

**FY25 Year–End Reporting  
Package Update  
Comptroller General's Office  
June 10, 2025**

# New GASB Effective for FY25

- ▶ GASB Statement 101 – Compensated Absences will supersede GASB Statement 16
- ▶ Sick leave will now be accrued along with the compensated absences accrual.
- ▶ Agencies will receive an additional absences report focused on sick leave. This report will look similar to the current SCEIS Accrued Compensated Absences report.
- ▶ Agencies will need to verify both reports.

# General Reminders – Lease and SBITA Assets

- ▶ Capitalization thresholds

Lease Asset Class	Capitalization Threshold
Land	\$0
Buildings	\$0
Vehicles and Equipment	\$5,000
Subscription-Based IT Arrangements (SBITAs)	\$100,000

- Each item in a lease that meets the threshold for capitalization should be assigned its own Asset Number in SCEIS.
- ▶ Please use the appropriate lease asset class when creating new lease assets in SCEIS.
  - Ex. 15009 Lease Machinery & Equipment should be used for copiers
- ▶ Please be sure that you retire SCEIS assets for completed and terminated leases/SBITAs.

# General Reporting Package Reminders and Updates

## ▶ 3.07 Prepaid Expenses

- Make sure to roll forward and update noncurrent prepaids reported in the prior year.
- 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.

# General Reporting Package Reminders and Updates

## ▶ 3.08 Capital Assets

- Reporting package must be completed if your agency has any kind of capital asset. Low value assets are not capital assets, but lease and SBITA assets are capital assets.
- 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 7/22/2025.**
- All questions on Form 3.08.1 must be answered unless the form instructs you to do otherwise.
- A training webinar for this reporting package was held on June 5, 2025 and the recording of the video as well as the PowerPoint slides have been uploaded to our website.

# General Reporting Package Reminders and Updates

- ▶ 3.12 Accounts Payable
  - 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.

# General Reporting Package

## Reminders and Updates

### ▶ 3.16 Misc. Commitments

- Only commitments that relate to promises to pay for goods or services received from a third party should be reported. Grants awarded to your agency should not be reported on this form.
- Any commitments reported should relate to promises made prior to June 30 for goods or services that will be provided after June 30.
- Any amounts that have already been paid or have already been incurred (i.e. payables) should not be reported as a commitment. Additionally, any commitments made after June 30 should not be reported on this package.
- Please do not report any commitments related to the purchase, acquisition, construction, repair, or development of capital assets (including lease or SBITA assets). These commitments should be reported on the 3.08 Capital Assets Reporting Package.



# General Reporting Package

## Reminders and Updates

### ▶ 3.20 Gov Fund Balance Classification

- A training webinar for this reporting package will be held on June 11<sup>th</sup> at 2:00 PM. The training will be recorded and uploaded to our website shortly after the date of the training.
- Agencies will need to report significant changes to the fund activity during the fiscal year (ex. new revenue sources, new or modified constraints on use of fund resources, etc.).
- Agencies will need to provide more information about any grant balances reported.
- Form 3.20.4 – Must provide authorizations for both revenue sources and/or constraints on use of fund resources.



# Reporting Package Process for FY25

- ▶ Reporting packages listed on next slide will be completed and submitted in Workiva
- ▶ All other reporting packages will follow the previous process (Excel file downloaded from the CGO website and submitted via email to the ACFR inbox)

# Reporting Packages in Workiva

- ▶ Phased implementation of reporting package workspace will begin for FY25

Reporting Package	Due Date	Date Available in Workiva
1.00 GAAP Contacts	June 6	May 26
2.00 Master Reporting Package Checklist	July 3	June 23
3.10 Loan Receivables	July 18	July 9
3.14 Disallowances and Penalties	July 18	July 9
3.15 Claims	August 1	July 9
3.06 Inventory	August 8	July 25
3.16 Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments	August 8	July 9
3.02 Tax Revenues	August 8	July 9
3.05 Unearned Revenue	August 15	July 9
3.07 Prepaid Expense	August 15	July 9
3.20 Gov Fund Balance Classification	August 22	August 1
3.18 Interfund Payables/Receivables	August 29	July 9
3.12 Accounts Payable	September 12	July 9

