

**FY24 Year-End Reporting
Package Update
Comptroller General's Office
June 6, 2024**

FY24 Agency Year-End Reporting Package Update

General Information

- ▶ Completed closing packages are to be submitted as Excel files to ACFR@cg.sc.gov
- ▶ "Signature Page" worksheet is the **ONLY** form from the package that should be submitted as a PDF.
- ▶ Video tutorials are available on the CG website for some reporting packages
- ▶ 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**

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General Information

- ▶ Prepopulated 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)

- ▶ Information regarding year-end packages 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>

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3.01 Cash and Investments

Due 7/19/2024

- ▶ “3.01.2 Cash-Bank” worksheet requires disclosure of all closed bank accounts.
- ▶ 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						

Balance per SCEIS G/L

Balance per Reconciled Statement

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

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3.01 Cash and Investments-Continued

Due 7/19/2024

▶ 3.01.2 Cash-Bank tab

Please Correct/Delete Pre-Populated Information If Necessary		Please Indicate:					Has Account been closed
Bank Name	Bank Account #	Bank Account Name	Nature of Bank Account?	Recorded In SCEIS?	SCEIS G/L #	Fund #	
Wells Fargo	xxxxxx-28672	General Account	Fiduciary	Yes	101115000	60000001	
Wells Fargo	xxxxxx-28672	General Account	Fiduciary	Yes	101115001	60000001	
Wells Fargo	xxxxxx-28672	General Account	Fiduciary	Yes	101115000	60000002	
Wells Fargo	xxxxxx-28672	General Account	Fiduciary	Yes	101115001	60000002	
Wells Fargo	xxxxxx-28643	Lexington Mhe	Operational	Yes	101115100	60000003	
Wells Fargo	xxxxxx-29215	Bennt Clubhouse	Operational	Yes	101115500	60000003	

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

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3.01 Cash and Investments-Continued

Due 7/19/2024

- ▶ “3.01.2 Cash-Bank (New)” worksheet should be completed for any bank accounts **NOT** listed on “3.01.2 Cash-Bank” worksheet.
- ▶ Please be sure to complete the “Required Supplemental Information and Written Explanation(s)” section in Worksheets “3.01.2 Cash-Bank” and “3.01.2 Cash-Bank (New)” for each bank account reported.

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

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3.13 Litigation

Due 7/19/2024

- ▶ **NEW for 2024!** Linda McCarty is now the ACFR contact.
- ▶ Agencies should only report gains or losses of \$1,000,000 or more.
- ▶ 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 package being resubmitted.

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3.09 Leases and 3.11 SBITAs

Due 7/19/2024

- ▶ Please be sure to retire SCEIS lease assets for completed and terminated leases and SBITAs.
- ▶ When creating new lease assets in SCEIS, please use the appropriate lease asset class
 - ex. 15009 Lease Machinery & Equipment should be used for copiers
- ▶ Detailed guidance and training videos on leases and SBITAs can be found on our website at:
<https://cg.sc.gov/gasb-87-96-lease-accounting>

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3.04 Other Receivables

Due 8/9/2024

- ▶ Do not report interfund receivables individually over \$100,000 on this package, they will be reported on the 3.18 Interfund Reporting Package. 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.

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3.06 Inventory

Due 8/9/2024

- ▶ 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 contacts via email at the end of July.

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3.16 Miscellaneous Loss Liabilities and Commitments

Due 8/9/2024

- ▶ 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.
- ▶ Any commitments for the construction, repair, development, or purchase of capital assets (including lease or subscription commitments that will be capitalized as lease or SBITA assets after year–end) should be reported on the 3.08 Capital Assets Reporting Package and **NOT on Form 3.16.3.**

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3.20 Governmental Fund Classification

Due 8/16/2024

- ▶ **New for 2024!** Layla Ballard–Sholly is now the ACFR contact.
- ▶ Each agency should use the Year–End Fund Balance Report to confirm all governmental funds with an ending fund balance and/or activity for the current fiscal year are listed on Form 3.20.1. The Year–End Balance Report will be sent to each agency’s GAAP contacts on 8/9/2024.
- ▶ A new question has been added on Form 3.20.1 that requires the agency to affirm that any fund balance classified as Unassigned is not intended for a specific purpose as of June 30.
- ▶ Form 3.20.2 must be completed for any updated fund classifications and/or any funds created during the fiscal year.

