

**Large Agency  
Chief Financial Officers Meeting Minutes  
March 25, 2008**

**PARTICIPANTS:**

Paul Nicola, DCA  
Tim Newton, DEA  
Karen Johnson, DEA  
Steven Race, EDA  
John Moorman, HCA  
Jim Humble, HSA  
John Lake, HSA  
Chuck LeBlanc, PSA  
Reed Spangler, RVA  
Craig Rudolph, DTA  
Lihua Li, WCA  
Clark Partridge, DOA/GAO  
Mike Smarik, DOA/GAO  
Jan Sharon-Strieby, DOA/GAO  
Angela Dillard, DOA/GAO  
Joanna Greenaway, DOA/GAO  
Shannon Landis, DOA/GAO  
Diane Gorham, DOA/GAO  
Jaimie Soulvie, DOA/GAO  
Stu Wilbur, DOA/GAO  
Tami Eckloff, DOA/GAO  
Anita Kleinman, DOA/GAO

***ITEMS COVERED***

*Clark Partridge – Welcome & Introductions*

**P-Card and Travel Card**

The transition to the new US Bank VISA cards have been going smoothly with hopes that the agencies will complete their transition to the new VISA card from AMEX by the first of June.

When an agency begins making warrant payments to US Bank it will be similar to AMEX in that every agency will have a separate mail code for warrants. This will allow the agency's account information to be printed on the face of the warrant.

As for ACH codes, the AFIS Group is working on establishing separate ACH codes for each agency so every agency will have their own ACH code. Agencies will not be required to send in W-9s to establish a separate ACH code. The separate ACH for US Bank will be different compared to the way AMEX was

setup. AMEX used a 400 mail code for all the agencies. By utilizing a separate ACH mail code for each agency, US Bank can ensure that all agency payments will be posted to the correct US Bank account. Agencies will not have to type anything in the description field when processing payments to US Bank, they will only need to ensure that they are using their own mail code. The AFIS Group will notify the agencies with their new ACH mail codes after they have been setup. In the interim, if an agency needs to obtain their mail code for issuing a warrant and they can not find it on the 34 screen in AFIS, they can contact their AFIS Liaison, Tiffany Franks, or Angela Dillard.

The agencies were asked if they have any concerns with the new travel cards. The agencies responded that the travel cards have not been distributed to the employees long enough for feedback. One agency had questions from employees concerning the 2% cash advance fee and how it will work.

### **Payroll Card and Direct Deposit**

Currently 90% of State employees utilize direct deposit. The GAO is working on a payroll cash card solution for the 10% who receive payroll warrants. Bank of America is working on resolving the issue where agencies could see other agencies information. Hopefully, we will be able to offer a payroll cash card option instead of a payroll warrant. The cash card can be used like a debit card or VISA card. The anticipated roll out for the cash card option is scheduled for early this fall.

**Q:** An agency representative advised that they are getting ready to send a notice to their employees that they will be given an option to not receive direct deposit advices and wanted to make sure it was ok. The agency will still continue to receive all of the direct deposit advices and will sort them at their agency.

**A:** As long as the employee's pay information is available on Y.E.S. and each employee has access to a computer, it is ok for that agency to join the pilot by not distributing direct deposit advices. The GAO is working on giving the agencies the ability to print individual direct deposit advices if an employee requests one with the next software upgrade to HRIS. The upgrade will create a PDF file of the advice.

**Q:** Will there be an option in Y.E.S. for employees to choose not to receive direct deposit advices?

**A:** Mike is researching the PR12 screen, where direct deposit information is entered in HRIS, where there is a flag that can be checked that says "Don't print my direct deposit slip". It may be a patch or it may be an option available with the next Lawson upgrade. This option may not be available if the printing of the advices is discontinued for all State employees.

