

**Large Agency
Chief Financial Officers Meeting Minutes**
April 24, 2007

PARTICIPANTS:

Joe Whitmer, DOA/MSD
Megan Darion, DOA/SBO
Paul Nicola, DCA
Angela Calles, EDA
Michael Clark, EVA
John Moorman, HCA
John Lake, HSA
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Debra Rittenback, GFA
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Mike Smarik, DOA/GAO
Angela Dillard, DOA/GAO
Shannon Landis, DOA/GAO
Donna Cornella, DOA/GAO
Kjell Anderson, DOA/GAO
Anita Kleinman, DOA/GAO

ITEMS COVERED

Clark Partridge – Welcome & Introductions

New Vendor Website

Donna Cornella gave a brief demonstration on the new vendor website. Vendors will be able to lookup information on payments issued by the State of Arizona via warrant or ACH using this website. The website will contain AFIS issued vendor payment information only and will not include warrants issued by the Department of Economic Security, Department of Revenue, or the Universities. Vendors are encouraged to use the ACH payment method. The new website will provide the vendors with the capability of looking up specific payment information such as which State agency the payment came from. The website should be available for vendors to use by the end of May 2007. A web story will be distributed notifying the agencies when the website will be available.

Fiscal Year-End

**The Fiscal Year-End meetings are scheduled for Wednesday May 2nd from 1:00 p.m. to 3:00 p.m. and on Wednesday May 16th from 9:00 a.m. to 11:00 a.m. in the GAO conference rooms A and B.

****On April 9th**, the Fiscal Year-End Memo was posted to the GAO website. If anyone has any questions concerning the memo, they can be addressed at the Fiscal Year-End meeting or by their AFIS liaison.

Travel Policy

The travel focus group met last Friday. The focus group consisted of a few of the large agencies that have a great deal of travel and was established so that ideas and issues could be addressed concerning the current travel policy. Agency feedback is appreciated and has been very helpful. Progress has been made on the new travel policy in conjunction with the development of the Travel Management Subsystem (TMS). Changes to the new travel policy will be tracked so that the revised versions will be a little easier to review. Various travel questions were fielded during a discussion on the travel policy changes. A few of the travel policy changes that will occur will be the 35 miles (from home and duty post) will be changed to 50 miles to be considered in travel status, personal vehicles being taken out-of-the-country will not need to be approved by the GAO, and same day meals will become taxable without an overnight stay or rest period. 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)

The TMS should be ready to pilot by October and for an all agency roll-out in the November – December time frame. There will be two demo sessions on the TMS Travel Request process offered to Agency CFOs and Travel Coordinators on May 21st. The first session is from 9:30 a.m. to 11:30 a.m. and the second session is from 1:30 p.m. to 3:30 p.m. Both sessions will be held in the ADOA conference rooms 300 A, B and C. Agencies can register for the sessions on the GAO website.

GAO Website Update – New Registration Category

****On April 9th**, a new registration category was added to the GAO website titled “GAO Training and CPE Events”. The GAO will utilize this category to notify agencies of upcoming GAO hosted training and CPE events. If anyone is interested in attending the training and CPE events, they will need to update their registration to include the new category.

****Additional changes will take place on the GAO website. Most of the changes will be transparent to the users. If anyone is experiencing any difficulties with the GAO website, please contact Diane Gorham.**

HRIS – Performance Pay Labor Distribution

In the past, the Performance Pay Labor Distribution was always charged to the default Labor Distribution. Starting with the last payroll, the labor distribution now follows the regular pay labor distribution. If an agency overrides the Labor Distribution, the performance pay will follow the new labor distribution entered. Another change, which only affects a few agencies that use over 10 characters on their activity field, will also be completed by next payroll. The changes should not affect the year-end reports.

Allotment and Budget Issues

If an agency has a concern about their appropriation or allotment balance being

insufficient, they can contact their GSO liaison. The agency may also need to contact their OSPB or JLBC analyst about the concern. The Fiscal Year-End memo addresses the allotment percentages for Fiscal Year 2008.

Plain Talk

ADOA has embarked on a project called Plain Talk. Each division in ADOA has been tasked with identifying five pieces of communications to revise for this project. The communications can include letters, memos or forms. The purpose of the project is to try to simplify the language on the communications so that the message is sent over more clearly and plainly to the audience. Once the division has revised their five communications, they will be submitted to an agency committee for review. The revised communications will need to be ready for production by June 1st. One of the qualifying elements of the communication is whether or not the results can be measured. The before and after measurements of the communication forms will be compared. On September 1st, the comparison of the old and new measures will be submitted to the Governor's Office to determine if there are any improvements associated with the revision. This process will be continued until all of the communications have been converted to this type of language. All new forms, letters, or memos created will follow the same path. If an agency has a problem or concern with any communications from the GAO that may be unclear, please contact your GAO liaison.

Issues, Concerns, Questions

There will be some changes in the administrative adjustment process and appropriation loads that will be discussed at next month's meeting.

A brief discussion on the P-card was held. The current P-card contract will expire in February of 2008. The GAO is currently looking at two options to see if either one is a good match for the State of Arizona's needs. Bank of America which would fall under the Treasurer's State Servicing bank contract. The other option is with US Bank which is a WSCA contract. If neither of the contracts is determined to be a good solution for the State's needs, then an RFP will be issued. If we decide to go with either Bank of America or US Bank, the travel card should be available around August or September and then the P-card will follow.

A discussion was held on internal controls. Clark asked the agencies to be aware of risks and key processes to help improve internal controls. A web based survey tool will be available soon. The survey will have internal control questions and be distributed to the CFO of each agency.

The Department of Administration is gathering information from each of its divisions to include in a training document titled "Government 101". This document should be able to help agencies become more familiar with the services and functions that the Department of Administration provides.

Eliminating direct deposit advices was discussed. Options were discussed on how to encourage employees to sign up for direct deposit.

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 3:08 p.m.

The next meeting is scheduled for Tuesday, May 29, 2007 at 2:00 p.m. in the General Accounting Office.