

FY 2021 State Reporting Packets

May 3, 2021

Training Goals

- ▶ Highlight changes within closing packets
- ▶ Highlight areas within the closing packets that cause questions or potential audit findings.
- ▶ GASB 84 – Fiduciary Activities
- ▶ GASB 87 – Leases – Coming in FY 2022

FY21 Agency Year–End Reporting Packet Update

General Information

Highlights:

- ▶ Completed Closing packets must be submitted in the excel format to CAFR@cg.sc.gov .
- ▶ "Signature Page" worksheet is the **ONLY** form from the packet submitted as PDF. The signature form will indicate if the Reviewer's Checklist is **NOT** complete.

New For 2021! On the signature tab, the date submitted to the CAFR team is now required to be documented.

New For 2021! Video Closing Package Tutorials will be posted to the CG website for all the visual learners out there!

New For 2021! Verify that your closing packages are saved with your Agency Business Area ID first followed by the fund package number and description and date filed. So, for example, a package for E120 would be saved as: **E120 3.01 Cash Investments Forms**

FY21 Agency Year–End Reporting Packet Update

General Information

Highlights:

- ▶ Prepopulated packages will be sent to the GAAP contacts for the following:
 - 3.03 – Grants
 - 3.04 – Other Receivables
 - 3.09 – Operating Lease
 - 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>

FY21 Agency Year End Reporting Packet Update

2.0 Master Reporting Package

Due 7/9/2021

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

Highlights:

- ▶ 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.

FY21 Agency Year–End Reporting Packet Update

3.01 Cash and Investments

Due 7/23/2021

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 has been reformatted and 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.

FY21 Agency Year-End Reporting Packet Update

3.01 Cash and Investments-Continued

Due 7/23/2021

Highlights:

- ▶ “3.01.2 Cash-Bank” worksheet now requires Agency to correct any information as auto-populated if incorrect.

| Agency | Bank Name | Bank Account # | Bank Account Name | Correction Made If Applicable? | Has Account been closed? | Recorded In SCEIS? |
|--------|-----------|----------------|---------------------|--------------------------------|--------------------------|--------------------|
| E120 | Synovus | xxxxxx-86901 | Comptroller General | | | |

Please correct if information as provided is incorrect

FY21 Agency Year-End Reporting Packet Update

3.01 Cash and Investments-Continued

Due 7/23/2021

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? | Your Agency's Written Explanation |
| | | | | | | |

FY21 Agency Year–End Reporting Packet Update

3.10 Loan Receivables

Due 7/23/2021

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

Highlights:

- ▶ Report gross receivables, allowance, increases, decreases and current net receivable for each loan and fund number combination.

FY21 Agency Year-End Reporting Packet Update

3.10 Loan Receivables

Due 7/23/2021

| LOAN AND NOTE RECEIVABLE REPORTING PACKAGE SIGNATURE PAGE | | |
|---|---------------|---|
| CAFR Reporting Period: | 2021 | |
| Agency Number: | | |
| Agency Name | | |
| Preparer | | following questions. er Reporting Package? |
| Signature: | | * |
| Reviewer | Date: | * |
| | Name: | * |
| | Title: | * |
| | e-mail: | * |
| | Phone Number: | * |
| | Signature: | * |
| Signatures are an assertion of the accuracy and completeness of the information reported. | | |
| * Please complete the above page where indicated by a red star. | | |

THE FIRST THING YOU DO-SELECT YOUR AGENCY NUMBER FROM THIS DROPDOWN BOX ON THE SIGNATURE TAB

The review of the closing package is incomplete.

Instructions | **Signature Page** | 3.10.1-Receivables | 3.10.2-Reviewers Checklist | +

FY21 Agency Year–End Reporting Packet Update

3.16 Miscellaneous Loss Liabilities and Commitments

Due 8/13/2021

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

Highlights:

- ▶ 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.
- ▶ **New For 2020!** Layout changes with some more detail columns, but otherwise the same!

FY21 Agency Year–End Reporting Packet Update

3.20 Fund Classification

Due 8/20/2021

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

Highlights:

- ▶ **New For 2021!** 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 8/13/2021, should be used for this.

FY21 Agency Year–End Reporting Packet Update

3.20 Fund Classification–Continued

Due 8/20/2021

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 | | | | | | |

FY21 Agency Year-End Reporting Packet Update

3.20 Fund Classification-Continued

Due 8/20/2021

Worksheet "3.20.2" New For 2021!

