

**Small & Medium Agency
Chief Financial Officers Meeting Minutes
February 16, 2010**

PARTICIPANTS:

Megan Darian, ADA/SBO
Julie McKnight, AUA
Lizette Morgan, GFA
Glenn Hurd, ICA
Sharon Gulden, LDA
Esther Olivas, MIA
Amy Besco, RCA
Trudy Kranendonk, RGA
Joanne Williams, SDA (by phone)
Leah Morris -Towle, SDA (by phone)
Sandy Reilly, STA
Cassie Goodwin, TEA
Marcia West, TOA
Angelica Romero, WFA
Mike Smarik, ADA/GAO
Joanna Greenaway, ADA/GAO
Anita Kleinman, ADA/GAO
Tami Eckloff, ADA/GAO
Jaimie Soulvie, ADA/GAO
Angela Dillard, ADA/GAO
Ron Santa Cruz, ADA/GAO
Stu Wilbur, ADA/GAO
Amy Aeppli, ADA/GAO
Greg Vokoun, ADA/GAO

ITEMS COVERED

Mike Smarik – Welcome & Introductions

W2s Now Online – Stu Wilbur

The W2s are now online. This provides a convenience for employees to have access to four years of W2s at any time. 2006, 2007, 2008 & 2009 W2s are available for viewing. There is also an authorization section for the employee to consent to receive only electronic W2s in future years starting with 2010. So far 460 people have consented to receiving only an electronic copy in future years. We will be working on advertising the consent over the next year but please encourage your employees to give their consent. It will save us postage and printing costs if the electronic only consent is given.

Q: The consent is on the YES website correct?

A: Correct.

Q: The hardcopies are mailed January 31st. Will the electronic copies be available earlier next year?

A: For 2009 the W2s were mailed on January 15th. The electronic copies were available the first part of February. For next year we will be planning on having the electronic copies available first as an incentive and allow employees to give their consent to an electronic copy only. Those that do not give their consent will receive a mailed W2 by January 31st. We do believe the electronic copy will be available around the middle of January.

For the duplicate W2 requests, if an employee needs a copy of a W2 prior to 2006, we still have the Duplicate W2 Request Form. This form is on the GAO website. If the employee does not have access to a computer to retrieve a form, please assist them in obtaining a form. If we need to, we can mail a form to them. If the employee requests the W2 be mailed to them, we have added the requirement of a self addressed stamped envelope be included for the mailing. The employee also has the option of picking up the duplicate W2 at GAO or having their agency pick it up. Pick up is done with a photo ID. Pick up is only to be done after the GAO has notified the employee or the agency respectively that the W2 is ready to be picked up. We do not have the resources for customers to bring in the form and have the duplicate done as they wait. Also please remember the GAO front desk is operating under reduced hours. The front desk is only open 9:00 a.m. to 4:00 p.m.

Access to YES – Stu Wilbur

Employees now have four years after the date of separation to access their information on the YES website. Only the employee's own information will be available to them after separation. If they had manager self service information for example, that information will no longer be available after separation.

Q: The information is available for four years now?

A: Yes.

ARRA Update – Jaimie Soulvie

We have worked through the comments from the Federal Government on the reports submitted for the last quarter. Any questions were resolved by the end of January. There are grants received as of the 1st of the year. We are working on those. If you have subrecipients, please make sure you are working on your monitoring plan. There are tools you can use. One of the Technical Bulletins that came out after ARRA started has links a couple of AGA (Association of Governmental Accountants) monitoring tools. You must do at a minimum what is in the tools for subrecipient monitoring.

