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CHIEF OF STAFF

MEMORANDUM

TO: SCEIS Agency Finance Directors

FROM: Statewide Financial Reporting

SUBJECT: 2025 Fiscal Year End Reporting

DATE: April 23, 2025

Updated materials for *Year-End Reporting* will be available on the Comptroller General's website no later than **June 1**:

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

I. COMPTROLLER GENERAL'S GAAP CONTACTS

Please refer to the [Comptroller General's GAAP Calendar](#) for information related to the Comptroller General contact person for each of the reporting packages as well as the due dates for each package.

II. AGENCIES THAT SUBMIT YEAR END REPORTING PACKAGES

The FY2025 GAAP Contacts Reporting Package is due June 6, 2025 and will be submitted via Workiva. If your agency's GAAP contacts change after the reporting package is submitted, please email the Comptroller General's Office at ACFR@cg.sc.gov.

Agencies that submit year end reporting packages should review the [Year End Reporting Policies & Procedures Manual](#). The manual is updated annually to clarify or emphasize difficult concepts or policies, explain new requirements of GAAP, and/or provide an updated schedule of reporting package due dates as well as any changes made to reporting package forms for that fiscal year. The Master Reporting Package Checklist provides guidance and direction through a checklist format for the reporting package forms to be completed by the agency. If an agency is uncertain about the need to report, please err on the side of over reporting rather than under reporting.

Reporting package templates and training materials can be accessed [here](#). Agencies will begin using Workiva to submit some FY2025 reporting packages; agencies can refer to the Comptroller General's GAAP Calendar to determine the method of submission for each reporting package.

III. AGENCIES THAT SUBMIT FINANCIAL STATEMENTS

Please email the CG's office at ACFR@cg.sc.gov if there have been any updates to agency's GAAP contacts.

The Comptroller General's website contains information and templates for those agencies that submit financial statements:

<https://cg.sc.gov/guidance-and-forms-state-agencies/gaap-reporting/agencies-submit-financial-statements>

- A policy manual.
- A financial statement checklist.
- For higher education institutions, financial statement spreadsheets and other blank forms.
- Spreadsheet template for deposits and investments note disclosure.
- Reconciliation of Cash and Investments held by the State Treasurer between the general ledger and final amounts per financial statement must be completed.

IV. GASB STATEMENT IMPLEMENTATIONS FOR FISCAL YEAR 2025

GASB Statement No. 101, Compensated Absences

For more information on this pronouncement, please see:

[Governmental Accounting Standards Board \(GASB\)](#)

V. SOUTH CAROLINA'S ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FY 2024

The end product of the statewide reporting process:

[SC Annual Comprehensive Financial Report 2024](#)

For questions, or web access problems, please contact the financial reporting staff by email at ACFR@cg.sc.gov
