



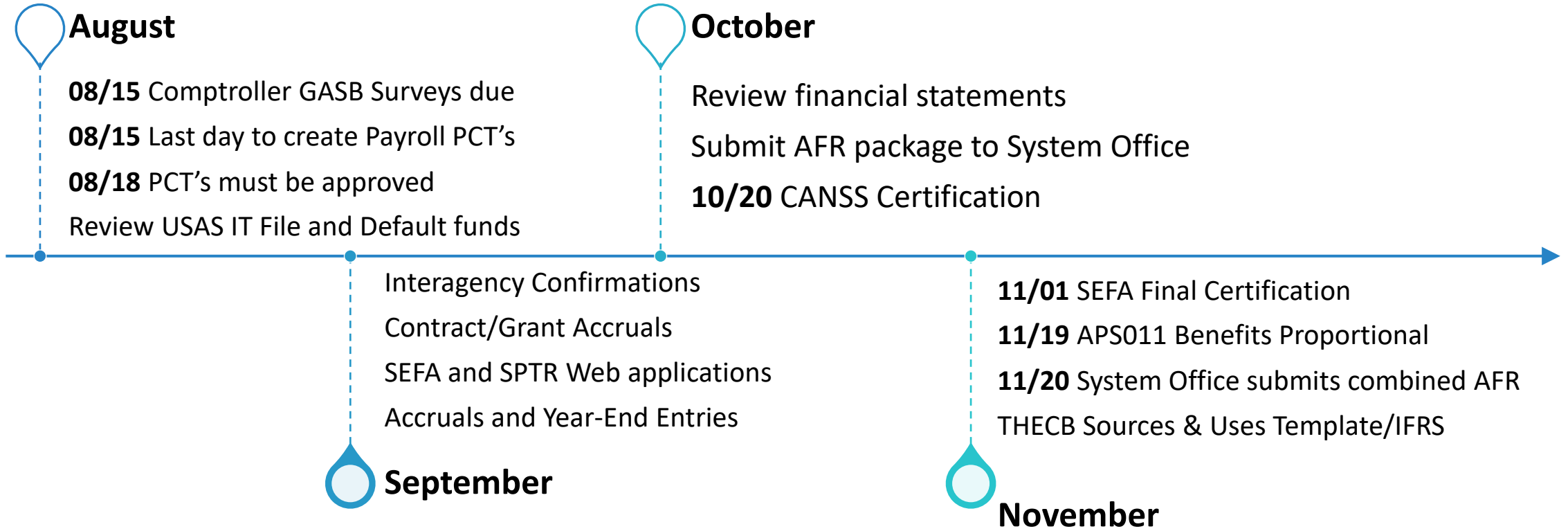
AFR Year-End Process Overview

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TEXAS A&M SYSTEM OFFICE

Year-End Timeline – What to Expect?



2025 GASB Questionnaires

- Due August 15th (next Friday)
 - Submit online and email afr@tamus.edu when completed
 - Let us know if activity is reported, this helps us plan for note disclosures
 - Component Units
 - Termination Benefits
 - Pollution Remediation
 - Financial Guarantees
 - P3 contracts
 - **NEW** – concentrated risk, don't expect to have activity



Critical Dates – FAMIS Year-End

- **FAMIS Calendar**

- FY25 PCT (Payroll Cost Transfer) Deadlines

- Create August 15th (Friday)
- Approve August 18th (Monday)

- FAMIS Year-End Training – **August 20th**

- **Online session 1:30 – 3:30 PM**

- Discuss FAMIS year-end close process, review checklist

- FAMIS August Close – **September 4th**

- On Thursday, Sept 4th, FAMIS will default to FY26, change year to FY25 (Screen 882) to post year-end entries



Interagency Confirmation Deadlines

Date	Item
September 25 th	Intra-System Transfers, Due To/From, and Pass-Through confirmation workpapers due to System Office
September 26 th	Interagency Activity must be entered in USAS USAS excludes Intra-System activity Due To/From, Pass-Thru's, Transfers – Verify to FMQuery report
September 28 th (Saturday)	Final Pass-Through Certification deadline SEFA (Federal) and SPTR (State) web applications For SPTR, financial analyst must certify if there is Intra-System activity
November 1 st	SEFA - Final Confirmation including SEFA Notes

