

**Large Agency  
Chief Financial Officers Meeting Minutes  
October 28, 2014**

**PARTICIPANTS:**

Joe Whitmer, ADA  
Jason Mistlebauer, ADA  
Cheryl Toone, ADR  
Jim Whallon, CHA  
April ?, DCA  
Li Li, DJA  
Keith Fallstrom, DTA  
Anita Kleinman, DTA  
Sheryl Bodmer, DTA  
Ross Begnoche, EDA  
Jim Cockerham HCA  
John Moorman, HCA  
Cindy Smith, HSA  
Jim Humble, HSA  
Renee Dudden, MAA  
Christa Lewis, MAA  
Christy Kramer, PSA  
Phil Case, PSA  
Tom MacConnell, RVA  
John Stevens, WCA  
Mike Clark, WFA  
Patti Majlish, WFA  
Clark Partridge, ADA/GAO  
Tami Eckloff, ADA/GAO  
Brian Nguyen, 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 Project Update – Clark Partridge**

We will be taking AFIS Operations and moving it to the BREAZ location so the staff may start integration with the project. If you have any concerns regarding impact on your operations call Clark, Mike or Angela.

It was mentioned in the Agency Coordinator meeting about cutting off payments in AFIS June 30. We may need to back that up further to allow for final clearing. Be thinking of your operations for the end of June and first week of July. We are looking at 3 business days that we will not be producing payments out of the system, July 1, 2, 3 (holiday), 6 and then a run on July 7. If your subsystem is generating the payment via an interface, make sure you are planning accordingly for the timing of those payments.

Any questions regarding the BREAZ project, let us know.

**Q:** What about deposits? We have a large deposit on July 1.

**A:** Those will be recorded with the Treasurer's Office. It will wait for a batch run to be recorded in the new system. Rollovers will be pushed out a few days, counties, school districts, etc.

### **Data Cleansing and Conversion – Clark Partridge**

Judi Kilgus has been working on cleaning up the grants in AFIS for the past two years. The first step was to get grant balances on screen 66A in sync with screen 65A. The next step is cleaning up data. On the reconciliation Judi provided for you, if you have a line that says No Grant, it means something is there but there is no grant structure associated with it.

Grant balances on screen 66A with the R indicator will go across to the new system.

**Q:** GAO requires documentation to extend an end date. Sometimes we do not receive the documentation until later. If we know of a situation but don't have the documentation, would you consider extending it without the documentation?

**A:** We will work with you and see what the specific situation is.

Favorable and unfavorable deposit discrepancies, NSF checks, other types of activity also need to be cleaned up. Fiscal year 2013 and prior should be completed by December 31, 2014. Fiscal year 2014 should be completed by March, 2015.

**Q:** Is there going to be an effort to get these items through the Attorney General's Office and JLBC in one mass effort?

**A:** We are working with those entities and explaining that our data in the new system needs to be accurate.

### **Use of Grant Structure – Clark Partridge**

There is a Technical Bulletin coming out that states for the IGA/ISA fund, donations fund you should be tracking them with a grant or project. For the type 6 grants, balances will come off the 65A screen. We are going to start requiring reconciliations for any activity associated with the grant structure. You should be controlling the cash by the total of the grants to the total in the fund should equal. If they don't, contact us so we can clean it up. Grants should have an end date. If the end date has closed the grant and there is still a balance, the balance will roll to the fund. Grants end dated prior to July 1, 2015 will not roll forward to the new system.

### **CMIA Funding Techniques – Clark Partridge**

If you have a CMIA funding technique that is not working well for you, please contact Amanda Compton to discuss, [Amanda.Compton@azdoa.gov](mailto: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.

### **CAFR Deadline Reminders – Clark Partridge**

We had issues this year with agencies hitting CAFR deadlines. We will not be hitting the December 31 date for completion. We are currently trying to a January 31 issue date.

### **Draft Policies – Ongoing Fund 2000 and Fund 2500 – Clark Partridge**

If you haven't already, please make sure you are reviewing the draft policies on the GAO website. If you do not have time to read all of them, make sure you review the ones that are most critical to your organization.

**Q:** Do you know when the next wave of policies will be coming out?

**A:** Greg is working on revisions based on comments received by October 15. The next big push will be the travel policy. Please make sure you are registered to receive the website notices so you know when the next one is posted.

We have not made an official decision yet but we probably push the implementation of the travel portion of the system to a January 2016 date. If this will be problematic for you, please let us know immediately.

### **Issues / Concerns / Questions?**

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

Meeting adjourned at 3:23 P.M.

The next meeting is scheduled for Tuesday, November 25, 2014 at 2:00 p.m. in GAO Conference Room A.