

**Small & Medium Agency
Chief Financial Officers Meeting Minutes
May 22, 2007**

PARTICIPANTS:

Megan Darion, DOA/SBO
Biju Kamaleswaran, AGA
Debb Pearson, APA
Paul Boelhauf, ATA
Julie McKnight, AUA
Lizette Morgan, GFA
Tracy Schmidt, HAD
Denise Goode, HUA
Ken Bell, JCA
Sharon Gulden, LDA
Mary Ann Miller, LOA
Evangelina Webster, MEA
Matt Kennedy, MMA
Beverly Alfson, OSA
Richard Bichanich, PRA
Wilma Himel, RGA
Tyler Palmer, RGA
Charmayne Skow, SBA
Marcia West, TOA
David Medina, TXA
Cheryl Fraulob, UOA
Mohammad Khaksari, DOA/GAO
Jan Sharon-Strieby, DOA/GAO
Angela Dillard, DOA/GAO
Shannon Landis, DOA/GAO
Randi Orchard, DOA/GAO
Kari Watkins, DOA/GAO
Barbara Nicholson, DOA/GAO
Suzanne Allen, DOA/GAO
Michael Smarik, DOA/GAO
Amy Aeppli, DOA/GAO
Anita Kleinman, DOA/GAO

ITEMS COVERED

Mohammad Khaksari – Welcome & Introductions

GAO Personnel Changes

Donna Cornella, the former AFIS Manager, left State service on May 17th and is now working for Pinal County. Angela Dillard is now the new AFIS Manager. Amy Aeppli has replaced Angela to be in charge of special projects, specifically for the new Travel

Management System (TMS).

Fiscal Year-End - Meetings

The GAO was pleased with the turnout for the Fiscal Year-End meetings which were held on May 2nd and May 16th.

Travel Policy

The travel policy is a work in progress and will be released in coordination with the Travel Management Subsystem (TMS). Due to the TMS pilot, some of the new travel policies may be implemented prior to the release of the TMS, while others will be implemented in conjunction with the "go live" for all State agencies.

Travel Management Subsystem (TMS)

The Travel Management Subsystem (TMS) should be ready to pilot in October to be followed by an all agency roll-out before the end of the year. Two demo sessions on the TMS travel request process were held yesterday May 21st for all agencies. If anyone is interested in volunteering for piloting the TMS or have any questions concerning the TMS project, please contact Amy Aeppli.

New Appropriation Load Procedures

The new appropriation load procedures were addressed in the fiscal year-end meetings. One of the new procedures involves having at least one person at each agency obtain the user class 95 security. Additional procedures for the appropriation process will be sent to the agencies in a web story concerning the data entry elements, which will include batch numbers that will be specific for each agency. This is part of a larger process to automate the appropriation load in future fiscal years to make the load process easier for agencies. The appropriation load schedule has been changed. The first scheduled appropriation load will be on June 9th and the next date will be June 23rd provided that the GAO will receive the signed bill on time. The agencies will be notified if an additional date is needed for July. The General Appropriations Bill has not been signed by the Governor. Agencies may use the draft version of Senate Bill 1086 to help in preparation for their FY 2008 appropriations. The agencies are still required to submit their completed load form (AFIS-II-101) to their GAO liaisons. If anyone has any suggestions or questions on the new appropriation load process, please contact your GAO liaison or Suzanne Allen.

New Cover Sheet for the Administrative Adjustments

Examples of the two new administrative adjustment checklist cover sheets were distributed to the group. The checklists were created to help the GAO process administrative adjustments faster and reduce the chance of uncompleted forms being returned to the agencies. One of the checklists is for the 'Companion Transfers' and the other checklist is for 'Claims and Automated Transfers'. Each administrative adjustment must have the completed checklist attached or the administrative adjustment will be returned to the agency. The information on the checklist does not contain any new information. A web story will be released by the end of next week which will provide a description of the checklist. Both checklists will be available online. If anyone has any questions concerning administrative adjustments, they can contact Anita Kleinman or Barbara Nicholson.

Allotment and Budget Issues

If an agency has a concern about their appropriation or allotment balance being insufficient, they can contact their AFIS liaison. The agency may also need to contact their OSPB or JLBC analyst about the concern.

Plain Talk Forms – GAO-6, GAO-7, GAO-77, SL-50, and the GAO Substitute W-9

The GAO Plain Talk Team was given the task of revising five GAO correspondences to try and make them easier for the customer to utilize. The team selected and released new online versions of the GAO-6 Warrant Replacement, GAO-77 Form Request, GAO-SL-50 RASL, and the GAO Substitute W-9 & Vendor Authorization Form. A new revision of the GAO-7 Stop Payment Request has been created. If anyone has any questions about the revised forms or any suggestions on the GAO forms, please contact Greg Carlson, Kjell Anderson, or Jan Sharon-Strieby.

GAO Registration Page Update

The GAO Registration Page has been updated. Categories have been added to the form and required fields are now included. If more than one category has been selected, multiple e-mails may be sent depending on the subject of the notification. If anyone has any concerns or questions with the registration page or the GAO website, please contact Diane Gorham.

Issues, Concerns, Questions

**The next CFO Meeting will be held on Tuesday September 18th.

**The budget that was submitted to replace AFIS does not look like it will be approved this year. A new budget will be submitted for FY 2009.

**The State has the opportunity to participate in a payroll benchmarking project free of charge through NASACT. The project will hopefully provide some useful information to the State. Mike Smarik will be participating on a call tomorrow to receive more details on how the project will work. Mike is anticipating that most of the questions will be answered by the GAO Central Payroll Group. There will be other questions that will need to be referred to different agencies to provide the answers to. The questions will not be sent to the agencies until after the end of the fiscal year.

**A web story was just released announcing the Payroll Year-End meetings which will be held on June 12th in conference room 300. One of the meetings will be held in the morning and the other one will be held in the afternoon.

** Denise Goode with the Arizona Commission of the Arts has volunteered to do an agency presentation for the September Small/Medium CFO meeting. Thank you Denise.

Future Agenda Items

Payroll Card

Emphasis on Electronic Payments (Direct Deposit & ACH)

Internal Controls

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

Meeting adjourned at 2:25 p.m.

The next meeting is scheduled for Tuesday, September 18, 2007 at 2:00 p.m. in the General Accounting Office.