► 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)

FY21 Agency Year–End Reporting Packet Update

3.20 Fund Classification (continued)

Due 8/20/2021

Worksheet “3.20.3”

- ▶ “Worksheet “3.20.3” is the Reviewer’s Checklist.
- ▶ All questions must be answered for the packet to be complete. No red cells must remain.

FY21 Agency Year–End Reporting Package Update

3.04 Other Receivables

Due 8/13/2021

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

Highlights:

- ▶ Agency’s GAAP contact will receive by the end of July an email containing a pre–populated package detailing current receivables by fund within SCEIS.
- ▶ 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.

FY21 Agency Year–End Reporting Package Update

3.04 Other Receivables –Continued

Due 8/13/2021

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.

FY21 Agency Year–End Reporting Package Update

3.06 Inventory

Due 8/13/2021

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.

FY21 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses

Due 8/20/2021

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, 2022.
- **Non–Current Prepaid Expense:** The portion with an expected usage period extending beyond one year (after June 30, 2022).
- **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:

- ▶ 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.

FY21 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses –Continued

Due 8/20/2021

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.

FY21 Agency Year–End Reporting Package Update

3.07 Prepaid Expenses–Continued

Due 8/20/2021

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.

FY21 Agency Year End Reporting Packet Update

3.09 Operating Leases

Due 8/20/2021

Purpose: To report lease activity and future lease obligations of the state.

Important: Agencies are required to have copies of ALL lease contracts, and supporting terms, in ONE central location as of the due date of the closing package. These are not to be submitted with the closing package but should be available for review by external parties.

The reviewer will be required to attest on the signature page that copies of all leases are in one central location and available for review as of the filing date.

| | |
|---|---|
| The review of the closing package is incomplete. | |
| Reviewer | Date Submitted to CAFR Team: |
| | Date Reviewed: |
| | Name: |
| | Title: |
| | e-mail: |
| | Phone Number: |
| | <input type="checkbox"/> I certify that copies of all lease contracts (and supporting terms) detailed in the closing package are stored in ONE CENTRAL location as of this filing date. |
| | Signature: |

FY21 Agency Year End Reporting Packet Update

3.09 Operating Leases–Continued

Due 8/20/2021

Reporting of Copiers:

- ▶ Copiers with base rent or a base number of copies AND contingent charges for billable copies must be reported separately.
- ▶ Contingent charges must be reported within section II on tab 3.09.1.
- ▶ Base rent or cost of base copies must be reported on tab 3.09.1 a.

FY21 Agency Year End Reporting Packet Update

3.09 Operating Leases–Continued

Due 8/20/2021

Worksheet 3.09.1a:

- ▶ Purpose is to capture ALL leases with future minimum payments.
 - All columns must be completed for each lease including the **Effective and Expiration Dates**.
 - Agencies must ensure the current expense plus future payment align with the lease term and payment amount.

FY21 Agency Year End Reporting Packet Update

Capital Lease Update – No Package Required

Presidio Leases:

- ▶ Leases through Presidio Technology Capital, LLC (state contract # 4400015301) contain a bargain purchase option, making them capital leases.
- ▶ FY2021 – Presidio payment schedules provided by the vendor must reconcile to the payments posted to the general ledger accounts.
- ▶ Any correcting JE's should be posted by the agency prior to FY2021 year-end.
- ▶ Please ensure each lease has a corresponding asset equal to the equipment cost listed on the cover page of the lease.

FY21 Agency Year End Reporting Packet Update

GASB 87 Update

Preparation During FY 2021:

- ▶ Agencies must continue to gather and maintain the lease master data for all leases; capital and operating. The Comptroller General's Office (CG) will continue to work with all Agencies throughout the next few months to ensure perfect compliance for GASB 87–Leases for FY22.

- ▶ Agencies must continue to identify and educate all levels of appropriate staff regarding requirements of GASB 87–Leases. The CG will provide enhancement training, but it is the responsibility of the Agency to properly understand, train and implement GASB 87–Leases.

- ▶ **NEXT STEPS!!**
 - FY22 shopping carts need to be created with the appropriate general ledger accounts.
 - Leased assets will be created in SCEIS in the new year.

