

**Large Agency
Chief Financial Officers Meeting Minutes
May 29, 2007**

PARTICIPANTS:

Paul Nicola, DCA
Jamie Soulvie, DEA
Angela Garcia, EDA
Jim Cockerham, HCA
John Lake, HSA
John Humble, HSA
Kim Smith, DJA
Christy Kramer, PSA
Joan Jones, RVA
Craig Rudolphy, DTA
Lihue Li, WCA
Yolanda South, HIA
Kim Bittrich, HIA
Mohammad Khaksari, DOA/GAO
Jan Sharon-Strieby, DOA/GAO
Mike Smarik, DOA/GAO
Angela Dillard, DOA/GAO
Shannon Landis, DOA/GAO
Diane Gorham, DOA/GAO
Barbara Nicholson, DOA/GAO
Anita Kleinman, DOA/GAO
Amy Aeppli, DOA/GAO
Greg Carlson, DOA/GAO

ITEMS COVERED

Mohammad Khaksari – Welcome & Introductions

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)

Two demo sessions on the TMS travel request process were held on May 21st with various agencies to demonstrate the progress of the TMS. A portion of what has been completed

was shown to the agencies. An additional TMS presentation demo may be held in September for the Travel Advance and Travel Reimbursement feature. The TMS should be ready to pilot in October to be followed by an all agency roll-out before the end of the calendar year. If anyone has any questions concerning the TMS project, please contact Amy Aeppli.

New Appropriation Load Procedures

The new appropriation load procedures were addressed in the AFIS Fiscal Year-End meetings. The GAO is attempting to automate the appropriation load process. The first step towards automation included making changes in AFIS to allow the agencies to load their own appropriations directly into AFIS. The changes should be completed tonight. In order for an agency to input their appropriations loads directly into AFIS, a designated representative from each agency is required to obtain user class 95 security access by submitting a GAO-96 form. Agencies will complete their load forms just as they have in previous years. In general, each line gets an appropriation line item even if there are different funding sources. The designated representative with the new user class 95 security will be able to input the information directly into AFIS. The original load form will be sent to the GAO. Once the load form is received, the GAO liaison will turn on a flag in AFIS so that the agency will no longer be able to make changes, additions, or deletions. The GAO liaison and appropriation group will review the information to ensure that it is in compliance with the bill. Once the bill has been signed, the appropriations will be released. There are two bills, one in the House and one in the Senate that have different information on them. Agencies can prepare load sheets and then enter the information based on the draft Senate version of the bill. The only agencies that we ask to hold off on entering information are those agencies that are affected by the differences in the bills.

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 chances 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 checklist attached or the administrative adjustment will be returned to the agency. The information on the checklist does not contain any new information. The information on the checklist is required for the administrative adjustments to be processed. A web story will be released by the end of the week which will provide a description of the checklist and notify the agencies about the new check list. 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 tasked, by the Department of Administration, with revising five GAO correspondences to try and make them easier for the customer to utilize. The

entire communication process was examined including web sites, instructions, and the accounting manual. The team selected and released new online versions of the GAO-6 Warrant Replacement, GAO-77 Form Request, SL-50 RASL, and the GAO Substitute W-9 & Vendor Authorization Form. A new revision of the GAO-7 Stop Payment Request form has been created. If anyone has any questions about the new 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. Fields have been modified to only allow certain characters or numbers. Recently, there were changes made on the DOA side called an SPF record which would show authentic e-mail addresses. Some of the agencies servers bounced back the e-mails and the registrations were deleted. The two agencies that were mainly affected were AG's Office and the Department of Juvenile Corrections. Information Security Group is helping to resolve this issue. After this has been resolved, some of the agencies may have to go back in and reregister in the database. If anyone has any concerns or questions with the registration page or the GAO website, please contact Diane Gorham.

Issues, Concerns, Questions

** A web story was released last week 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.

**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 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 the different agencies to provide the answers. The questions will not be sent to the agencies until after the end of the fiscal year.

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 2:28 p.m.

The next meeting is scheduled for Tuesday, September 25, 2007 at 2:00 p.m. in the General Accounting Office.