State Comptroller Interagency Contact List

- Identify agency contacts
- Review contact information for your agency

<https://fm.x.cpa.texas.gov/fm/contacts/>

Contact Other State Agencies

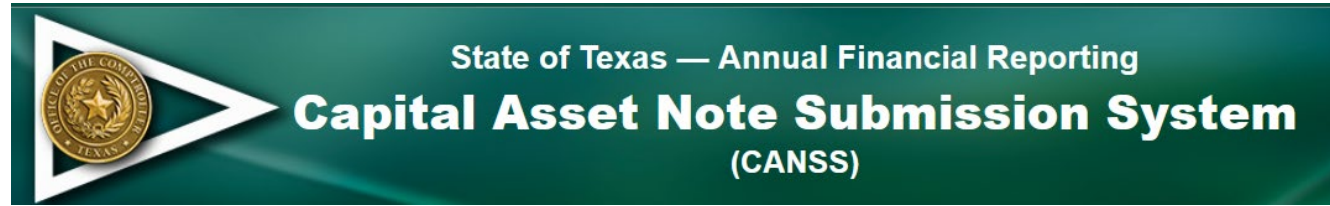
[Property Manager List](#)

[Interagency Transactions Contacts](#)

- Submit [Contact List Update Form](#)
 - One online form for all updates



CANSS Web Application

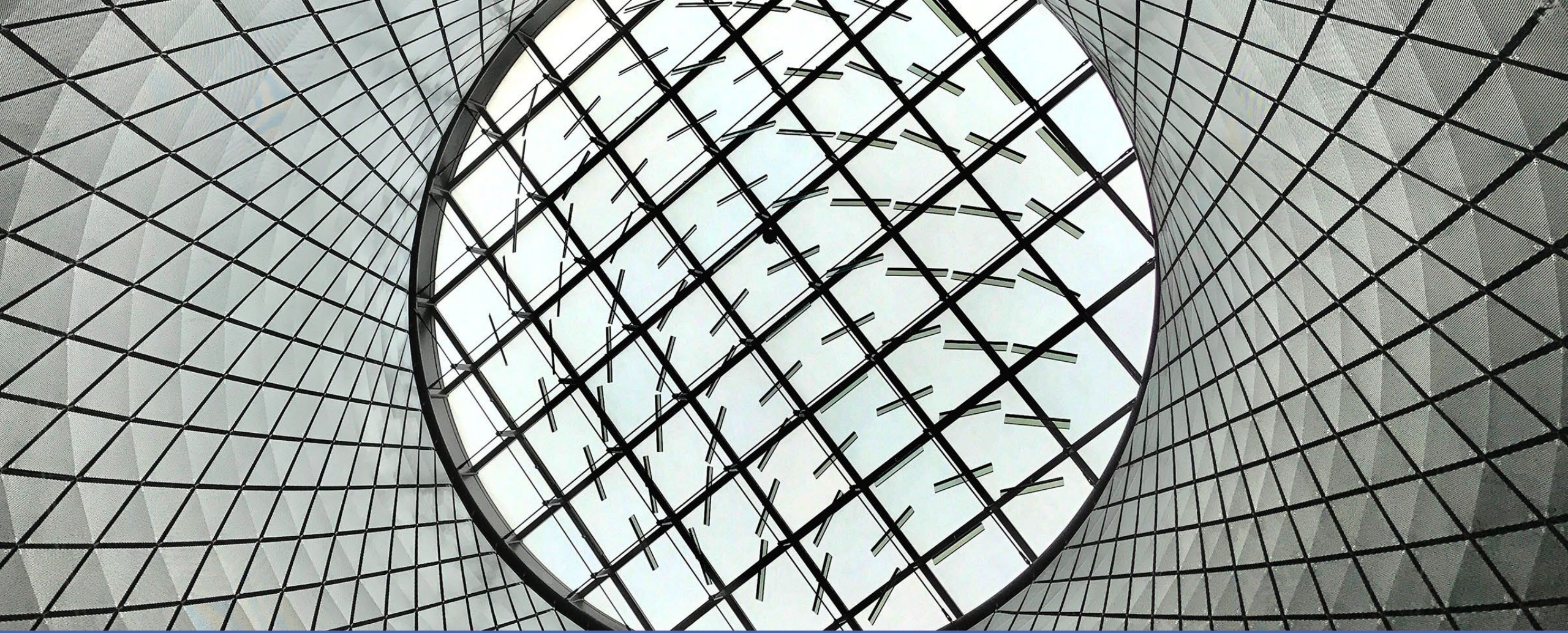


- Certification deadline **October 20th (Thursday)**
- Enter capital asset balances in USAS by **October 19th**
- Capital Asset transfers with an agency that uses SPA, deadline is **September 20th**
- Members with later AFR submission deadlines will need to certify before AFR review is completed