# Workiva Training

- ▶ Training was held on May 12, 2025
- ▶ Recording can be found on our website:
  - <https://cg.sc.gov/guidance-and-forms-state-agencies/gaap-reporting/agencies-submit-year-end-reporting-packages>

[Home](#) » [Guidance and Forms for State Agencies](#) » [GAAP Reporting](#) » Agencies That Submit Year-End Reporting Packages

## Agencies That Submit Year-End Reporting Packages

Fiscal Year Ends June 30, 2025

Saving the files to your PC: To download the files, right-click on the link and choose "Save target as..." (Internet Explorer) or "Save link as..." (Google Chrome) and select a location for the file to be downloaded. Once download is complete, the file can be opened from your PC at the location you specified.

[Year-End Reporting Policies And Procedures Manual \(Word\)](#)

[AUC Substantially Complete Policy Revision - Effective June 1, 2024](#)

[CGO Accounting for Capital Projects - Reminders and Clarifications](#)

The Appendix E, Summary of Revisions Since Last Year, included in the above manual provides information for current year changes.

[Lease Register \(Excel\)](#)

[Amortization Table \(Excel\)](#)

[Training Materials](#)



# Key Differences for Reporting Packages in Workiva

- ▶ Agencies will have to select “Submitted” from a drop-down menu on the signature page of the package for package to be considered submitted.
- ▶ Reporting packages will be locked for editing after submission. Agencies will need to contact the CGO if revisions are needed after the initial reporting package submission.
- ▶ Agencies will still have read-only access to reporting packages after submission.
- ▶ Agencies will attach documents (signed signature pages and other supporting documents) directly to the reporting package in Workiva.
- ▶ Please read the instructions for every package in Workiva.

# Reporting Packages in Workiva – Signature Pages

Status	Submitted ▼	
<b>DUE DATE: May 16, 2025</b>		
ACFR Reporting Period:	2024	
Agency Number:	E120	
Agency Name	Comptroller General's Office	
<b>After completing this package, please complete the following.</b>		
Preparer	Date:	May 12, 2025 *
	Name:	Allison Williams *
	Title:	Director of Administration *
	e-mail:	awilliams@cg.sc.gov *
	Phone Number:	803-734-5011 *
	Signature:	*
Reviewer	Date Reviewed:	May 12, 2025 *
	Date Submitted to ACFR Team:	May 12, 2025 *
	Name:	Brian J. Gaines *
	Title:	Comptroller General *
	e-mail:	bgaines@cg.sc.gov *
	Phone Number:	803-734-2141 *
	Signature:	*
Signatures are an assertion of the accuracy and completeness of the information reported.		
<b>Please complete above where indicated by a red star.</b>		
<b>Please print a copy of this signature page, have the preparer and reviewer sign, scan a copy of the signed signature page, and attach to this cell.</b>		

# Reporting Packages in Workiva – 1.00 GAAP Contacts

State of South Carolina										
ACFR Reporting Period: 2025										
1.00 GAAP Contact Information										
Fake Agency Name										
*****Please include all staff that should receive email communications and/or will prepare or review reporting packages.*****										
Order	Agency Number:	Name	Title	Email	Telephone	May This Contact Receive:			Workiva Access To:	
						Sensitive Payroll Information?	General Email Communications?	SCEIS Reports?	All Reporting Packages?	Limited Reporting Packages?
1	X250	Barbara King	Director of Administration	bking@agency.sc.gov	803-555-7555	Yes				
2	X250	Darryl Palmer	Controller	dpalmer@agency.sc.gov	803-555-7557	Yes	Yes	Yes	Yes	No
3	X250	John Robinson DELETE	Senior Accountant	jrobinson@agency.sc.gov	803-555-7558	No	Yes	Yes	Yes	No
4	X250	Fiona Goode	Senior Accountant	fgoode@agency.sc.gov	803-555-7558	No	Yes	Yes	Yes	No
5										

- ▶ “Initial” 1.00 GAAP Contacts Reporting Package submission was due May 16<sup>th</sup>. Official FY25 submission was due June 6<sup>th</sup>.
- ▶ Both package submissions were required for every reporting package agency.

