

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
September 7, 2011

The Financial Management Advisory Committee met on Wednesday, September 7, 2011.

The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Alan Barnes	Mo Lottery
Andrea Beck	DESE
Arlene Boessen	AGO
Audrey Cunningham	DOLIR
Brian Dowden	OSCA
Carol Newgaard	SAO
Carol Willhite	DPS
Cindy Luebbering	DNR
Cyndi Voss	MDC
Davin Althoff	DED
Debbie Davis	DIFP – Credit Unions
Diane Riddle	MGC
Gina Jacobs	DSS
Jayne Masek	DOC
Jessica Opie	OA-Accounting
JoAnn Sale	MGC
Julie Miller	MVC
Lenard Lenger	MDOC
Lori Hughes	SOS
Melissa Blankenship	MO Lottery
Mike Clark	DMH
Mike Hancock	OSCA
Rebecca Imhoff	DOR
Rebecca Jackson	MoDot
Renee Godsey	DHSS
Robin Burkhardt	DESE
Sharon Fischer	SOS
Shelly Drake	Mo Lottery
Sherry Hess	DIFP-PR
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Stacy Neal	OA-Accounting
Tara Dampf	DED
Theresa McDonald	DSS
Tom Veasman	MoDOT

Presentations:

Jim Miluski, Director of the Office of Administration – Division of Purchasing and Materials Management, was not available to present “Procurement in Missouri – Everything you want to know, maybe didn’t want to know, but need to know”. This presentation will be rescheduled for November.

Status Reports:

OA – Accounting

- ◆ Stacy Neal informed the group that the travel meal rates will remain the same even though the CONUS rates have been updated.

Stacy encouraged employees to visit the Employee Self Service (ESS) site. Employees can view their pay stub similar to using MOSERS. Eventually pay stub information will not be available on the MOSERS website. Employees using ESS have a single sign on for Deferred Comp, Cafeteria Plan, MOSERS, and MCHCP. Eventually, employees will be able to use the site to view their expense account reimbursements.

Stacy suggested agencies use prompt pay discounts as a way to save money. Some of the benefits of prompt pay discounts include:

- Saves appropriation authority since the discount is applied prior to making the payment.
- Better discounts than the P-card.
- SAM II system automatically calculates the discount.
- No need to allocate the discount to grants after the fact since the discount is applied prior to making the payment.

State Treasurer’s Office

- ◆ Nicole Hackmann stated the biennial sweep calculations have been completed. If an agency does not receive a letter, then no transfer will occur. If a letter is received and the agency believes the calculation is incorrect, contact the Treasurer’s Office.

State Auditor

- ◆ Statewide work has begun on the Single Audit.

OA – ITSD

- ◆ Stacy Neal informed the group that the ITSD billing rate has not yet been approved by HHS. There has been some email conversations back and forth so some progress is being made.

Next meeting: November 2, 2011, 8:30 – 10:00 a.m., Room 500 HST