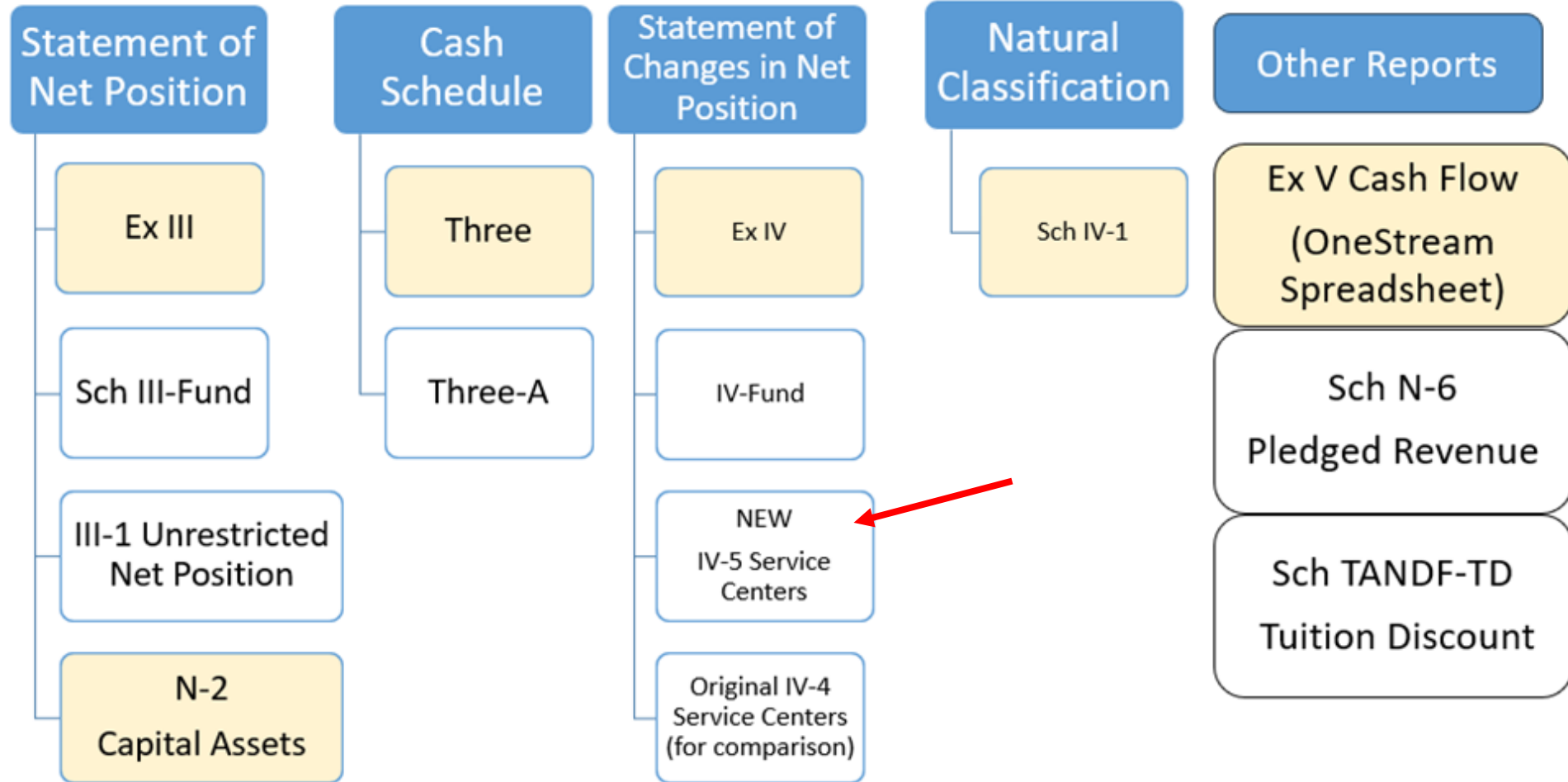
FY25 AFR Due Dates (submit to System Office)

Date	Member	Date	Member
October 1 st	TVMDL	October 15 th	TAMUK
October 2 nd	SSC	October 16 th	TDEM, TAMUSA
October 6 th	TAMUT, TAMIU	October 17 th	TEEX
October 7 th	TFS	October 20 th	AgriLife Ext
October 8 th	TTI, TAMUG	October 21 st	AgriLife Res
October 9 th	WTAMU, TAMUCT	October 22 nd	TAMURF, HSC
October 10 th	TSU, TAMUCC	October 23 rd	TAMU
October 13 th	ETAMU, TEES	October 28 th	System Office