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3.07 Prepaid Expenses

Due 8/16/2024

- Agencies may exclude individual prepaid items of \$10,000 or less (current plus non–current) up to \$100,000 in the aggregate (i.e., small items do not need to be reported as long as the total amount of items excluded does not exceed \$100,000 for your agency).
- Example: An agency has eleven prepaid items and each item is \$10,000. Because the aggregate of the prepaids is \$110,000, the agency will need to report at least one of the items on the package but may exclude the other ten items.

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3.07 Prepaid Expenses-Continued

Due 8/16/2024

- Prepaid expenses can relate to amounts paid to private entities or other State entities.
- **New for 2024!** Agencies must now report an Agency Code for any prepaid expenses that relate to amounts paid to another State agency. Please do not aggregate these amounts with amounts paid to non-State entities.

State of South Carolina					
Section 3.07, Prepaid Expenses Reporting Package					
Prepaid Expenses Summary Form					
At June 30, 2024					
Agency:		Agency Name:			
Preparer:					
Reviewer:					
<p>The report provided is based on the header text and/or line item text, actual prepaid expenses should be reported on this form regardless of what appears on the reports. Please be sure to roll forward any noncurrent prepaid expenses reported on the prior fiscal year Form 3.07.1.</p>					
				Prepaid Expense Balances	
Fund No	GL Account	Agency Code	Expensed in FY24	Current (FY25)	Noncurrent (FY26 and after)

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3.08 Capital Assets

Due 9/13/2024

- ▶ 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 7/22/2024.**
- ▶ Form 3.08.1 includes links to definitions of key terms in the Instructions tab.
- ▶ All questions on Form 3.08.1 **must be answered** unless the form instructs you to do otherwise.
- ▶ Donations and intra–state transfers of capital assets no longer need to be reported if they were properly recorded in SCEIS.

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3.08 Capital Assets-Continued

Due 9/13/2024

- ▶ **New for 2024!** If an agency has an Asset Under Construction balance in SCEIS at year end, the agency will now be required to complete Form 3.08.4 – Detailed Schedule of AUC Projects.
- ▶ The grand total of the amounts reported by the agency on Form 3.08.4 **must** agree to the total AUC balance in SCEIS.

State of South Carolina
Detailed Schedule of AUC Projects
For the Fiscal Year Ended June 30, 2024

Agency:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="0"/>	<input style="width: 95%;" type="text"/>
	Agency Name		Business Area
Preparer:	<input style="width: 95%;" type="text" value="0"/>		
Reviewer:	<input style="width: 95%;" type="text" value="0"/>		

Please review the instructions prior to completing this form.
Column headers shown in blue are linked to specific instructions for that column.

AUC Ending Balance per Asset History Sheet	
AUC Ending Balance per SCEIS ZGLA G/L Account 1801009000	
Variance	-

Instance	Project Name/Description	Anticipated Completion Date	WBS Element	Fund	Current Capitalization Amount	Future Asset Class	Current Expense Amount	Total Amount	Comments
								-	
								-	
								-	

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3.08 Capital Assets–Continued

Due 9/13/2024

- ▶ **New for 2024!** Due to a new policy implemented in FY24, agencies must now contact the CGO if they make any purchases of a group of similar assets that, individually are below the applicable capitalization threshold, but, in the aggregate, exceed \$1,000,000. Please contact the CGO as soon as you are aware of any such purchase to determine if the purchase needs to be capitalized.
- ▶ These situations are being handled on a case–by–case basis.
- ▶ A new question has been added to the reporting package (question 13) related to this situation. It has been added to help document any such situations that occurred during the fiscal year for audit purposes; not to be used as an initial means of reporting such situations.

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3.08 Capital Assets-Continued

Due 9/13/2024

- ▶ **New for 2024!** Additional categories have been added for reporting commitments:

COMMITMENTS

20. Did your agency have any of the outstanding commitments listed below as of June 30?

- a) Construction commitments (capital projects and/or repair and maintenance)
- b) Commitments for software development
- c) Commitments for the development of software that will be leased under a Subscription-Based Information Technology Arrangement (SBITA) upon completion OR
Executed (signed) subscription agreements that are effective after June 30 AND will be capitalized as a SBITA asset after June 30
- 4) Executed (signed) lease agreements that are effective after June 30 AND will be capitalized as a lease asset after June 30
- 5) Executed (signed) contracts for the purchase capital assets after June 30

Note: The above only apply to capital asset costs that **have not** been paid as of June 30.

