

**Small & Medium Agency  
Chief Financial Officers Meeting Minutes**  
March 24, 2009

**PARTICIPANTS:**

Megan Darian, ADA  
Biju Kamaleswaran, AGA  
Debb Pearson, APA  
Julie McKnight, AUA  
Tracy Schmidt, HDA  
Diana Marczak, HUA  
Glen Hurd, ICA  
Scott Greenberg, IDA  
Ken Bell, JCA  
Joan Thompson, LAA  
Brett Larsen, LAA  
Vangie Webster, MEA  
Esther Olivas, MIA  
Tyler Palmer, RGA  
Don Bentley, SPA  
Cassie Goodwin, TEA  
Marcia West, TOA  
David Medina, TXA  
Cheryl Fraulob, UOA  
Angelica Romero, WFA  
Mike Smarik, ADA/GAO  
Angela Dillard, ADA/GAO  
Amy Newby, ADA/GAO  
Jaimie Soulvie, ADA/GAO  
Joanna Greenaway, ADA/GAO  
Anita Kleinman, ADA/GAO  
Tami Eckloff, ADA/GAO  
Shannon Landis, ADA/GAO

***ITEMS COVERED***

*Mike Smarik – Welcome & Introductions*

**Internal Controls – Amy Newby**

The Internal Controls Survey was sent out yesterday. If you did not receive it, please email Amy Newby. At least one person from each agency should have received the survey. If you are not the correct person to receive it, let Amy know. She can resend the survey but it will not work if it is forwarded to someone else. Surveys are to be completed by April 30<sup>th</sup>.

### **Budget – Anita Kleinman**

The Legislature is still working on the budget. GAO is still working on finishing up the transfers.

**Q:** Due to the budget situation, are agencies allowed to pay FY09 expenditures in FY10?

**A:** Only if the expenditure is less than \$300 and with the State Comptroller's approval.

### **American Recovery and Reinvestment Act – Mike Smarik**

GAO is working on a draft of a new Technical Bulletin regarding stimulus monies. The question was asked if there are agencies present that will be receiving stimulus monies. A few hands were raised.

**Q:** Our agency used our existing Duns number on the application for stimulus monies. There has been talk about a statewide number. Were we supposed to use that?

**A:** There will be a statewide Duns number for those that do not have a number. Contact the Federal group for additional assistance at [federalgrants@azdoa.gov](mailto:federalgrants@azdoa.gov).

### **AFIS Fiscal Year End – Angela Dillard**

The year end memo will be out next week or the week following. There will be training for FYE on 5/14/09 from 9:00 to 11:00 and on 5/28/09 from 1:00 to 3:00. On April 17 the profile roll will take place.

### **Federal Reporting – Celine Baker**

Celine gave a Powerpoint presentation with information regarding Federal Reporting.

**Q:** So there are websites to find our CCR and Duns number?

**A:** Contact the GAO Federal group for assistance.

**Q:** So we will need a grant profile setup for personal services & employee related expenditures (PS & ERE) for stimulus monies?

**A:** There will be all kinds of information on the setup of the profiles in the new Technical Bulletin that is coming out. Reminder we will be using fund 2999 to

report stimulus monies. A web story was issued regarding the D23 setup for referencing fund 2999. There will also be new comptroller objects for the reporting of stimulus monies.

**Q:** Our agency received stimulus money from the Bush administration. Are we to report those like the ARRA monies?

**A:** No, please treat those monies as regular grant monies, not ARRA monies.

**Q:** Has the State requested an extension for the submission of The Single Audit?

**A:** Yes we have. If you need a copy of the letter that gives the approval for the extension, please contact the Federal group.

### **GAO 60's – Tami Eckloff**

Reminder that even if all of your employees are on direct deposit, and there is no payroll for your agency to pickup on payday, we still need to have the GAO – 60 form filled out & turned in every payday. This form certifies that payroll is correct for the pay period. We are looking at options for an electronic signature.

### **GAO Website – Mike Smarik**

The address for the GAO website will be changing soon. A webstory will be sent out when we are ready to make the change.

### **Issues, Concerns, Questions?**

None.

### **Future Agenda Items**

- Emphasis on Electronic ACH Payments**
- Travel & Expense Management Sub-System**
- Payroll Card**
- 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 2:48 p.m.

The next meeting is scheduled for Tuesday, April 21, 2009, at 2:00 p.m. in the General Accounting Office.