New OneStream Reports

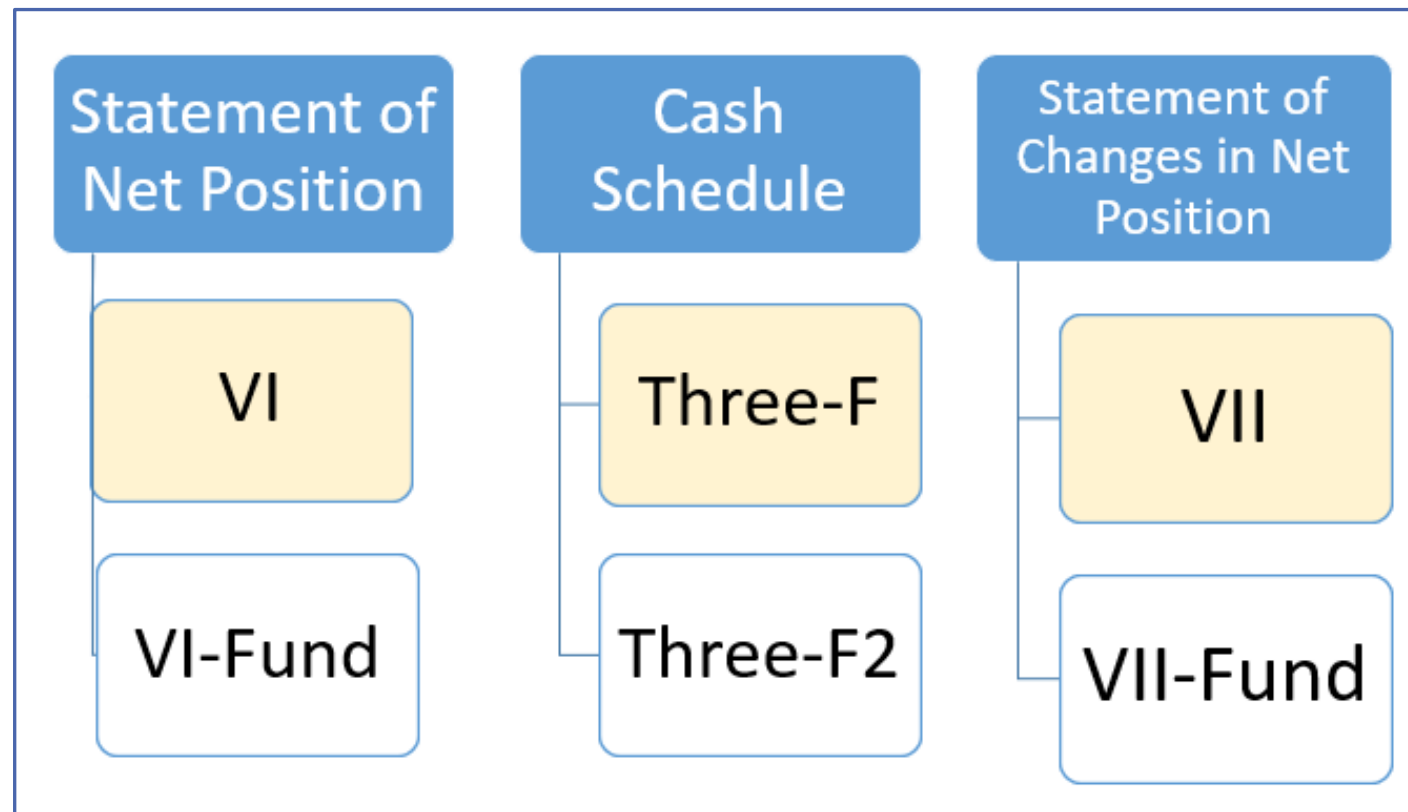
OneStream Report Summary (Proprietary)



(Highlighted reports are published)

OneStream Report Summary (Fiduciary)

No Changes for Fiduciary Statements



NEW Federal Revenue Comparison

- Added to bottom of **Flux report for Statement of Changes** (Ex IV)
- Verify Total Revenue to **SEFA Note 2**
- Verify Pass-Through total to **SEFA Pass-Through Revenue**

	Current Year	Prior Year	Variance \$	Variance %
Federal Revenue per SEFA Note 2				
Federal Revenue - Operating	4,707,494.03	4,144,774.83	562,719.20	13.58%
Federal Revenue Non-Operating	21,495,750.14	18,727,234.18	2,768,515.96	14.78%
Total Federal Revenue - Direct	26,203,244.17	22,872,009.01	3,331,235.16	14.56%
Federal Pass Through Revenue	151,086.79	294,840.80	(143,754.01)	-48.76%
Federal Pass Through Revenue Non-Operating	10,479.19	378,119.13	(367,639.94)	-97.23%
Total Federal Revenue Pass Through	161,565.98	672,959.93	(511,393.95)	-75.99%
Federal Revenue per SEFA Note 2	26,364,810.15	23,544,968.94	2,819,841.21	11.98%

