

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

September 5, 2012

The Financial Management Advisory Committee met on Wednesday, September 5, 2012. The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Cyndi Voss	Conservation
Jayne Masek	DOC
Davin Althoff	DED
Felicia Hubble	OA-Accounting
Stacy Neal	OA-Accounting
Pamela Sandbothe	DESE-VR
Carol Newgaard	SAO
Cindy Luebbering	DNR
Leonard Lenger	DOC
Valerie Huhn	OA-Budget & Planning
Jessica Opie	OA-Accounting
Nicole Hackmann	STO
Rebecca Imhoff	DOR
Robin Burkhart	DESE
Carol Willhite	DPS
Sherry Rowden	PR
Kim Sandbothe	DIFP/Finance
Mindy Kremer	MDC
Lindsey Mullins	MDC
Stacey Jacobs	STC
Mike Clark	DMH
Renee Godsey	DHSS
Suzette Kempker	MoDOT
Rebecca Jackson	MoDOT
Cindy Dixon	OA-Fleet Management
Dana Kliethermes	MDA
Chris Laughlin	MSHP
Andrea Beck	DESE
Brian Dowden	OSCA
Kyle Lootens	DIFP

Presentations:

- ◆ Nicole Hackmann, Director of Banking, State Treasurer's Office
 - Discussed the handout provided "Electronic Receipts" (attached).
 - The ACH Receipt System will provide various search functions.
 - The System will also provide opportunities to run various reports.

- ◆ Felicia Hubble, Financial Unit Manager, Office of Administration – Accounting
 - Discussed the SAMII Vendor Number Conversion.
 - The purpose of the conversion is a measure of compliance to the Social Security Protection Act of 2010.
 - OA will convert all current vendor numbers in SAMII to a different identification number for SAMII reporting purposes.
 - OA's plan is to implement the conversion at the end of Fiscal Year 2013.
 - There will not be a purchase order rollover into Fiscal Year 2014.
 - OA Accounting is currently working with ITSD for the programming which is due to be complete in January.
 - There will be a table in Data Warehouse that will cross reference the former vendor number to the new vendor number for querying purposes.
 - OA is currently working on a test plan for agencies to review.

Status Reports:

OA – Accounting

- ◆ Stacy Neal informed the group that the Department of Health and Human Services is currently looking at the SWCAP. Hope to have direction from HHS in October.

OA – Fleet Management

- ◆ Cindy Dixon informed the group that the last agency was consolidated into the OA Carpool. The consolidation effort is complete.
- ◆ Wright Express fuel cards will be reissued this fall. Cards will be reissued in the month they expire. Agency fleet managers are aware of the upcoming reissuance.

OA – ITSD

- ◆ Tim Robyn informed the group that the bill back methodology has been put on hold as the project has been delayed.
- ◆ Further information will be coming in the future regarding the project.

Next meeting: November 7, 2012, 8:30 – 10:00 a.m., Room 500 HST