

**Small & Medium Agency
Chief Financial Officers Meeting Minutes**
October 21, 2014

PARTICIPANTS:

Michael Fowler, BDA
Lizette Morgan, GFA
Dena Dotson, HDA
Cindy Smith, HSA
Scott Greenberg, IDA
Esther Olivas, MIA
Cathy Guthrie, PEA
Tyler Keeble, REA
Trudy Kranendonk, RGA
Candy Frazier, SPA
Alicia, Guerra, TEA
Laurie Gallick, TOA
Cheryl Faulob, UOA
Kim Willett, VSA
Clark Partridge, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Ron Santa Cruz, ADA/GAO
Stu Wilbur, ADA/GAO
Greg Vokoun, ADA/GAO
Judi Kilgus, ADA/GAO

ITEMS COVERED

Welcome – Clark Partridge

Workforce Transition Planning – Brad Wells of CGI

Brad gave a presentation on the workshops that will be scheduled for agencies to plan for their workforce needs with the new AFIS system. Agency Coordinators should watch for notices to be sent for these strategic discussion workshops to be held in November and December.

BREAZ Update – Clark Partridge

Any other questions or issues regarding BREAZ, let us know.

Data Cleansing and Conversion – Clark Partridge

When reconciling your federal grants on the 66A screen, make sure you are using the R indicator for total revenues and expenditures, not the B indicator which is for budget. For other types of grants, use the 65A screen. The end date is important. If you want

the grant to move across into the new system, you need to use an end date greater than July 1, 2015.

You are required to have your federal funds in fund 2000 unless statutorily it says that the monies are to go to a different fund.

You should be taking your federal report and compare it against the 66A screen. The total of your grants has to equal the cash in the fund. Any cash in fund 2000 that is not identified with a grant will go to the General Fund, the same for fund 2500. If you have a negative balance you will have to cover. Negative balances will not be transferred to the new system.

As a reminder, please make sure the cleanup for fiscal year 2013 and prior should be done by December 31, 2014. Fiscal year 2014 should be cleaned up by March, 2015 at the latest. We are not just talking about grants, NSF's, favorable and unfavorable deposits, etc. should all be cleaned up within these timeframes.

Q: We submitted a list of NSF's to the Attorney General's Office. We haven't heard anything. Do we follow up? Or do they inform GAO?

A: The Attorney General's Office submitted a list of uncollectible debt to JLBC. We are coordinating with JLBC and the Attorney General's Office. We would like to have another list put together prior to go live. Be working on your clean up and put your lists together. There is a difference between the NSF's that you just need to clean up because the State did collect the revenue and the ones that the revenue was not collected on. Or there are ones that we don't have enough information to be able to tell what happened.

If you have questions, contact your GAO liaison.

We are coordinating with the ADOA Grants and Federal Resources Office to make sure we have a cohesive federal grants policy.

Q: Are we still looking at a holistic approach between ECivis, Advantage and ProcureAZ?

A: ECivis is a great tool to find grants, outreach and the programmatic side of grants. We are trying to bring as much of that information across. There will be some things that may have to be put into Advantage directly.

There are two interfaces that are planned. One will be at the award and an amendment/change interface. Any changes in ECivis would then interface with Advantage.

CAFR Deadline Reminders – Clark Partridge

There are a few agencies that have not complied with the CAFR deadlines therefore we will no longer be getting the CAFR out by December 31.

CMA Funding Techniques – Clark Partridge

If you have a CMA funding technique that is not working well for you, please contact Amanda Compton to discuss, Amanda.Compton@azdoa.gov or 602-542-5611. The Cash Management Improvement Act affects all federal grants, both major and non-major. The basic rule is you cannot draw down your federal dollars any more than three days in advance of when you need them. That is federal law.

Draft Policies – Clark Partridge

Deadline for comments for the current drafts was October 15. If you have questions or concerns as we move forward, please send your comments to gaopolicy@azdoa.gov. Updating the policies will be an ongoing task.

Please remember that individual grants should total to the balance in your grant fund and be tracked using the grant structure. Each ISA or IGA should be tracked in fund 2500 and use the grant structure. A policy will be coming out soon regarding using grants and grant reconciliations. It will be clarified that this is how grants and ISA's and IGA's need to be handled.

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

Meeting adjourned at 3:18 P.M.

The next meeting is scheduled for Tuesday, November 18, 2014, at 2:00 p.m. in GAO Conference Room A & B.