NEW Legislative Revenue Analysis

- Analysis of Legislative Revenue – Sch IV-Fund, Footnote 1

	Schedule IV-Fund Footnote 1			
	Analysis of Legislative Revenue			
	Current Year	Prior Year	Variance \$	Variance %
Analysis of Legislative Revenue				
Original Appropriations	53,319,473.00	43,664,106.00	9,655,367.00	22.11%
Additional Appropriations				
Social Security (OASI)	3,252,255.57	2,578,211.61	674,043.96	26.14%
Optional Retirement Program (ORP)	746,066.36	651,301.21	94,765.15	14.55%
Staff Group Insurance Premium (GIP)	7,312,796.26	6,108,702.55	1,204,093.71	19.71%
Teacher Retirement System (TRS)	2,455,308.61	1,842,016.78	613,291.83	33.29%
Unemployment Compensation Insurance (UCI)	16,766.06	6,136.32	10,629.74	173.23%
Subtotal Additional Appropriations	13,783,192.86	11,186,368.47	2,596,824.39	23.21%
Higher Education Fund	11,459,464.00	11,123,859.00	335,605.00	3.02%
Total Legislative Revenue	78,562,129.86	65,974,333.47	12,587,796.39	19.08%



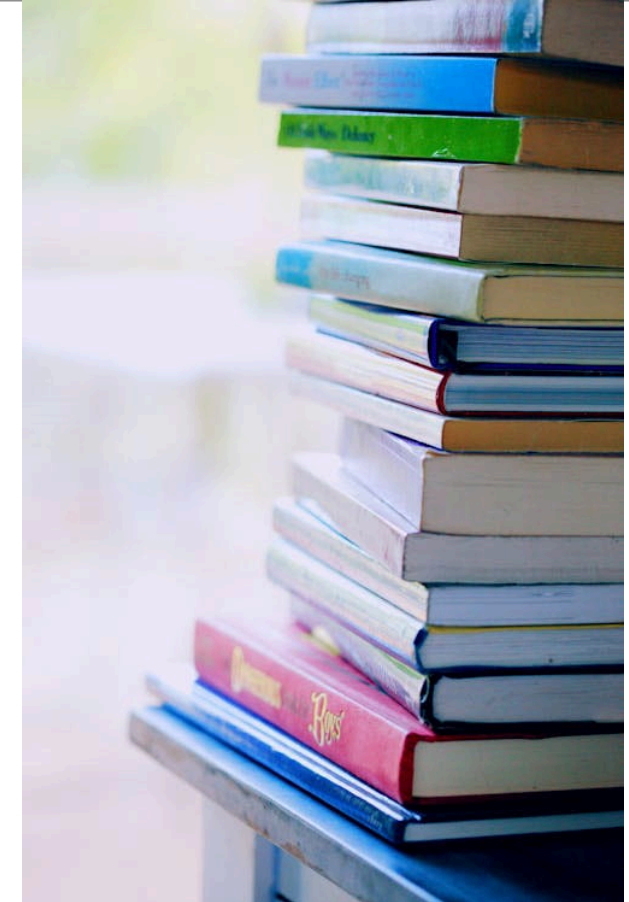
NEW CFI - Composite Financial Index

- Measures financial health of higher education institutions
- Reports added to OneStream
- Previously prepared in spreadsheet
- Calculations more visible, able to drill into details in OneStream
- View reports individually in Workflow, or run CFI report book in Excel format

