

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

March 5, 2014

The Financial Management Advisory Committee met on Wednesday, March 5, 2014. The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Stacey Jacobs	STC
Jennifer Hall	OA
Crystal Wessing	OA
Nicole Hackmann	STO
Theresa McDonald	DSS
Mike Clark	DMH
Robin Burkhart	DESE
Arlene Boessen	AGO
Audrey Cunningham	DOLIR
Amy Blankenship	MoDOT
Barb Shimmens	OA
Mike Hancock	OSCA
Brian Dowden	OSCA
Pamela Sandbothe	DESE/VR
Renee Godsey	DHSS
Robyn Bogt	SAO
Carol Newgaard	SAO
Doug Porting	SAO
Sandy Bennett	SOS
Cindy Luebbering	DNR
Jennifer Wilbers	MGC
Danielle Rickard	MGC
Julie Keilholz	DED
Sherry Reeves	DED
Stacey Hirst	DED
Stacey Peters	OA/ITSD
Janet Kallenbach	OA/ITSD
Debbie Burnette	DHE
Julie Miller	MVC
Kim Sandbothe	DIFP/Finance
Cathy Trigg	OA/ITSD
Cyndi Voss	MDC
Carol Willhite	DPS
Kyle Lootens	DIFP/Insurance
Jessica Opie	OA/Accounting
Jayne Masek	DOC
Rebecca Imhoff	DOR
Karen Boger	OA/Purchasing
Felicia Hubble	OA/Accounting
Stacy Neal	OA/Accounting

MISSOURI FINANCIAL MANAGEMENT ADVISORY COMMITTEE

8:30 A.M.

March 5, 2014

Room 500, HST Building

MINUTES

Presentations:

- 1) **P-Card Reporting** – UMB demonstrated their In Command system for P-Card Reporting. The different types of reports and search functions were demonstrated. The system has multiple search capabilities. There is an upcoming training on May 1st.
- 2) **Status Reports**
 - a) State Treasurer's Office – Nicole Hackmann – Deposit Alerts are being worked on. Contact Nicole to set them up.
 - b) OA/ITSD – Crystal Wessing – Purchasing guidelines will be sent out within a month. If you have suggestions, send to Crystal.
 - c) OA/Accounting – Stacy Neal
 - i) Single Audit Caps are due by 3-7-14
 - ii) iPads need to be reported in SAMII even though they don't meet the capitalization threshold.
 - iii) MoDocs will go live late spring
 - (1) Initial forms include:
 - (a) Request to Fill
 - (b) SAMII HR Security Request
 - (c) SAMII Financial Security Request
 - (d) Monthly Expense Report
 - (e) Out of State Travel form
 - (f) Employee Acknowledgement Form
 - (2) Form to be added late (including but not limited to):
 - (a) PCR
 - (b) SS1
 - (c) SS2
 - (d) MVE Waivers
 - (e) Print Waivers
 - (3) Master lease rebid will happen soon. The 5 year line of credit is exhausted. If an agency needs to borrow contact Jessica Opie.
 - (4) DPMM will issue an RFP for eProcurement. There is no intention to ask for funding.
 - (5) RFI will be sent out for a new ERP
 - iv) State Auditor's Office – Doug Porting – OMB is reissuing cost circulars in a combined document effective FY16.