

Agenda

Chief Financial Officer's (CFO) Meetings for November 2008

Small/Medium Agencies – Tuesday, November 18, 2008 – 2:00 p.m. – GAO, Suite 302, Conference Rooms A & B

Large Agencies – Tuesday, November 25, 2008 – 2:00 p.m. – GAO, Suite 302, Conference Rooms A & B

Clark Partridge, GAO

*Welcome/Introduction

*Updated Travel Form Presentation

*Internal Controls Presentation

*Upcoming CPE Training/Audio Conferences

December 10, 2008 at 12:00 p.m., AGA Audio Conference – “21st Century Financial Managers: A New Mix of Skills and Education Levels” – 2 CPE

January 12, 2009 from 8:00 a.m. to 12:00 p.m., Arizona Society of Certified Public Accountants – “Ethics” Hosted at DEMA – Required 4 Hours of Arizona CPA Ethics CPE

January 28, 2009 at 12:00 p.m., NASACT Audio Conference – “Ethics in Work and Life” – 2 CPE

*Internal Audit Meeting with Agencies – Tuesday, December 2nd at 2:30 p.m.

*U.S. Bank Payments

*Calendar Year End Payroll Meeting – Tuesday, November 25th – ADOA Conference Room 300 at 9:30 a.m. or 1:30 p.m.

*Payroll Date Clarifications: First 2009 Pay Not Available Until January 2009

*Timely Payroll Warrant Pickup

*Budget

*Issues, Concerns, Questions?

*Future Agenda Items

- Emphasis on Electronic ACH Payments
- Travel & Expense Management Sub-System
- Payroll Card
- NSF & Favorable/Unfavorable Deposits Cleanup Project
- Process for Single Audit Findings
- Federal Transparency Act
- State Transparency Project

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.