

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
July 7, 2010

The Financial Management Advisory Committee met on Wednesday, July 7, 2010.
The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Andrea Beck	DESE
Angie Kleindienst	MDA
Arlene Boessen	AGO
Audrey Cunningham	DOLIR
Brenda Morris	MODOT
Brent Miller	MSHP
Brian Dowden	OSCA
Carol Newgaard	SAO
Chris Laughlin	MSHP
Cindy Dixon	OA – Fleet Management
Cyndi Voss	MDC
Donna Imhoff	DSS
Doug Porting	SAO
Dwayne Rasmussen	OA – Accounting
Gary Irwin	MOSERS
Jayne Masek	DOC
Jim Miluski	OA – PMM
Julie Miller	MVC
Karen Wood	MDA
Kemp Shoun	MSHP
Kim Sandbothe	DIFP – Finance
Lenard Lenger	DOC
Lisa Hueste	MODOT
Lisa Stuecken	DNR
Lori Hughes	SOS
Marty Drewel	OA – BP
Melanie Crane	MDC
Michael Longanecker	OA – FMDC
Mike Clark	DMH
Mike Hancock	OSCA
Nicole Hackmann	STO
Pam Evers	OA – ITSD
Renee Godsey	DHSS
Sandy Wankum	STC
Sarah Clardy	DESE – VR
Sharie LePage	DESE
Shelly Honse	DPS – OHS
Sherry Hess	DIFP – PR
Sherry Rowden	DIFP – PR
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Theresa McDonald	DSS
Tracy Farris	SEMA
Valerie Heet	SOS

Presentations:

Marty Drewel, Office of Administration

Marty Drewel, Office of Administration, presented a Missouri Budget update.

- ◆ Provided overview of economic trends (please see attached presentation).
- ◆ Budget FY 2012
 - Budget instructions expected to come out mid-July
 - No change to program descriptions form
 - Minor changes to tax credit forms

Status Reports:

Accounting:

Dwayne Rasmussen reported the following:

- ◆ Travel
 - There are no anticipated changes in meals or mileage allowances for FY 2011.
- ◆ Fixed Assets
 - New fixed asset report available to help with reconciling. OAITSD is creating files for agencies to download with fixed asset details. This will be available in the near future. A summary report on Mobius will be created later to compare the subsystem and general ledger.
- ◆ New Error Message for PV documents in SAM II
 - A new error message added for zero dollar PV documents. Some agencies are doing zero dollar PV documents to correct entries instead of a JV document or to move money from one fund to another. CR documents will be monitored for similar activity.
- ◆ New Vendor Input/ACH Application
 - New form/application posted today, July 7
 - The Vendor Input Form and the Vendor ACH/EFT Application have been combined to include all necessary information on one page. The new version document number is MO 300-1489 (5-10) and is online at <https://vendorservices.mo.gov>. Please note that this form is for adds, deletes, and changes of any kind to the vendor record. The shaded fields are required in all cases and there is a portion for the financial institution to fill out and sign.

Purchasing:

Jim Miluski reported the following:

- ◆ Legislation passed regarding:
 - IT goods & services
 - Bids under \$75,000 to be done by informal process under local authority – does not apply to mandatory contracts.
 - PMM will be sending out updated delegation of authorities.
 - Veteran’s preference – 3 bonus points for veterans businesses
 - PMM intends to handle in a similar manner as sheltered workshops. If rule is necessary, effective date may be delayed.
 - Delegations should be issued in September.

State Treasurer’s Office

Nicole Hackmann reported the following:

- ◆ Unclaimed Property is often turned in for state agencies. It was requested each agency search for unclaimed property on a regular basis (site is updated daily) so that the money is returned to the state agency timely.
- ◆ Link to Unclaimed Property’s Website: <http://www.treasurer.mo.gov/mainucp.asp>

State Auditor’s Office

Doug Porting reported the following:

- ◆ Annual single audit has begun
 - Work beginning in four agencies by June 30
 - Six more agencies planned to start in July
 - Remaining four to start from August to early October
- ◆ All agencies should be expecting the requests for the SEFA schedules soon. Begin gathering the data needed to prepare them.

Other:

- ◆ Diane Riddle will be chairing the subcommittee reviewing agency provided food. She will be coordinating a future meeting.
- ◆ Sherry Hess again asked for any consideration for another agency to volunteer to co-chair for FMAC.

Next Meeting:

Wednesday, September 1, 2010

8:30 a.m. – 10:00 a.m.

Room 500 Harry S. Truman Office Building