

**Small & Medium Agency
Chief Financial Officers Meeting Minutes
February 21, 2012**

PARTICIPANTS:

Megan Darian, ADA/State Boards Office
Michelle Brooks, ADA/CSB via GoTo Meeting
Lori Boncoskey, GHA via GoTo Meeting
Tim Jackson, GMA
Tracy Schmidt, HDA
Kevin Guimond, HLA
Brett Larsen, ICA
Ken Bell, JCA
Esther Olivas, MIA
Donna Burns, RCA
Angela Cade, SFA
Patricia Sandino, TEA
Cheryl Fraulob, UOA
Liz Atkinson, WMA via GoTo Meeting
Clark Partridge, ADA/GAO
Mike Smarik, ADA/GAO
Angela Dillard, ADA/GAO
Anita Kleinman, ADA/GAO
Jaimie Soulvie, ADA/GAO
Ron Santa Cruz, ADA/GAO
Tami Eckloff, ADA/GAO
Joanna Greenaway, ADA/GAO
Stu Wilbur, ADA/GAO
Amy Aeppli, ADA/GAO

ITEMS COVERED

Single Audit – Anita Kleinman

The audit teams from the Auditor General's Office are trying to wrap up their work at the agencies. We have not yet seen any of the Single Audit findings. If you know you will be receiving findings based on discussions with the A.G. staff, please keep us in the loop so we have a preliminary idea of what is going on. The Single Audit deadline is March 31st which means we have to get it done about 3 weeks before that to allow for the Quality Assurance process with the A.G. February 3rd was the initial deadline the statewide audit team was hoping to receive the findings from the agency teams. That deadline was not met. We will continue following up this week on any prior year findings to find the current status.

CAFR – Ron Santa Cruz

We received an unqualified opinion on Friday. The CAFR has been sent to the printer. The CAFR will be posted to the website in two weeks.

We have received an opinion dated February 10, 2012. Next year we will be looking at December 31, 2012 deadline. For many of you there will be no changes. The Closing Package process will not change a lot, maybe just accelerated a week or two. If you are having problems with financial reporting, let us know. We may be able to do something about it now, but we also want to know where some of the problems are as we move towards a new system.

AFIS Clean Up – Anita Kleinman

We are starting to evaluate the old grants on AFIS with existing balances still showing up. We do not want to move any garbage to the new system. We will be giving you a summary and asking your assistance to help us clean these items up.

Some grants need to be left on the system for reporting purposes but if they have been sitting there for a long time with a balance, you should be analyzing them. That also goes for any of your structures.

AFIS Replacement – Clark

We are continuing to move forward with the requirements definitions. We are meeting with focus groups to put together the draft of the requirements. We will be putting all the information in the Decision Director software and then be sending the results out in the March/April timeframe. We will try to give agencies a few weeks to look at the information. You will want to look at the areas where your agency has specific business needs. We will be having some meetings to inform you on what to expect with this process.

Any other Questions or Concerns?

None.

Future Agenda Items

AFIS Training

NSF & Favorable/ Unfavorable Deposits Cleanup Project

If you have any questions or concerns, please contact the GAO.

Meeting adjourned at 2:20 p.m.

The next meeting is scheduled for Tuesday, March 20, 2012, at 2:00 p.m. in the General Accounting Office.