CFI Manual Inputs - OneStream Report Book

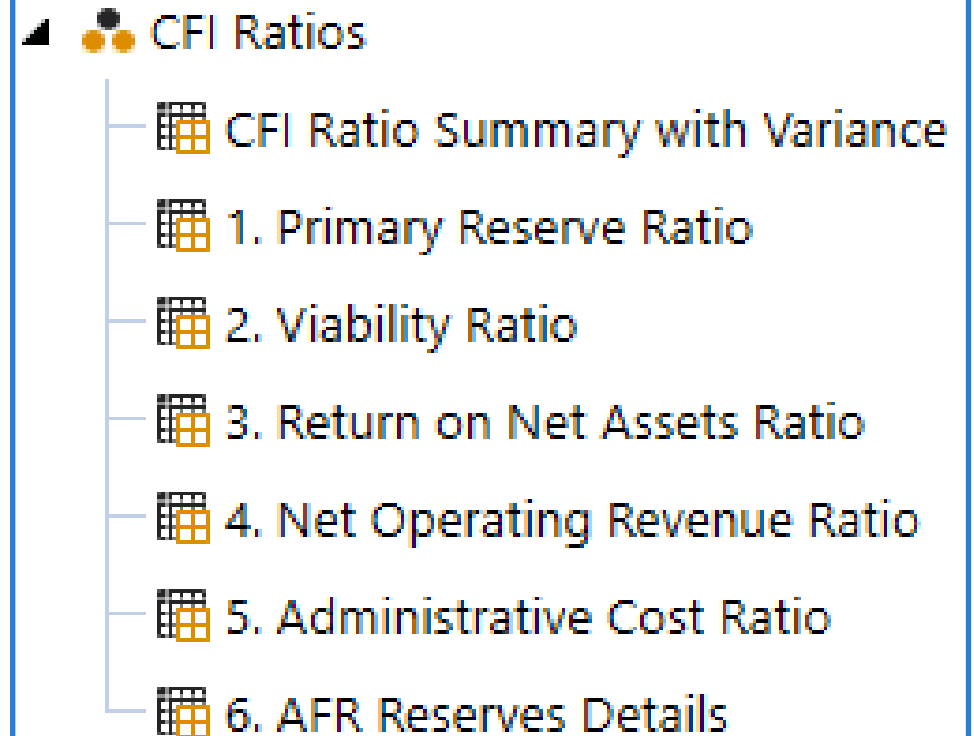
- Entered by System Office, mostly related to Debt and CIP
- **CFI report book** includes a separate tab showing these inputs
- FY25 inputs not added yet

CFI Manual Input Form		
	Current Year - Jun 2025	Prior Year - Aug 2024
Tuition Revenue Bonds Debt		37,865,000.00
Non-TRB Debt		12,125,000.00
Outstanding Debt (TRB Debt and Non-TRB Debt)	0.00	49,990,000.00
Actual Debt Service		12,648,291.90
CIP Net Change Adjustment		2,565,929.00
CIP Beginning Net Adjustment		(22,785,772.00)
CCAP - Capital Construction Assistance Projects		(11,439,433.00)
AUF, PUF Equipment, PUF Excellence		
Actual Interest on Debt Service		(198,577.24)



CFI Analysis – Checklist Items

- CFI Ratio Summary - are the ratios within the Target ranges?
- AFR Reserve Details – operating reserves greater than 3 months?
- If the answer is no, include explanation



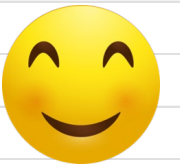
CFI Ratio Summary - Example

CFI Ratio Summary				
Target Ranges	Current Year - Jun 2025	Prior Year - Aug 2024	Variance	Variance %
CFI Score Summary - Target 3.0 or >	2.8500	2.4800	0.3700	14.92%
Primary Reserve CFI Score - Target 1.05 or >	2.0112	1.8647	0.1465	7.86%
Viability CFI Score - Target 1.05 or >	0.0000	0.8914	(0.8914)	-100.00%
Return on Net Position Score - Target 0.6 or >	(0.1645)	0.2345	(0.3990)	-170.15%
Net Operating Revenue Score - Target 0.3 or >	1.0000	(0.5115)	1.5115	295.50%
Administrative Cost Ratio	12.59	15.16	-2.57	-16.98%
Months in Reserve - Target 3 or >	7.52	3.68	3.84	104.21%

AFR Reserve Details

	Jun-25	Aug-24	
Net Position	134,892,912.53	142,636,020.02	
Less Net Investment in Capital Assets	(79,440,435.37)	(80,050,096.13)	
Less Legal Obligations - Restricted Funds			
Capital Projects/Major Purchases	526,715.33	(3,648,520.19)	
Endowments	(12,068,588.10)	(13,835,455.27)	
Externally Funded	(7,322,973.62)	(4,129,605.50)	
Encumbrances	(8,505,650.07)	(3,057,191.65)	
Retirement of Indebtedness	0.00	(1,356,150.00)	
State Restricted Funds	0.00	(8,666,641.26)	
Sub Total Legal Obligations - Restricted Fu	(27,370,496.46)	(34,693,563.87)	
Less Non-Cash Items			
Receivables	0.00	(1,266,338.78)	FY25 Remove Reserve for Receivables
Prepaid Expenses	0.00	(708,255.59)	FY25 Remove Reserve for Prepaid Exp
Unrealized Gain or Loss on Investments	0.00	(7,417,777.31)	
Sub Total Non-Cash Items	0.00	(9,392,371.68)	
Less Internal Commitments			
Maintenance and Repair (Def. Maint., Renewal	0.00	(2,500,000.00)	
Sub Total Internal Commitments	0.00	(2,500,000.00)	
Operating Reserve Calc	28,081,980.70	15,999,988.34	Sch. III-1 Allocated for Operations
AFR IV-Fund Expense (E&G, Des, Aux only)	44,831,085.96	52,161,969.73	
Months of Reserve	7.52	3.68	(Oper Reserve / Oper Exp) x 12 Months

