

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
January 5, 2011

The Financial Management Advisory Committee met on Wednesday, January 5, 2011.
The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Andrea Beck	DESE
Arlan Holmes	OA – ITSD
Arlene Boessen	AGO
Audrey Cunningham	DOLIR
Brian Dowden	OSCA
Carol Newgaard	SAO
Carol Willhite	DPS
Cindy Dixon	OA – Fleet Management
Cindy Luebbering	DNR
Cyndi Voss	MDC
Davin Althoff	DED
Debbie Davis	DIFP – Credit Unions
Debbie Kraus	MODOT
Dwayne Rasmussen	OA – Accounting
Jayne Masek	DOC
Jennifer Hall	OA - Accounting
Julie Miller	MVC
Karen Wood	Agriculture
Kim Sandbothe	DIFP – Finance
Mark Kaiser	OA
Marty Drewel	OA – Budget & Planning
Melissa Wadley	Lottery
Peggy Schler	SAO
Rebecca Imhoff	DOR
Renee Godsey	DHSS
Robin Burkhart	DESE
Sandy Bennett	Secretary of State
Sherry Hess	DIFP – PR
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Stacy Neal	OA – Accounting
Theresa McDonald	DSS
Tracy Farris	SEMA
Vandee Devore	OA - Accounting

Presentations:

OA – Fleet Management

Cindy Dixon – State Fleet Manager

- ◆ Presented an update on the consolidation and location of state vehicle pools.

MoDOT - Federal Funding Accountability and Transparency Act (FFATA)

Emma Jones – Organizational Performance Specialist

- ◆ Demonstrated the FFATA website and the reporting steps under FFATA.

Status Reports:

OA – Budget and Planning

- ◆ Marty Drewel reported on the consensus revenue estimate and FY12 budget.

OA - Accounting:

- ◆ Mark Kaiser reported on the new meal policy. He noted three major changes: 1) The statewide meal per diem effective 1/1/11 is \$2 less. 2) The “12 hour meal” is taxable. It always has been, the state was just doing it wrong. 3) If an agency chooses to reimburse actual expenses, they must keep receipts with the official copy of the monthly expense report. He also mentioned a few FAQs that he has been getting. The Statewide Meal Per Diem includes out-of-state meal per diems. Per Diem is not per day, it is per meal just as before. The M&IE amount is a code to determine the meal per diem for the out-of-state city. There is no cap or statewide policy on incidental expenses. Per diems are a payment regardless of the actual expense whereas the actual expense method is a reimbursement. He mentioned two other minor changes. First, monthly expense reports will be due in 60 days instead of 90 days. Secondly, if an agency chooses an option other than the statewide meal per diem, they must complete an MOU with OA. Both of these changes are IRS required. Lastly, Mark asked that any future questions to be directed to him.

State Treasurer’s Office

Nicole Hackmann was unable to attend the meeting but had the following report:

- ◆ The RFP for Check Disbursement Services was released on Wednesday, January 5. The contract period will be July 1, 2011 through June 30, 2015. This contractor is the clearing bank for all state issued checks. Scheduled award date is March 28.
- ◆ Nicole would also like to remind everyone to check again for Unclaimed Property for his or her agency.

Other

- ◆ Andrea Beck reported on the subcommittee looking into the use of Digital Signatures/Electronic Documents. The team met to finalize the proposed digital signatures policy. The team met again with Mark Kaiser and Jim Miluski to discuss the draft policy and to get their comments. After the meeting,

team's draft policy was forwarded to the FMAC Chair Sherry Hess, who then forwarded it to Jim/Mark for legal review and submission to Commissioner Simmons.

Basically, the federal Uniform Electronic Transaction Act was used as the base for the policy. The team spoke with the Secretary of State's Office to ensure that they would not have any problems with electronic signatures or documents being filed with them and they do not. The draft policy references the Act and includes references to Chapter 33 and 34 which would be Accounting and Procurement statutes.

- ◆ Arlan Holmes reported that ITSD is working on a new process, which will include ITSD using the OA revolving fund for expenditures and interagency billings to ITSD/agency EE appropriations based on project time reporting. A sign-up sheet was circulated for agencies interested in working on a committee with Arlan to provide input to that process. Please contact Arlan if you would like to participate and did not get a chance to sign up.

Next Meeting: Wednesday, March 2, 2011, 8:30 a.m. – 10:00 a.m., Room 500 HST