Federal Reporting: SEFA, State Match, etc. – Anita Kleinman

When we have been pulling information on the ARRA grants for Federal reporting we have noticed issues with the way State agencies have been handling associated dollars such as State match. This has always been an issue when we pull information for the Schedule of Expenditures of Federal Awards (SEFA). We want to make sure we are not double counting monies. If there are pass thrus between agencies or if there are State match dollars, we do not want to pull those dollars in as the federal monies spent. We are anticipating some of the policies for reporting ARRA dollars will be carried over to other federal dollars. We are going to start making some changes. We will be contacting agencies to discuss possibly changing how you are reporting on your federal grants. We are still gathering information to see what different kinds of situations are out there.

GAO Front Desk Operation Hours – Tami Eckloff

As Stu mentioned when we were talking about the W2 distribution, the GAO front desk is now operating under reduced hours as of February 16, 2010. The front desk will be open from 9:00 a.m. to 4:00 p.m. instead of the previous hours of 8:00 a.m. to 5:00 p.m. We have posted a web story. Signs have been posted at the front desk for the past two weeks. We hope all the couriers have seen them. Normally there is not a lot of traffic at the front desk between 8:00 and 9:00 or 4:00 and 5:00. Hopefully anyone from your agency that would be coming to see us, except for a scheduled meeting with a GAO employee, will have seen the notices and come during the new hours. This is just one of the ways we are trying to make things work with shrinking resources.

Budgets and Allotments – Anita Kleinman

At the last CFO meeting it was discussed that agencies may be requested to move allotments from the 3rd quarter back to the 4th quarter in anticipation of additional budget cuts. OSPB is not going to pursue this at this time. We are also processing the appropriation reductions that came out in the 5th Special Session as well as the fund transfers. Some agencies have requested to take the reduction all in the 3rd quarter, some have taken some in the 3rd and some in the 4th quarter and other agencies are taking the cut all in the 4th quarter. At one time we were going to move all the cuts up to the third quarter but again that is not being pursued at this time.

Q: I want to make sure I understand. So OSPB is not considering any further reductions?

A: No. They are not going to pursue moving all the allotment adjustments from the 3rd quarter to the 4th quarter.

Q: So there still may be further cuts?

A: Yes there still may be additional cuts.

Q: The 5% reduction for employees, what is the status on it?

A: It has not been passed yet.

Q: It still has to go through the Legislature yet & a law to be written?

A: Currently what has been passed in the 5th Special Session is an option for an agency director to make cuts up to 5% if that is what they need to do to accommodate their budgets cuts but it is currently not a mandate. What you are hearing about is the Governor's proposal for an across the board 5% cut. We have not seen any type of bill for an across the board cut yet.

Q: It seems to have been watered down quite a bit in the Legislature. They seemed to have killed some of the mandatory cuts.

A: Correct. You will want to keep watching for the developments on this subject. The recommendation was an effective date of April 1. It would still need to get through the Legislature and signed by the Governor but it is something that could hit you earlier than July 1 for the 2011 budget.

Issues, Concerns, Questions?

If you think of something that you would like to have discussed a one of our CFO meetings, please let us know.

Q: What is the status of the employee time entry pilot?

A: It is moving along. The HRIS upgrade was just finished a month or so ago so now they are trying to apply some resources to the employee time entry project. The initial timeframe was around May or June for the pilot agencies. There have been some features added since the demos were done. There will be some audit features to show who touched what when since there will no longer be a piece of paper to initial off on.

Q: Are we still pursuing travel entry as a separate product?

A: Yes. We would still like to do that. Hopefully after the employee time entry and a few other projects are done, we can get back to the travel entry. If we get employees used to the time entry, it would be a natural progression to have them enter their travel online.

Q: Let us know if you need resources for this project. We may be able to assist since it would help our agency if this project were completed.

Future Agenda Items

Emphasis on Electronic ACH Payments

NSF & Favorable/ Unfavorable Deposits Cleanup Project

Federal Funding Accountability and Transparency Act (FFATA)

State Transparency Project

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

Meeting adjourned at 2:35 p.m.

The next meeting is scheduled for Tuesday, March 23, 2010, at 2:00 p.m. in the General Accounting Office.