after the associated packet date. An audit finding could be issued.

FY23 Agency Year–End Reporting Packet Update

3.15 Claims

Due 8/4/2023

Purpose: GAAP requires that a liability be reported for estimated future costs.

Highlights:

- ▶ In the past several years the claims reporting package has only applied to the Second Injury Fund. Please call David Starkey at 803–734–2542 if you have any questions about this reporting package.

FY23 Accrued Compensation Liabilities No Longer a Reporting Package

- ▶ The CGO will send your agency's accrued compensated absence detail via secure email in mid-July
- ▶ Only A010, A050, and A170 report their totals by fund via email
- ▶ There is no reporting package related to this
- ▶ Keep up with your accrued comp records for the SAO's AUPs
- ▶ If a correction/change is over \$10,000 input the change on the subsequent events reporting package, otherwise do not report

FY23 Agency Year–End Reporting Packet Update

3.18 Interfund Payables and Receivables

Due 8/18/2023

Purpose: GAAP requires the recognition of amounts owed from one agency to another and from one fund to another.

Highlights:

- ▶ **NEW FY 2023!** Linda McCarty will be the ACFR contact person.
- ▶ Only report interfund payables and receivables over \$100,000 INDIVIDUALLY.
 - For example: 2 receivables of \$75,000 and \$25,000 totaling \$100,000 would not be considered for this reporting package.
- ▶ Please include the fund and account that your agency will use to pay or to receipt the monies and the fund and account the other agency will use to pay or to receipt their monies.
- ▶ Please consider individual interfund payables and interfund receivables under \$100,000 as payables or receivables from outside (non–State) parties.

Packet Due Dates & CG Contact

Section of Reporting Manual (1)	Subject	Due Date FY2023	Day	Contact at CG
1.00	GAAP Contact Forms	June 9	Friday	Sue Fisher
2.00	Master Reporting Package Checklist	July 7	Friday	Sue Fisher
3.01	Cash and Investments Reporting Forms	July 21	Friday	Katherine Kip
3.10	Loan Receivables Reporting Forms	July 21	Friday	Layla Ballard-Sholly
3.13	Litigation Reporting Forms	July 21	Friday	Michael Moore
3.14	Disallowances and Penalties Reporting Forms	July 21	Friday	Layla Ballard-Sholly
3.09	Leases Reporting Forms (Final GL Recon)	July 21	Friday	James Torbert
3.11	SBITA (Final GL Recon)	July 21	Friday	James Torbert
3.15	Claims Reporting Forms	August 4	Friday	David Starkey
3.04	Other Receivables	August 11	Friday	Linda McCarty
3.06	Inventory Reporting Forms	August 11	Friday	James Torbert
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 11	Friday	Sue Fisher
3.02	Tax Revenues Reporting Forms	August 11	Friday	Michael Moore
3.05	Unearned Revenue	August 18	Friday	Linda McCarty
3.07	Prepaid Expense Reporting Forms	August 18	Friday	Layla Ballard-Sholly
3.18	Interfund Payables Reporting Forms	August 18	Friday	Linda McCarty
3.20	Fund Classification Reporting Forms	August 18	Friday	Katherine Kip
3.03	Grant/Contribution Revenues Reporting Forms	September 8	Friday	Michael Moore
3.08	Capital Assets Reporting Forms	September 8	Friday	Layla Ballard-Sholly
3.12	Accounts Payable Reporting Forms	September 8	Friday	James Torbert
2.10	Subsequent Events Package	October 20	Friday	Michael Moore

CG Reports Distribution Dates

Section	Package	Distribution Date for FY 2023	FY 2023 Package Due Date	Title	Technical Name	Query Selection Criteria
3.01	Cash and Investments	July 7	July 21	Yearend Rptg - Cash & Investments	ZFI_ZFMGL_C03_QCASH_INVST_CLPK	Posting period = 16 Fiscal year = 2023
3.13	Litigation	July 7	July 21	Yearend Rpt - Litigation Expense	YYZPU_MC30_CAFR_Q_LFEE	Fiscal year = 2023
3.04	Other Receivables	July 28	August 11	Yearend Rptg – Accounts Receivable Current with Customer	ZFI_ZFIARO14_Q0006	Fiscal year = 2023; All Clearing Dates Greater to or Equal to this date = 07/01/2023; Fiscal year and period = 016/2022
3.06	Inventory	July 28	August 11	Yearend Rptg - Inventory	ZFI_ZFMGL_C03_QINVENTORY_CLPK	Posting period = 16 Fiscal year = 2023
3.18	Interfund Payable	July 28	August 18	Yearend Rptg - Inter-Agency Prior Year Payables with Vendor	YYZFI_ZGLAP_IS1_Q0006	Fiscal year/period = 001/2024 Item Text Prior Year Payables = *Prior Year Payables*
3.07	Prepaid Expenses	August 4	August 18	Yearend Rptg - Prepaid Expenses	ZFI_ZGLAP_IS1_Q007	Fiscal year = 2023
3.2	Fund Classification	August 11	August 18	Year-End Reporting - Fund Classification	N/A	Fiscal year = 2023 Posting Period = 16
3.03	Grant and Contributions Revenue	September 1	September 8	Yearend Rptg - AR (Contributions)	YYZFI_ZGLP_O01_Q014_RECV	Fiscal year = 2023; All Clearing Dates Greater to or Equal to this date = 07/01/2023; Fiscal year and period = 016/2023
3.03	Grant and Contribution	September 1	September 8	Yearend Rptg - Schedule of Expenditures of Fed Awards (SEFA)	ZFI_ZGM_MC04_Q020	Fiscal year = 2023
3.08	Capital Assets	September 1	September 8	Yearend Rptg - Asset History Sheet	ZFI_ZFI_AAC23_ASSET_SHEET_GEN	Fiscal year = 2023; Depreciation area = 20
3.12	Accounts Payable	September 1	September 8	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2024, Posting Period = 1;2, Item Text Prior Year Payables = *Prior Year Payable*
3.12	Accounts Payable	September 6	September 8	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2024, Posting Period = 2;3, Created On Dates Greater to or Equal to = 09/01/2023 Item Text Prior Year Payables = *Prior Year Payable*

FY23 Agency Year-End Reporting Packet Update

CG's CAFR Team Contact Information

- ▶ Sue Fisher – sfisher@cg.sc.gov – 803-734-2132
- ▶ Katherine Kip – kip@cg.sc.gov – 803-734-5043
- ▶ Linda McCarty – lmccarty@cg.sc.gov – 803-734-5164
- ▶ Michael Moore – mmoore@cg.sc.gov – 803-734-0584
- ▶ Layla Ballard-Sholly – lb Ballardsholly@cg.sc.gov – 803-734-0272
- ▶ David Starkey – dstarkey@cg.sc.gov – 803-734-2542
- ▶ James Torbert jtorbert@cg.sc.gov – 803-734-4178
- ▶ **UPDATED EMAIL ADDRESS!** Year end packet submissions – ACFR@cg.sc.gov