21. Were any of the outstanding commitments in excess of \$100,000 per category as of June 30?

- 21a. Outstanding **capital project** commitments in excess of \$100,000 \$
- 21b. Outstanding **repair and maintenance** commitments in excess of \$100,000 \$
- 21c. Outstanding **software development (non-SBITA)** project commitments in excess of \$100,000 \$
- 21d. Outstanding **SBITA** asset commitments in excess of \$100,000 \$
- 21e. Outstanding **lease asset** commitments in excess of \$100,000 \$
- 21f. Outstanding commitments for the **purchase of capital assets** in excess of \$100,000 \$

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3.12 Accounts Payable

Due 9/13/2024

- ▶ 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 3.18 Interfund Reporting Package.
- ▶ Please be sure that any payables reported on the 3.03 Grants and Contribution Revenues Reporting Package **are also** reported on this package.

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3.12 Accounts Payable-Continued

Due 9/13/2024

- ▶ Agencies may decide not to report a payable if 12 months of expenditures have already been recorded in the current year for recurring items.
 - Example: 13 months of utility payments have been recorded on the G/L; 12 are for the current FY and 1 is for the next FY. The agency can elect not to report a payable for the next FY payment.
- ▶ College and university payables are processed in SCEIS in the same manner as outside entities and will appear on the reports provided for this package. However, they are classified as interfund payables and **should not** be reported on this package.

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3.03 Grants and Contribution Revenues

Due 9/13/2024

- ▶ **New for 2024!** James Torbert is now the ACFR contact.
- ▶ Please be sure that any accounts payable amounts reported on this package are also reported on the 3.12 Accounts Payable Reporting Package.

STATE OF SOUTH CAROLINA
GRANTS ACTIVITY FORM
AT JUNE 30, 2024

Agency: Business Area Name

Preparer: Typed Name

Reviewer: Typed Name

CFDA #	Grantor's Award Reference	SCEIS Grant Number	Grant Type	Fund Number	Eligibility?	Prepopulated (PY Ending)	(+)	(-)	Prepopulated (PY Reported)	Formula	(-)	(+/-)	Formula	Explanations: other accrual adjustments and grants without FY activity
						Beginning Accrual Fund Balance (prior yr ending)	Grant Receipts through June 30	Grant Expenditures	Add-back A/P recognized in 2023 (PY)	Ending Cash Basis Fund Balance	Accounts Payable Current as of June 30, 2024	Other Accrual Adjustments	June 30 Ending Accrual Fund Balance	

FY2 Agency Year–End Reporting Package Update

2.10 Subsequent Events

Due 11/15/2024

- ▶ **DO NOT SUBMIT PRIOR TO 11/1/2024.**
- ▶ This package is used to report any activity that has occurred since the various year–end reporting packages have been submitted and/or activity expected to occur before the ACFR is issued, which should be in December.
- ▶ PLEASE DO NOT USE this package to report items that were known and/or available for reporting at the time the associated packages were due.
 - For example, if an invoice was entered into SCEIS prior to 9/13/2024, then it should be reported on the Accounts Payable Reporting Package that is due 9/13/2024.
 - The Subsequent Events Reporting Package is meant to only capture data occurring after the associated package date. An audit finding could be issued.