### **Upcoming Audio Conferences**

The GAO has scheduled the following audio conferences with CPE available:  
Wednesday March 26, 2008 at 11:00 a.m. – Emerging Issues at FASAB &

## GASB

Wednesday April 2, 2008 at 11:00 a.m. – Intermediate Single Audit Issues

Wednesday April 23, 2008 at 11:00 a.m. – Improving Government Transparency

Wednesday May 14, 2008 at 11:00 a.m. – The Anatomy of Ethical Slips in Government (this audio conference will only count as regular CPE and not as the ethic's CPE requirement for Arizona CPAs)

### *STARS Registration*

The GAO is asking that audio conference participants begin registering for audio conferences in STARS. To access STARS go to the AzGU website at <http://www.azgu.gov> and click on "Register for Classes and Events". If anyone has problems registering in STARS they can contact AzGU or Sherry Gates in the GAO.

### **Internal Audit Meeting with all Agencies**

Jaimie Soulvie will be creating an Internal Audit group similar to the CFO Group to hold meetings to discuss internal audit issues and share methods. The meetings will be held quarterly or semi-quarterly with the first meeting to be scheduled in April. The CFO Representatives were asked to inform their Internal Audit Manager or group about the upcoming meetings and provide Jaimie with their contact information. CFO Representatives are welcome to attend.

### **Budget**

Clark asked the agencies to ensure that they are doing their monthly reconciliations and that their AFIS account information is current and correct. This is especially important because the groups involved in making the decisions on fund raids may not take the time to call and ask questions.

### *Appropriation Reductions*

The Legislature is working on legislation concerning appropriation reductions to FY08 and FY09 budgets. The GAO will post information on the website on how the agency can enter in the appropriation reductions similar to the original appropriation entries. The instructions including the time frames and batch numbers will be provided to the agencies as soon as this is available.

### *Fund Transfers*

Legislation may also include fund reversions, similar to those that occurred in 2002. The GAO will be sending a letter to the impacted agencies to identify if there are any federal dollars in the fund reversions. If so, the GAO will work to ensure that the proper amounts are returned to the appropriated federal grantors. The fund transfers will need to be done in a timely manner.

**Q:** Will the agencies still be setting up appropriations for fund sweeps?

**A:** Yes, the GAO is loading appropriations for all the fund sweeps, even the un-appropriated since that follows the enactment of the bill. However, the GAO

is setting up those appropriations; the agency is preparing the transfer and the memo and sending them to the GAO. Once the information is received, the GAO will prepare and load the appropriation.

### **Fiscal Year-End**

*The Fiscal Year-End memo* should be distributed in a few weeks. The memo will include all the closing dates and instructions.

*The first year end job* in AFIS is the Profile Roll which is scheduled for April 18, 2008. The date is a couple of weeks later than normal due to disaster recovery testing in AFIS.

*New Report Tool* - In a continuing effort to streamline the Arizona Financial Information System (AFIS) financial reports and the Human Resources Information Solution (HRIS) payroll reports, the GAO is now utilizing a report solution called WebAccess for Control-D. Monthly AFIS reports and bi-weekly HRIS payroll reports that have been stored on CD will now be accessible to all agencies through the web.

The distribution of the AFIS monthly reports and the HRIS bi-weekly payroll reports will be phased out. AFIS CD reports will no longer be distributed beginning with the July 2008 reports. The bi-weekly HRIS payroll reports are still being configured for Control-D and will continue to be distributed to the agencies until further notice.

The General Accounting Office (GAO) will be offering training on WebAccess for Control-D. There will be two separate sessions to accommodate the number of attendees we are expecting. The first session will be held on April 3 from 10:00 am – 11:00 am, and the second will be held on April 21, 2008 from 2:00 pm – 3:00 pm. Both sessions will be held in the ADOA conference rooms 300 A/B/C.

### **Issues, Concerns, Questions**

\*\*The Attorney General Opinion regarding travel receipts dated December 14, 1979 was posted on March 7, 2008 to the GAO website. The document can be found under Publications and then CFO Meetings.

Anita Kleinman thanked the agencies who have been releasing their own adjustments. According to the GAO Internal Audit Group everything so far has been processed correctly.

Resolutions for the year-end travel issues have not been determined at this time.

### **Future Agenda Items**

**Emphasis on Electronic Payments (Direct Deposit & ACH)**

**Payroll Stuffers**

**Internal Controls**

**Payroll Benchmarking  
Travel & Expense Management Sub-System**

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

Meeting adjourned at 2:45 p.m.

The next meeting is scheduled for Tuesday, April 29, 2008 at 2:00 p.m. in the General Accounting Office.