

DATE: July 16, 2020

TO: CFO's and Organization's SEFA Contacts

FROM: Kris Martins, Deputy State Accounting Officer – Financial Reporting *Kum*

RE: Fiscal Year 2020 Schedule of Expenditures of Federal Awards (SEFA)
DUE AUGUST 21, 2020

The State prepares a Single Audit Report for the recently completed fiscal year. This report is required to comply with Federal provisions and is prepared in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as “Uniform Grant Guidance”). As part of the State of Georgia Single Audit report, a SEFA schedule is compiled by the State Accounting Office (SAO) based on data provided by all organizations included in the State of Georgia reporting entity.

In order to facilitate the effective and efficient compilation of the SEFA, organizations that receive and expend federal awards, such as grants, must use the “Expenditures of Federal Awards” application located on the Department of Audits and Accounts (DOAA) website (<https://www.audits.ga.gov/auth/login.aud>)¹ to submit their monetary and non-monetary data to be reported on the SEFA schedule. Additionally, organizations that do not expend federal awards must still use the DOAA SEFA webportal application to indicate that there is no data to be reported on the SEFA schedule. ***Note: due to Coronavirus (COVID-19) monetary funds (example: CRF funds) and non-monetary items received during fiscal year 2020, certain Organizations that previously had no data to report, may now have items required to be reported in the DOAA SEFA webportal.*** The SEFA webportal application will be available for use starting July 20, 2020, with a submission deadline of August 21, 2020.

Each organization's management is responsible for the proper accounting and accurate reporting of federal awards. Expenditures reported in the SEFA must be reported on the GAAP basis of accounting relevant to the organization's reporting fund and must reconcile to expenditures recorded in the organization's accounting records. More specifically, the GAAP basis of accounting for expenditures of general fund organizations is the modified accrual basis and for expenditures of proprietary fund organizations is the full accrual basis. Organizations should refer to the SEFA policy on the SAO website at <https://sao.georgia.gov/policies-and-procedures/business-process-policies> for additional information. Furthermore, if organizations make post-closing adjustments (PCAs) that affect federal fund sources, these adjustments must be reflected in the amounts reported in the SEFA application. **Also, for federal awards provided to or received from organizations within the state reporting entity there must be communication to ensure amounts, CFDA numbers, Research and Development designation, etc. are reported consistently by both organizations².**

For additional information, please refer to the SEFA detailed Auditees' Instructions, which includes an Entity User's Guide, at: <https://sao.georgia.gov/statewide-reporting/federal-compliance-reporting#toc-single-audit-report-schedule-of-expenditures-of-federal-awards-sefa-resources>. For SEFA related questions, contact: compliance@sao.ga.gov, and for technical questions relating to the DOAA SEFA webportal application contact: webmaster@audits.ga.gov.

¹ Login and External Account Creation Instructions can be found on SAO's website at: <https://sao.georgia.gov/federal-compliance-reporting>.

² The SEFA Reconciliation year-end form contains a required tab to be completed related to reconciliation between organizations within the state reporting entity. For additional information, refer to SAO's website relating to year-end forms: <http://sao.georgia.gov/year-end-forms>.