

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

November 7, 2012

The Financial Management Advisory Committee met on Wednesday, November 7, 2012. The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Amber Willis	SEMA
Andrea Beck	DESE
Arlene Boessen	AGO
Barb Lewis	DOLIR
Brent Miller	MSHP
Carol Newgaard	SAO
Carol Willhite	DPS
Cindy Dixon	OA-Fleet
Cindy Luebbering	DNR
Crystal Wessing	OA-ITSD
Cyndi Voss	Conservation
Dana Kliethermes	MDA
Davin Althoff	DED
Debbie Davis	Credit Unions
Diane Riddle	DPS/MGC
Doug Porting	SAO
Janet Klebba	DOLIR
Jayne Masek	DOC
Jessica Opie	OA-Accounting
Jill Cremer	DESE/VR
Julie Miller	DPS/MVC
Kathleen Lear	MSPD
Kim Sandbothe	DIFP/Finance
Lori Hughes	SOS
Melissa Blankenship	Lottery
Mike Clark	DMH
Mike Hancock	OSCA
Rebecca Imhoff	DOR
Rebecca Jackson	MoDOT
Renee Godsey	DHSS
Robin Burkhart	DESE
Robyn Vogt	SAO
Sherry Rowden	DIFP/PR
Shirley Gerling	DIFP/Finance
Stacey Jacobs	STC
Stacy Neal	OA-Accounting
Suzzette Kempker	MoDOT
Theresa McDonald	DSS
Valerie Heet	SOS

Presentations:

- ◆ Stacy Neal, Director of Accounting, Office of Administration – Accounting
 - Discussed the spreadsheet developed by OA Accounting regarding SAMII issues gathered from the agencies. The SAMII issues include concerns/needs, etc.
 - The handout was sent electronically to the group prior to the meeting and included information pertaining to the SAMII concern/need and the status of the issue (Researching; Fixed/Being Fixed; No Need to Change; Needs Reviewed; SAMIII item)
 - Specific discussion regarding account numbers; payments using a VIQ to process immediately instead of the overnight process; research the expansion of information viewable on the screen for the viewer.

Status Reports:

OA – Accounting

- ◆ Fixed Assets: Stacy Neal updated the group on Fixed Assets;
 - Currently reviewing our fixed asset threshold. Interestingly enough, 34 of 50 states have thresholds of \$5,000 or higher.
 - Reminder that the policies on Fixed Assets are universal for all agencies, funds, programs, projects, etc.
- ◆ Vendor Conversion: Stacy updated the group on the vendor conversion. The full conversion is not going to be implemented. OA will remove vendor numbers on checks. Stacy emphasized that the SSN or FEIN is part of the vendor number. Also, Stacy reminded the group to be cautious not to leave SSN or FEIN information including vendor numbers in the open.
- ◆ Master Lease Payments: Stacy reminded the group that Master Lease Payments must be made on time. OA Accounting will be pulling reports to ensure those payments are being made on time.

OA – Fleet Management

- ◆ Cindy Dixon informed the group that Wright Express name will change to “WEX Bank” but the account information will remain the same. Update since meeting: OA Accounting has added address indicator ‘03’ to the vendor record.

OA – ITSD

- ◆ Crystal Wessing informed the group that ITSD is currently reviewing the Cost Allocation Plans for both the State Data Center and Telecommunications for FY14. Crystal informed the group that IT is continuing the review and consideration of the billing model and the transfer of appropriation authority back to the agencies, but the process is going to take some time and will not occur in the FY14 budget cycle. The focus is on ensuring data is 100% accurate and allowing sufficient time to review with the agencies prior to any implementation.

State Auditor's Office

- ◆ Doug Porting informed the group that the CAFR work in the individual agencies is finishing up by the end of this month, with the remaining work focusing on the CAFR report itself. Most of the Single Audit fieldwork is on track to finish at most agencies by the end of the calendar year, with fieldwork for just a few agencies carrying over into early 2013.

Next meeting: January 2, 2013, 8:30 – 10:00 a.m., Room 500 HST