PY Amount is reported



Items to Submit with AFR

- **Upload Files to AFR Teams System Member folder, FY25/AFR Submission**
 - See list of items in Teams – General FY25/Supplemental Packet)
- SPTR State Grant Pass Through
- SEFA Schedule of Federal Expenditures, including SEFA Notes
- Note 2 from CANSS - Capital Asset and RTU Asset Summaries
 - Documentation for Capital Asset transfers with non-TAMUS Agencies
 - See OneStream Report – N-2 Footnote 2 – are there transfers other than Intra-System?
- FMQuery Interagency/Interfund Report
- Completed APS011 and Related Workpapers



Items to Submit – Cont'd

Supplemental Packet Workpapers

- System Office provides in August/September
- **Complete and submit with AFR package**
 - Title Page (Teams-Member folders)
 - TPEG Worksheet
 - Tuition Discounting Workpapers
 - Provide workpaper for old method
 - For new method, workpapers may differ
 - Reconciliation of Assets Held for Investment by System (also referred to as the “Asset Recon”)
 - Member Certification Review Checklist
 - Notes worksheet
 - Explanations for AFR review workpaper



Member Certification Checklist

- Review each task item, initial/date when task was completed
- **Certify the AFR was prepared and reviewed for accuracy in accordance with instructions provided by TAMUS and State Comptroller**
- Confirm tasks completed, for example.....
 - Final depreciation posted
 - Annual inventory completed
- Signature required, Fiscal Officer (often the primary AFR contact)
- Submit signed form with AFR package

The Texas A&M University System				
FY 2025 Annual Financial Report				
Member Certification Review Checklist				
Member Name _____				
Task			Initials	Date
1	Certify the AFR was prepared in accordance with both the TAMUS Instructions for Preparation of the Annual Financial Report and the State Comptroller's Annual Financial Reporting Requirements for State Agencies and Universities.			
2	All exhibits and schedules have been reviewed for accuracy, and the amounts correspond appropriately between the reports.			
3	Complete the Intra-System Pass Through verification worksheet and confirm all amounts with the corresponding System Member. Verify the Pass Through revenue and expense totals per AFR match totals per SEFA (Federal) and SPTR (State) web applications.			
4	Complete the Intra-System Due To/From and Transfer Worksheet and confirm all amounts with the corresponding System Member. Verify the worksheet matches the AFR and Cash Flow Transfers tab matches the transfers per Ex V Statement of Cash Flows.			
5	Verify Note 2 (Schedule N-2) ties to CANSS web application. Submit CANSS report with AFR, beginning and ending balances, as well as all other columns, should tie to CANSS.			
	Confirm that amount of depreciation/amortization has been calculated and posted			



Notes Worksheet

Purpose is to collect information for TAMUS Notes to Financial Statements

- **Note 5 – Long Term Liabilities** – provide breakdown for additions/deductions
 - System Office will provide for Leases/SBITAs
 - For compensated absences, GASB 101 allows us to simply enter net addition or deduction (breakdown not required)
 - Provide details for direct borrowings, ARO, and pollution remediation (if applicable)
- **Note 8 Leases** – we will pull details from FinQuery
 - Provide details for variable payments
- **Note 12 – Interfund Receivable/Payables** (if applicable)

Notes Worksheet (cont'd)

- Note 14 – Restatements
- Note 17 – Risk Management – provide description for claims/losses
- Note 18 – MD&A – here's your chance to tell your story
 - What significant events happened during the year?
 - Are there known facts that are expected to have a significant impact?
- Note 25 – Termination Benefits – additional compensation beyond COBRA
- **Service Center worksheet – removed**
- Gifts Tab – reconcile to 4th quarter GDGE Report
 - Reconciling items may include gift or pledge receivables or timing differences

Explanations for AFR Review

- Frequent question.....**What to include?**
- Explain Contra balances
- Explain Lapsed Appropriations
- Schedule III-1
 - Explain why no allocation for Future Capital Renewals
- Capital Asset Sch N-2, explanation for CIP Deletions
- Explain large reconciling items reported on the Reconciliation of Assets Held by System
- Additional details for unique transactions that might raise questions



AFR Review Checklist

- Checklist used for AFR desk reviews (Teams-General folder)
- Review checklist before submitting AFR
- Running short on time?
 - Year-End Entries and **Internal Checklist** document, covers critical items
- Verify supporting workpapers tie to AFR
 - FMQuery reports (USAS)
 - Notes worksheet
 - Verify all fluxes are explained



