

**Large Agency
Chief Financial Officers Meeting Minutes**
April 29, 2008

PARTICIPANTS:

Joe Whitmer, ADA
Paul Nicola, DCA
Shana Fierro, DEA
Karen Johnson, DEA
Michael Clark, EVA
John Moorman, HCA
Jim Humble, HSA
John Lake, HSA
Chuck LeBlanc, PSA
Reed Spangler, RVA
Craig Rudolph, DTA
Lihua Li, WCA
Clark Partridge, DOA/GAO
Mike Smarik, DOA/GAO
Jan Sharon-Strieby, DOA/GAO
Angela Dillard, DOA/GAO
Shannon Landis, DOA/GAO
Jaimie Soulvie, DOA/GAO
Stu Wilbur, DOA/GAO
Tami Eckloff, DOA/GAO
Amy Newby, DOA/GAO

ITEMS COVERED

Clark Partridge – Welcome & Introductions

P-Card & Travel Card and American Express Card Transition

Agencies were asked if they have any questions or concerns with the new P-cards and/or Travel Cards.

Q: When I was adding someone in the system for a P-Card there were codes. Is there any information on how the codes are set up?

A: Angela will obtain an electronic copy of the structure hierarchy coding from US Bank and post it to the website for all agencies to utilize.

Someone in AFIS will be contacting the agencies as they are in the process of setting up separate ACH mail codes for each agency for both the Corporate Travel Card (CTA) and P-Card accounts. Agencies need to ensure they are utilizing the correct mail code before processing payments to US Bank.

Q: How can I shut off all of my agency's AMEX cards at the same time on June 1, 2008?

A: Angela will check with the State Procurement Office (SPO) to verify if there is a procedure in place with AMEX to close all of an agency's accounts at once instead of doing one card at a time.

Q: Is there a final transition date established?

A: GAO Technical Bulletin #08-2 requests that all agencies be transitioned from both of the AMEX cards to the new US Bank Visa cards by June 1, 2008. This will help eliminate multiple statements during the end of FY08 and should help make the transition easier. Agencies requesting additional time for the transition will be handled on a case-by-case basis. The GAO would like to see all new purchasing and travel charges on the US Bank Visa cards for the new FY.

Upcoming Audio Conferences

The GAO has scheduled the following audio conferences with CPE available:

Wednesday May 14, 2008 at 11:00 a.m. – The Anatomy of Ethical Slips in Government (this does not count as the required ethics for CPAs in Arizona)

Wednesday July 17, 2008 at 11:00 a.m. – GASB Review: New Standards and the Latest on Service Efforts and Accomplishments (SEA)

STARS

The GAO is asking that audio conference participants begin registering for audio conferences in STARS. To access STARS go to the AzGU website at <http://www.azgu.gov> and click on "Register for Classes and Events". If anyone has problems registering in STARS they can contact AzGU or Sherry Gates in the GAO.

Internal Audit Meeting with all Agencies

The first Internal Audit Meeting is scheduled for tomorrow, April 30th at 2:00 p.m. in GAO conference rooms A & B. Jaimie Soulvie will be hosting the meeting. The meeting will be geared towards introductions, fact finding, and information gathering and sharing. The group will determine the information they would like to have discussed and the frequency of future meetings. CFO representatives are welcome to attend.

Budget

The agency representatives were asked if they had any questions concerning the budget issues.

Q: Is it ok to go ahead and enter the supplemental load information?

A: Yes, go ahead and submit the load information. AFIS will be able to process them right away.

Appropriation Reductions and Fund Transfers

Information and instructions on the appropriation reductions and fund transfers

from Laws 2008, 48th Legislature, Second Regular Session, Chapter 53, Section 1, 2 and 3 (HB2620) were posted on the GAO website on April 23rd and 24th. Clark asked the agency representatives if they had any questions concerning the appropriation reductions and fund transfers.

Q: Do you have any idea when the calculations for the hiring freeze reductions from the “Back of the Bill” (section 23) will happen?

A: No information has been received from the JLBC at this time.

Q: Is the JLBC doing the calculations by themselves?

A: The JLBC and the OSPB have asked for certain information from HRIS. Clark is not sure if they are working together or separately on the calculations.

AFIS Fiscal Year-End

The AFIS profile roll was run on April 18, 2008. The next scheduled job for AFIS will be done after the Feed Bill is received.

The Fiscal Year-end 2007-2008 Memo and Closing Instructions are available on the GAO Website.

The year-end question and answer sessions have been scheduled in the Department of Administration’s conference room 300 on May 14th from 9:00 a.m. to 11:00 a.m. and on May 27th from 1:00 p.m. to 3:00 p.m. Employees who plan on attending will need to register in STARS. Additional information on registering is posted in the April 16th news article on the GAO website.

Fiscal Year-End Travel

The GAO is exploring options for the fiscal year-end travel issue. One option would be to have the agencies issue handwrites to pay for the previous FY travel processed after June 30th.

Another option, if the travel is less than \$300.00, would be for the agency to have the travel authorized and processed out of the next FY’s appropriation. This option would not utilize the previous year’s appropriation which may help some agencies who are in a budget crunch.

A long term solution needs to be put into place so this does not happen during every fiscal year-end.

NSF and Favorable/Unfavorable Deposits Cleanup Project

Roughly \$14 million dollars has been sitting on three General Ledger accounts in AFIS that need to be cleaned up. It has been approximately 10 years since the last clean-up project was done. The GAO AFIS Group will focus more on the clean-up after fiscal year-end as it will become an ongoing project. If agencies get an NSF check, they should follow-up on it as soon as possible so that the NSF check will not become a bad debt. If the good or service has been provided

and cannot be recovered, it then becomes receivable and the money has to be collected which is more time consuming.

Issues, Concerns, Questions

Q: Do you have a status on the next HRIS upgrade?

A: The upgrade will be done in August and/or September. The operating system will be first and then the applications will be later.

Q: Will self entry on timesheets be during the next upgrade?

A: Self entry will be after the new upgrade is implemented and will be piloted this fall. The GAO will insure that the new system is stable before piloting self entry.

Q: Will time entry be agency/state wide?

A: Not during the pilot but once self entry is implemented every employee will be responsible for entering their own timesheets. If an employee does not have access to a computer to input their timesheet, proxies can be set up by the agency; those employees can then submit a paper timesheet for the proxy to enter.

Q: Are we looking at putting payroll stuffers on the Y.E.S. website as a pop-up and if so what is the timeframe?

A: Yes, the plan is to have payroll stuffers available on the Y.E.S. website after the HRIS upgrade. Hopefully, by this fall the Y.E.S. website will be updated to allow the stuffer notifications. Once the paper paystubs are eliminated there will be no more payroll stuffers. In the interim, there maybe email stuffer notifications scanned and sent to an agency contact to distribute to their employees.

Future Agenda Items

Emphasis on Electronic ACH Payments

Payroll Card and Direct Deposit

Payroll Stuffers

Internal Controls

Payroll Benchmarking

Travel & Expense Management Sub-System

Federal Transparency Act

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

Meeting adjourned at 2:53 p.m.

The next meeting is scheduled for Tuesday, May 27, 2008 at 2:00 p.m. in the General Accounting Office.