FY21 Agency Year–End Reporting Package Update

3.08 Capital Assets

Due 9/10/2021

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

Highlights:

- ▶ 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 FY21 year–end.**
- ▶ 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.

FY21 Agency Year–End Reporting Package Update

3.08 Capital Assets –Continued

Due 9/10/2021

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.
- ▶ **NEW! Beginning July 1, 2021** GASB 87 must be incorporated into your daily accounting processes.

FY21 Agency Year–End Reporting Package Update

3.12 Accounts Payable

Due 9/10/2021

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 FY21 must be reported as an allocation based on service dates.
- ▶ Individual invoices over \$100,000 of which any portion relates to FY21 must be reported as an allocation based on service dates.

FY21 Agency Year–End Reporting Package Update

3.12 Accounts Payable–Continued

Due 9/10/2021

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 8/31/2021
 - September 8th – Period 2 payments made after August 31 and Period 3 payments through 9/7/21

- ▶ 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.

FY21 Agency Year–End Reporting Package Update

3.12 Accounts Payable–Continued

Due 9/10/2021

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 FY21 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).

FY21 Agency Year–End Reporting Package Update

3.14 Disallowances and Penalties

Due 7/23/2021

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:

- ▶ Grants are routinely reviewed/audited to ensure adherence to program rules. Violation of grant requirements result in “Questioned Costs”.

- ▶ “Questioned Costs” 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

FY21 Agency Year–End Reporting Packet Update

3.05 Unearned Revenue

Due 8/20/2021

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.

FY21 Agency Year–End Reporting Packet Update

3.13 Litigation

Due 7/23/2021

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 9.

FY21 Agency Year–End Reporting Packet Update

3.02 Tax Revenues

Due 8/13/2021

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.
- ▶ **New For 2021!** 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**

FY21 Agency Year–End Reporting Packet Update

3.03 Grants and Contribution Revenues

Due 9/10/2021

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

Highlights:

- ▶ 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 Accrual Adjustments” column.

FY21 Agency Year–End Reporting Packet Update

3.03 Grants and Contribution Revenues

Due 9/10/2021

(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 August 31.

FY21 Agency Year–End Reporting Packet Update

2.10 Subsequent Events

Due 10/22/2021

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 8.**
- ▶ 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 9/10/2021, if an invoice was entered into the system prior to 9/10/2021 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.

FY21 Agency Year–End Reporting Packet Update

3.15 Claims

Due 8/6/2021

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.

FY21 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

FY21 Agency Year–End Reporting Packet Update

3.18 Interfund Payables and Receivables

Due 8/20/2021

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

Highlights:

- ▶ 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 | Day | Contact at CGO |
|------------------------------------|---|--------------|--------|----------------|
| 2.0 | Master Reporting Package Checklist | July 9 | Friday | Kelly Ghent |
| 3.01 | Cash and Investments Reporting Forms | July 23 | Friday | Katherine Kip |
| 3.10 | Loan Receivables Reporting Forms | July 23 | Friday | Katherine Kip |
| 3.13 | Litigation Reporting Forms | July 23 | Friday | Michael Moore |
| 3.14 | Disallowances and Penalties Reporting Forms | July 23 | Friday | Kelly Ghent |
| 3.15 | Claims Reporting Forms | August 6 | Friday | David Starkey |
| 3.04 | Other Receivables | August 13 | Friday | Kelly Ghent |
| 3.06 | Inventory Reporting Forms | August 13 | Friday | Kelly Ghent |
| 3.16 | Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms | August 13 | Friday | Katherine Kip |
| 3.02 | Tax Revenues Reporting Forms | August 13 | Friday | Michael Moore |
| 3.05 | Unearned Revenue | August 20 | Friday | Michael Moore |
| 3.07 | Prepaid Expense Reporting Forms | August 20 | Friday | Kelly Ghent |
| 3.09 | Operating Leases Reporting Forms | August 20 | Friday | Kelly Ghent |
| 3.18 | Interfund Payables Reporting Forms | August 20 | Friday | David Starkey |
| 3.20 | Fund Classification Reporting Forms | August 20 | Friday | Katherine Kip |
| 3.12 | Accounts Payable Reporting Forms | September 10 | Friday | Kelly Ghent |
| 3.03 | Grant/Contribution Revenues Reporting Forms | September 10 | Friday | Michael Moore |
| 3.08 | Capital Assets Reporting Forms | September 10 | Friday | Kelly Ghent |
| 2.1 | Subsequent Events Package | October 22 | Friday | Michael Moore |