# Reporting Packages in Workiva – 2.00 Master Reporting Package

- ▶ Most reporting packages will generate based on responses to questions.
- ▶ Documents will be attached directly to the package in the specified cells.

54	Does your agency use any non-State entities to process transactions? Please exclude credit card payments.	Yes ▼
<b>Action: Attach a document to this cell that details the specifics of the service agreement, the volume of transactions processed, the dollar amount of transactions processed, and procedures performed by the agency to ensure appropriate controls are in place for accuracy in recognition and reporting.</b>		



# Reporting Packages in Workiva – 3.16.4

## Significant Misc. Commitments

- ▶ Limit of 104 rows
  - Must aggregate data for each commitment
    - If your agency has commitments related to grants, those commitments should be combined and reported by grant program (not by grant award or grant subaward).
    - Please do not report each grant award or grant subaward on separate lines.
    - Example: An agency has 30 commitments to 30 different grant subrecipients, but all of the commitments will be paid using funds from the same grant program. All 30 commitments should be combined on one line and a general description of the external entity with whom the commitment was made, such as local counties and municipalities, should be provided.

# Reporting Packages in Workiva – General Input Requirements

- ▶ Will need to paste data into Workiva using CTRL + V
- ▶ Any inputs that display in bold, red text are errors

State of South Carolina					
Section 3.07 - Prepaid Expenses Reporting Package					
Prepaid Expenses Summary Form					
At June 30, 2024					
Agency:	L040	Agency Name:	Department of Social Services		
<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 Prepaid Expenses Summary Form.</p>					
				Prepaid Expense Balances	
Fund	GL Account	Agency Code	Expensed in FY24	Current (FY25)	Noncurrent (FY26 and after)
10010000	5174512470	▼	500	500,000	450,500
<b>1001</b>	<b>5170000</b>	▼	<b>501</b>	<b>501</b>	<b>(1)</b>
		▼			
		▼			

# Package Due Dates & CG Contact

Section of Reporting Manual	Subject	Due Date FY2025	Day	Method for Submission	Contact at CGO
1.00	GAAP Contact Forms	June 6	Friday	Workiva	Sue Fisher
2.00	Master Reporting Package Checklist	July 3	Thursday	Workiva	Sue Fisher
3.01	Cash and Investments Reporting Forms	July 18	Friday	Excel/ACFR email	Katherine Kip
3.10	Loan Receivables Reporting Forms	July 18	Friday	Workiva	Layla Ballard-Sholly
3.14	Disallowances and Penalties Reporting Forms	July 18	Friday	Workiva	Layla Ballard-Sholly
3.09	Leases Reporting Forms (Final GL Recon)	July 18	Friday	Excel/ACFR email	James Torbert
3.11	SBITA (Final GL Recon)	July 18	Friday	Excel/ACFR email	James Torbert
3.13	Litigation Reporting Forms	July 25	Friday	Excel/ACFR email	Linda McCarty
3.15	Claims Reporting Forms	August 1	Friday	Workiva	Sue Fisher
3.04	Other Receivables	August 8	Friday	Excel/ACFR email	Linda McCarty
3.06	Inventory Reporting Forms	August 8	Friday	Workiva	James Torbert
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 8	Friday	Workiva	Sue Fisher
3.02	Tax Revenues Reporting Forms	August 8	Friday	Workiva	Katherine Kip
3.05	Unearned Revenue	August 15	Friday	Workiva	Layla Ballard-Sholly
3.07	Prepaid Expense Reporting Forms	August 15	Friday	Workiva	Layla Ballard-Sholly
3.20	Fund Classification Reporting Forms	August 22	Friday	Workiva	Layla Ballard-Sholly
3.18	Interfund Payables Reporting Forms	August 29	Friday	Workiva	Linda McCarty
3.03	Grant/Contribution Revenues Reporting Forms	September 12	Friday	Excel/ACFR email	James Torbert
3.12	Accounts Payable Reporting Forms	September 12	Friday	Workiva	James Torbert
3.08	Capital Assets Reporting Forms	September 12	Friday	Excel/ACFR email	Layla Ballard-Sholly
2.01	Subsequent Events Package	November 14	Friday	Excel/ACFR email	Sue Fisher

