

## **Agenda**

### **Chief Financial Officer's (CFO) Meetings for September 2016**

**Small/Medium Agencies** – Wednesday, September 21, 2016 – 2:00 p.m. –  
GAO, Suite 302, Conference Rooms A & B

**Large Agencies** – Wednesday, September 28, 2016 – 2:00 p.m. –  
GAO, Suite 302, Conference Rooms A & B

### **Clark Partridge, GAO**

Welcome/Introduction

- Find the Money Expectations – Henry Darwin & Craig Brown
- FY16 Fiscal Year End Close
- Payment Processing Reminders
  - Use ACH or PCard whenever possible
  - The contact information on the remittance advice.
  - Invoice numbers on the remittance advice.
  - Returned mailed warrant due to a bad vendor address.
  - Agency combined payments for same vendor/same day.
- Some vendors will only make payments to the State of Arizona W9 address.
- CAFR Dates
- AFIS Collections
- Internal Control Self-Assessment Survey
- Travel Policy Change Support to Agencies
- Bus Cards
- SEFA—Closing Package
- Other

\*Issues, Concerns, Questions?

\*\*The next meetings will be held at 2:00 p.m.

Small/Medium agencies October 19, 2016 in GAO Conference Rooms A & B

Large agencies October 26, 2016 in GAO Conference Rooms A & B

Please make sure you bring your State ID badge with you to the ADOA building to show security for ease of admittance through the turnstiles.

Persons with a disability may request reasonable accommodations by contacting the GAO at (602) 542-5405. Requests should be made as early as possible to allow time to make arrangements.