Packet Due Dates & CGO Contacts

Section of Reporting Manual ⁽¹⁾	Subject	Due Date FY2024	Day	Contact at CGO
1.00	GAAP Contact Forms	June 7	Friday	Sue Fisher
2.00	Master Reporting Package Checklist	July 5	Friday	Sue Fisher
3.01	Cash and Investments Reporting Forms	July 19	Friday	Katherine Kip
3.10	Loan Receivables Reporting Forms	July 19	Friday	Layla Ballard-Sholly
3.13	Litigation Reporting Forms	July 19	Friday	Linda McCarty
3.14	Disallowances and Penalties Reporting Forms	July 19	Friday	Layla Ballard-Sholly
3.09	Leases Reporting Forms (Final GL Recon)	July 19	Friday	James Torbert
3.11	SBITA (Final GL Recon)	July 19	Friday	James Torbert
3.15	Claims Reporting Forms	August 2	Friday	Katherine Kip
3.04	Other Receivables	August 9	Friday	Linda McCarty
3.06	Inventory Reporting Forms	August 9	Friday	James Torbert
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 9	Friday	Sue Fisher
3.02	Tax Revenues Reporting Forms	August 9	Friday	Katherine Kip
3.05	Unearned Revenue	August 16	Friday	Layla Ballard-Sholly
3.07	Prepaid Expense Reporting Forms	August 16	Friday	Layla Ballard-Sholly
3.20	Fund Classification Reporting Forms	August 16	Friday	Layla Ballard-Sholly
3.18	Interfund Payables Reporting Forms	August 30	Friday	Linda McCarty
3.03	Grant/Contribution Revenues Reporting Forms	September 13	Friday	James Torbert
3.12	Accounts Payable Reporting Forms	September 13	Friday	James Torbert
3.08	Capital Assets Reporting Forms	September 13	Friday	Layla Ballard-Sholly
2.01	Subsequent Events Package	November 15	Friday	Sue Fisher

CGO Reports Distribution Dates

Section	Package	Distribution Date for FY 2024	FY 2024 Package Due Date	Title	Technical Name	Query Selection Criteria
3.01	Cash and Investments	July 5	July 19	Yearend Rptg - Cash & Investments	ZFI_ZFMGL_C03_QCASH_INVST_CLPK	Posting period = 16 Fiscal year = 2024
3.13	Litigation	July 5	July 19	Yearend Rpt - Litigation Expense	YYZPU_MC30_CAFR_Q_LFEE	Fiscal year = 2024
3.04	Other Receivables	July 26	August 9	Yearend Rptg – Accounts Receivable Current with Customer	ZFI_ZFIARO14_Q0006	Fiscal year = 2024; All Clearing Dates Greater to or Equal to this date = 07/01/2024; Fiscal year and period = 016/2024
3.06	Inventory	July 26	August 9	Yearend Rptg - Inventory	ZFI_ZFMGL_C03_QINVENTORY_CLPK	Posting period = 16 Fiscal year = 2024
3.07	Prepaid Expenses	August 2	August 16	Yearend Rptg - Prepaid Expenses	ZFI_ZGLAP_IS1_Q007	Fiscal year = 2024
3.2	Fund Classification	August 9	August 16	Year-End Reporting - Fund Classification	N/A	Fiscal year = 2024 Posting Period = 16
3.18	Interfund Payable	August 12	August 30	Yearend Rptg - Inter-Agency Prior Year Payables with Vendor	YYZFI_ZGLAP_IS1_Q0006	Fiscal year/period = 001/2024 - 002/2024 Item Text Prior Year Payables = *Prior Year Payables*
3.03	Grant and Contributions Revenue	September 3	September 13	Yearend Rptg - AR (Contributions)	YYZFI_ZGLP_O01_Q014_RECV	Fiscal year = 2024; All Clearing Dates Greater to or Equal to this date = 07/01/2024; Fiscal year and period = 016/2024
3.03	Grant and Contributions	September 3	September 13	Yearend Rptg - Schedule of Expenditures of Fed Awards (SEFA)	ZFI_ZGM_MC04_Q020	Fiscal year = 2024
3.08	Capital Assets	September 3	September 13	Yearend Rptg - Asset History Sheet	ZFI_ZFI_AAC23_ASSET_SHEET_GEN	Fiscal year = 2024; Depreciation area = 20
3.12	Accounts Payable	September 3	September 13	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2025, Posting Period = 1;2, Item Text Prior Year Payables = *Prior Year Payable*
3.12	Accounts Payable	September 11	September 13	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2025, Posting Period = 2;3, Created On Dates Greater to or Equal to = 09/01/2024 Item Text Prior Year Payables = *Prior Year Payable*

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ACFR Team Contact Information

- ▶ Sue Fisher – sfisher@cg.sc.gov – 803-734-2132
- ▶ Katherine Kip – kkip@cg.sc.gov – 803-734-5043
- ▶ Linda McCarty – lmccarty@cg.sc.gov – 803-734-5164
- ▶ Layla Ballard-Sholly – lballardsholly@cg.sc.gov – 803-734-0272
- ▶ David Starkey – dstarkey@cg.sc.gov – 803-734-2542
- ▶ James Torbert jtorbert@cg.sc.gov – 803-734-4178
- ▶ Year-end reporting package submissions – ACFR@cg.sc.gov