

**Large Agency  
Chief Financial Officers Meeting Minutes**  
April 28, 2009

**PARTICIPANTS:**

Joe Whitmer, ADA  
Shana Fierro, DEA  
Steven Pawlowski, DEA  
Li Li, DJA  
Craig Rudolph, DTA  
Mike Clark, EVA  
John Moorman, HCA  
Jim Cockerham, HCA  
John Lake, HSA  
Chuck LeBlanc, PSA  
Joan Jones, RVA  
Syndia Reeder, WCA  
Clark Partridge, ADA/GAO  
Mike Smarik, ADA/GAO  
Anita Kleinman, ADA/GAO  
Angela Dillard, ADA/GAO  
Tami Eckloff, ADA/GAO  
Joanna Greenaway, ADA/GAO  
Shannon Landis, ADA/GAO  
Jennifer Verhelst, ADA/GAO  
Jaimie Soulvie, ADA/GAO  
Amy Newby, ADA/GAO  
Stu Wilbur, ADA/GAO

***ITEMS COVERED***

*Clark Partridge – Welcome & Introductions*

**GAO Website – Clark**

The address for the GAO website was changed last Friday. A webstory was sent out. Please make sure your favorites are updated to the new address, [www.gao.az.gov](http://www.gao.az.gov).

**Internal Controls – Clark**

126 agencies have accessed the survey. It was only 92 last week. Please be aware that if you work on the survey and save it to come back to it, your information will be gone if your cookies are deleted. If you forward the information you have put into the survey to someone else, you will lose your information.

**Q:** If the person receiving the survey is not the one that will be filling it out, can we forward the survey?

**A:** No, the survey will not work if forwarded. It will need to be resent by GAO to the correct person. Contact Amy Newby at [amy.newby@azdoa.gov](mailto:amy.newby@azdoa.gov) if you need to have a survey resent.

We are looking to have the surveys completed by April 30<sup>th</sup>. The recovery dollars are coming in, the budget should be coming in, these things will start taking up agency's time. If you will not hit the April 30<sup>th</sup> deadline, please call Amy Newby. If you need an extension, we are willing to grant extensions but the survey needs to be completed this fiscal year.

If you have different areas of your agency that need to answer questions different ways, fill out the survey for the main answer and you print out information for other areas. Another option is to use the comments section to explain issues/different areas.

**Federal Stimulus American Recovery and Reinvestment Act (ARRA) - Clark**

Almost everyone in the room is planning to receive recovery dollars. We are following up with the feds on FY07 Single Audit findings. You are probably responding to FY08 findings. Make sure responses are submitted timely and coordinated. Try to get changes implemented in FY09 to lessen the severity for FY09. How have the changes impacted your agency? Will they impact recovery dollars? Your risk assessment will be reviewed. Reminder that contract requirements apply to federal contracts, not federal grants. The Buy American and the Davis Bacon program will apply to the recovery dollars. We still do not have all the requirements for the recovery dollars.

**Q:** 1512 reporting requirements – requirements may not be applicable for entitlements or mandatory programs. Any further word on this?

**A:** Haven't heard anything.

**Q:** We'll keep each other informed if we hear anything?

**A:** Yes, definitely.

**Q:** Regarding the OMB guidance issued 4/3/09...

**A:** The 4/3/09 issuance was a solicitation for comment.

**Q:** During the 10 day reporting window, our system may not be closed for the month yet.

**A:** Do the best you can.

OMB may not be on the conference call this week, they may cancel. We are hoping for some more definitive answers. If we have problems, we need to elevate, to the feds if necessary. As things come up we will need to adapt and adjust.

### **Payroll – Clark**

The Unemployment Insurance rate will be increasing from .15 to .412 effective next payday. We have had the same rate for the last 2 – 3 years. With the shrinking payroll base and all the layoffs, the fund is running out of money.

### **Budget - Clark**

They may be getting closer. Approps was cancelled for this afternoon. Section 29 transfers from the February 1 budget fix, if you have any outstanding, get them in for GAO to release.

### **Fiscal Year End - Clark**

Q: What is the deadline to let you know if we are going to have issues at the end of the fiscal year?

A: Make sure you are looking at things now instead of waiting until the last minute.

Fiscal year end is rapidly approaching. Make sure you are prepared. Have your profiles for ARRA dollars ready. Keep up to speed on the information coming out.

How many agencies have payments or items due July 1? AHCCCS has a payment due July 1. If the budget is not passed until closer to June 30, make sure we communicate and coordinate. Some agencies appear to be running out of money. Payroll will be cleared first, prior to vendor payments. We will liquidate transactions to allow payroll to post.

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

None.

### **Future Agenda Items**

**Emphasis on Electronic ACH Payments**

**Travel & Expense Management Sub-System**

**Payroll Card**

**NSF & Favorable/ Unfavorable Deposits Cleanup Project**

**Federal Funding Accountability and Transparency Act (FFATA)**

**State Transparency Project**

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

Meeting adjourned at 2:56 p.m.

The next meeting is scheduled for Tuesday, May 26, 2009, at 2:00 p.m. in the General Accounting Office.