

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, January 14, 2010

In attendance: Don Berg, LSO
David Fulkerson, DFM
Dave Jensen, Finance
Sherrill Geddes, SCO
Jim Carter, SCO

Bob Curl, H&W
Don Robbins, IIC
Merideth Hackney, SCO
Catherine Mumm, SCO

Agenda 1: Minutes

Previous minutes accepted.

Agenda 2: Capitalization thresholds and CAFR

Sherrill and Catherine attended to respond to FPAC's consideration of increasing the capitalization threshold for other asset classes. FPAC's question is - will increasing the threshold amount reduce the administrative work for agencies while still yielding substantive reporting of assets? Catherine and Sherrill stated that, by comparison, most other states have the same capitalization thresholds as Idaho. They also noted that the larger agencies in Idaho are not using FAS to track assets, so that system cannot be used to research what the impact would be of increasing the threshold amount. Sherrill and Catherine do not recommend changing the threshold amount for other asset classes at this time. The committee agreed.

Agenda 3: Updating State Travel Policy

Don Berg began with some revisions to the policy. In general, he suggested that terminology needs to be clearly defined and used consistently (e.g., "official travel" or "employee", etc.). The policy should also be applicable to all levels of state government, noting that Idaho Code exempts certain officials. He suggested that a general statement in regards to using the most economical and efficient travel should be included.

Merideth asked to strike the Statement of Philosophy requirement that agencies must file their departmental travel policies with the SCO. She also agreed that the terminology needed to be clearly defined and used. In addition, she said that the expenses not allowed section actually contained expenses that were allowed (exceptions). The committee considered clearly separating expenses that are never allowed from the exceptions.

Merideth also asked if the policy's statement that a person is allowed travel time in order to arrive at an airport's recommended pre-departure time is limited only to airports. The committee agreed that a more general statement might be used. The committee will continue to discuss and update.

Agenda 4: "L" warrant policy/guideline and procedures

The committee agreed to the updates to the procedures section. The policy will be sent to agency fiscal officers for review and comment.

Agenda 5: Exemptions to agencies from Idaho Code 59-1014, deposits to STO

Don Berg found that although the Idaho Code regarding cash deposits had not been updated for some time, the actual benefit of increasing either the dollar amount or time period is difficult to quantify. The committee agreed to table this issue.

Agenda 6: Discuss/clarify the Change Fund policy's administrative procedures

Merideth found that a minor wording change to the procedures section was needed for clarification. The procedures say that agencies must notify the State Controller's Office (SCO), Bureau Chief of Operations to establish or increase a change fund. This is not because SCO must grant authority to agencies, only that SCO needs to review and release the batch. The committee agreed and the procedures will be updated.

Agenda 7: Request for new member to FPAC

The committee recommended that IFOA ask for volunteers to join FPAC and that IFOA make the selection for a new member or members. Dave Jensen will present this to IFOA at their next meeting. Since their meeting is in mid-February, FPAC agreed to postpone their February meeting so that IFOA's selection can be presented in the FPAC meeting in March.

Next meeting: March 11, 2010, 1:30 PM in the State Controller's Office, 4th Floor conference room A.

Agenda:

1. Approve minutes.
2. IFOA selection for new FPAC member(s).
3. Review agency comments regarding L Warrant Policy.
4. Continue to review sections 1-4 of the State Travel Policy. (FPAC)

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, March 11, 2010

In attendance: Don Berg, LSO David Fulkerson, DFM
 Dave Jensen, Finance Merideth Hackney, SCO
 Jim Carter, SCO

Agenda 1: Minutes

Previous minutes accepted.

Agenda 2: Request for new member to FPAC

A group of people from IFOA have expressed interest in joining FPAC. IFOA will select three people from this group at their next meeting on April 6.

Agenda 3: “L” warrant policy/guideline and procedures

FPAC reviewed the comments from several agencies. Several issues were addressed:

- A. Agencies (especially smaller agencies) can keep their existing L warrant procedures if needed. They should document their procedures for internal controls. A DAFR4841 daily warrant report can help agencies keep track of L warrants.
- B. The terminology in the policy will be updated so that it does not specifically refer to “vendors” since payments could be for other purposes. For agencies that use other systems to interface to STARS, the term “releasing” a transaction is not applicable. The policy will be re-worded to refer to the final approval step that generates an L warrant transaction.
- C. An agency needs to provide SCO with a list of authorized people who will pick up warrants from the SCO. No form is needed, so the policy will state that a list on agency letterhead signed by the agency director should be submitted to SCO.
- D. Agencies suggested that the intent or purpose of the policy be stated within the policy.
- E. The committee clarified that the policy does not ask that a description of circumstances be included with each transaction, only that the agency should include the circumstances and/or types of transactions which necessitate an L warrant as part of the overall documentation of the agency’s process.
- F. The agency documentation refers to the documentation of the overall process rather than a log of each transaction.

Agenda 4: Updating State Travel Policy

FPAC will continue reviewing and updating the policy at the next meeting, which will be in May.

The next FPAC meeting will be in May to allow time for IFOA to select members to join FPAC.

Next meeting: May 13, 2010, 1:30 PM in the State Controller's Office, 4th Floor conference room A.

Agenda:

1. Approve minutes.
2. IFOA selection of new FPAC member(s).
3. Continue to review the State Travel Policy. (FPAC)

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, May 13, 2010

Present:

Don Berg, LSO
David Fulkerson, DFM
Dave Jensen, Finance
Merideth Hackney, SCO
Jennifer Bonilla, SCO
Lisa Johnson, Lands
Tony Faraca, Liquor Division

Absent:

Marsi Woody, ISP

1: Welcome

New members were welcomed to the committee. An introduction to the Fiscal Policy Advisory Committee (FPAC) was given.

2: Minutes

Mr. Don Berg moved to approve the March 11, 2010 meeting minutes. Mr. David Fulkerson seconded the motion. Motion passed.

3: “L” warrants policy

All comments were received back from the agencies and a letter sent out with the new policy.

4: E-mail from fiscal person

- A. Pre-payment policy: P-card vs. warrant methods of payment. Both are applicable to any pre-payment.
- B. When referring to FYE purchasing pre-payment is recommended.
- C. Pre-payment adjustment process – refer to closing package information on SCO website.
- D. P-Card policy – only the cardholder is to use the p-card issued to them.

Merideth will respond to the e-mail.

5: Review/Discuss Travel Policy

A uniform use of terms needs to be used and consistently. Individuals exempt from policy by Code needs to be clearly stated in the policy. Travel program benefits (frequent flyer miles) belong to the traveler, not the office. Members are requested to read the current policy and bring recommendations to the next meeting.

Next meeting: June 17, 2010, 1:30 PM in the State Controller’s Office, 4th Floor conference room A.