# CG Report Distribution Dates

Section	Package	Distribution Date for FY 2025	FY 2025 Package Due Date	Title	Technical Name	Query Selection Criteria
3.01	Cash and Investments	July 7	July 18	Yearend Rptg - Cash & Investments	ZFI_ZFMGL_C03_QCASH_INVST_CLPK	Posting period = 16 Fiscal year = 2025
3.13	Litigation	July 14	July 25	Yearend Rpt - Litigation Expense	YYZPU_MC30_CAFR_Q_LFEE	Fiscal year = 2025
3.04	Other Receivables	July 25	August 8	Yearend Rptg - Accounts Receivable Current with Customer	ZFI_ZFIARO14_Q0006	Fiscal year = 2025; All Clearing Dates Greater to or Equal to this date = 07/01/2025; Fiscal year and period = 016/2025
3.06	Inventory	July 25	August 8	Yearend Rptg - Inventory	ZFI_ZFMGL_C03_QINVENTORY_CLPK	Posting period = 16 Fiscal year = 2025
3.07	Prepaid Expenses	August 1	August 15	Yearend Rptg - Prepaid Expenses	ZFI_ZGLAP_IS1_Q007	Fiscal year = 2025
3.2	Fund Classification	August 11	August 22	Year-End Reporting - Fund Classification	N/A	Fiscal year = 2025 Posting Period = 16
3.18	Interfund Payable	August 11	August 29	Yearend Rptg - Inter-Agency Prior Year Payables with Vendor	YYZFI_ZGLAP_IS1_Q0006	Fiscal year/period = 001/2026 - 002/2026 Item Text Prior Year Payables = *Prior Year Payables*
3.03	Grant and Contributions Revenue	September 3	September 12	Yearend Rptg - Schedule of Expenditures of Fed Awards (SEFA)	ZFI_ZGM_MC04_Q020	Fiscal year = 2025
3.08	Capital Assets	September 3	September 12	Yearend Rptg - Asset History Sheet	ZFI_ZFI_AAC23_ASSET_SHEET_GEN	Fiscal year = 2025; Depreciation area = 20
3.12	Accounts Payable	September 3	September 12	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2026, Posting Period = 1;2, Item Text Prior Year Payables = *Prior Year Payable*
3.12	Accounts Payable	September 10	September 12	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2026, Posting Period = 2;3, Created On Dates Greater to or Equal to = 09/01/2026 Item Text Prior Year Payables = *Prior Year Payable*

# CG's ACFR Team Contact Information

- ▶ Katherine Kip – [kkip@cg.sc.gov](mailto:kkip@cg.sc.gov) – 803-734-5043
- ▶ Linda McCarty – [lmccarty@cg.sc.gov](mailto:lmccarty@cg.sc.gov) – 803-734-5164
- ▶ Sue Fisher – [sfisher@cg.sc.gov](mailto:sfisher@cg.sc.gov) – 803-734-2132
- ▶ David Starkey– [dstarkey@cg.sc.gov](mailto:dstarkey@cg.sc.gov) – 803-734-2542
- ▶ Layla Ballard-Sholly– [lb Ballardsholly@cg.sc.gov](mailto:lb Ballardsholly@cg.sc.gov) – 803-734-0272
- ▶ James Torbert [jtorbert@cg.sc.gov](mailto:jtorbert@cg.sc.gov) – 803-734-4178
- ▶ **EMAIL ADDRESS** Year-end package submissions – [ACFR@cg.sc.gov](mailto:ACFR@cg.sc.gov)