CG Reports Distribution Dates

| Section | Package | Distribution Date | Package Due Date | Title | Technical Name | Query Selection Criteria |
|---------|---------------------------------|-------------------|------------------|--|--------------------------------|--|
| 3.01 | Cash and Investments | 7/9 | 7/23 | Yearend Rptg - Cash & Investments | ZFI_ZFMGL_C03_QCASH_INVST_CLPK | Posting period = 16 Fiscal year = 2021 |
| 3.13 | Litigation | 7/9 | 7/23 | Yearend Rpt - Litigation Expense | YYZPU_MC30_CAFR_Q_LFEE | Fiscal year = 2021 |
| 3.04 | Other Receivables | 7/30 | 8/13 | Yearend Rptg – Accounts Receivable Current with Customer | ZFI_ZFIARO14_Q0006 | Fiscal year = 2021; All Clearing Dates Greater to or Equal to this date = 07/01/2021; Fiscal year and period = 016/2021 |
| 3.06 | Inventory | 7/30 | 8/13 | Yearend Rptg - Inventory | ZFI_ZFMGL_C03_QINVENTORY_CLPK | Posting period = 16 Fiscal year = 2021 |
| 3.18 | Interfund Payable | 7/30 | 8/20 | Yearend Rptg - Inter-Agency Prior Year Payables with Vendor | YYZFI_ZGLAP_IS1_Q0006 | Fiscal year/period = 001/2022 Item Text Prior Year Payables = *Prior Year Payables* |
| 3.07 | Prepaid Expenses | 8/6 | 8/20 | Yearend Rptg - Prepaid Expenses | ZFI_ZGLAP_IS1_Q007 | Fiscal year = 2021 |
| 3.09 | Operating Leases | 8/6 | 8/20 | Yearend Rptg - Operating Lease Expense w/Vendor | YYZPU_MC30_OP_LEASE_YE_RPTG | Fiscal Year = 2021; Non-statistical posting = # |
| 3.2 | Fund Classification | 8/13 | 8/20 | Year-End Reporting - Fund Classification | N/A | Fiscal year = 2021 Posting Period = 16 |
| 3.03 | Grant and Contributions Revenue | 9/1 | 9/10 | Yearend Rptg - AR (Contributions) | YYZFI_ZGLP_O01_Q014_RECV | Fiscal year = 2021; All Clearing Dates Greater to or Equal to this date = 07/01/2021; Fiscal year and period = 016/2021 |
| 3.03 | Grant and Contributions Revenue | 9/1 | 9/10 | Yearend Rptg - Schedule of Expenditures of Fed Awards (SEFA) | ZFI_ZGM_MC04_Q020 | Fiscal year = 2021 |
| 3.08 | Capital Assets | 9/1 | 9/10 | Yearend Rptg - Asset History Sheet | ZFI_ZFI_AAC23_ASSET_SHEET_GEN | Fiscal year = 2021; Depreciation area = 20 |
| 3.12 | Accounts Payable | 9/1 | 9/10 | Yearend Rptg - Prior Year Payables with Vendor | ZFI_ZGLAP_IS1_Q005 | Fiscal year = 2022, Posting Period = 1;2, Item Text Prior Year Payables = *Prior Year Payable* |
| 3.12 | Accounts Payable | 9/8 | 9/10 | Yearend Rptg - Prior Year Payables with Vendor | ZFI_ZGLAP_IS1_Q005 | Fiscal year = 2022, Posting Period = 2;3, Created On Dates Greater to or Equal to = 09/01/2022 Item Text Prior Year Payables = *Prior Year Payable* |

FY21 Agency Year–End Reporting Packet Update

CG’s CAFR Team Contact Information

- ▶ Kelly Ghent – kghent@cg.sc.gov – 803–734– 0272
- ▶ Katherine Kip – kkip@cg.sc.gov – 803–734–5043
- ▶ Michael Moore – mmoore@cg.sc.gov – 803–734–0584
- ▶ David Starkey– dstarkey@cg.sc.gov – 803–734–2542
- ▶ Year end packet submissions – CAFR@cg.sc.gov