AFR Review Checklist - Updates

- Shorter list – removed items that OneStream is validating
 - For example, verify $\text{Assets} = \text{Liabilities} + \text{Net Position}$
 - Confident the rules are working in OneStream
- Reduced Service Department items
- Separate Checklist for APS011
- Added items for CFI calculation



OneStream Year-End Steps

- Complete Workflow
 - All confirmation rules are clear
 - IC Matching Status is Green (Intra-System Due To/From, Transfers)
 - Flux Analysis complete – all required explanations entered
 - Reports and CFI Ratios - mark complete in OneStream
- Finalize Cash Flow Spreadsheet in OneStream
- System Office will export AFR, Flux Analysis, CFI and Cash Flow Statement reports from OneStream – members do not need to submit these files

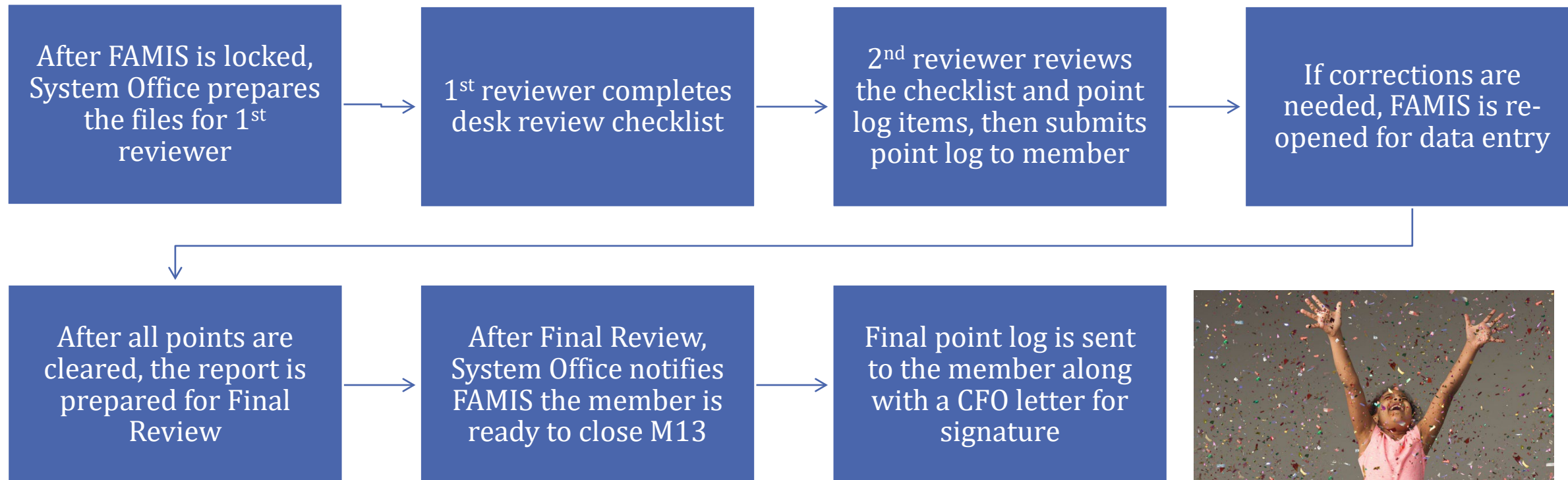
Submit AFR Package

- Ready to submit AFR?
 - Send email to afr@tamus.edu
 - System Office will lock your campus in FAMIS
 - Upload Files to Teams
 - Your Campus folder - FY25/AFR Submission
- Three FAMIS jobs must be completed (n/a for TEEEX and WTAMU)
 1. MDEP Monthly Depreciation
 2. RR200 Indirect Cost
 3. **YR412** Close budget, can be run multiple times
Request **final run** at least 1 day prior to
AFR submission



Campus cannot be locked until FAMIS has been notified YR412 is final

TAMUS Desk Review Process – What happens after AFR is submitted?



Submit Final Certifications

Send After AFR is Finalized – submit to AFR@tamus.edu

- Signed CEO/CFO Certification Letter
- GR Certification – Due November 1st – web application is gone, notify System when GR entries are completed
- SEFA Final Certification – Due November 1st

THECB Sources & Uses

- System Office will send templates to each member populated based on operating statement (Sch IV-Fund)
- THECB templates are sent out in October, as AFRs are completed
 - A little later last year, THECB redesigned their form
- Members add Research information and details for exemptions and waivers (must match IFRS)
- **Submit to System Office 11/21**, we will send to THECB by 12/01 (they prefer one point of contact for the A&M System)



Questions