

State of Colorado



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Alert #147

To: Department Controllers
Fiscal Officers
Other Interested Parties

From: Arthur L. Barnhart *alb*
State Controller

Date: March 17, 2003

Subject: GASB Update Training
Fiscal Rule Changes
Fiscal Procedures Manual
Open/Close Training
AP/APP2 Training
Supplemental Booking
Instructions Concerning the Execution of FY 03-04 GF or CF State Contracts

GASB Update Training

The annual GASB Update training with David Bean is scheduled for Friday, April 18th from 8-12. CFMA is paying the cost of the training for all CFMA members. There is a \$25 charge for non-members. Everyone still must register for the training. On-line registration is available starting the Thursday, March 13th. Please go the CFMA home page and click on the Seminars button to get to the registration page. If you have any questions, please contact a CFMA Board member.

Fiscal Rule Changes

After the hearing on March 5, 2003, Art Barnhart, State Controller, adopted changes to the Fiscal Rules. These changes now are at the Attorney General's Office for review. They are scheduled to be effective July 1, 2003. To view the changes to the fiscal rules that were adopted, please look at the

State Controller's Office website under "What's New; Proposed Fiscal Rule Changes— Adopted Fiscal Rule Changes" including the additional files that are not incorporated into the body of the main document.

Fiscal Procedures Manual

The Fiscal Procedures Manual will be available on the SCO website starting Monday, March 24th. You will also be able to obtain a printed copy by contacting *IDF Digital Printing* (formerly Quick Copy). The SCO will not be printing and distributing paper copies of the manual this year. To order a paper copy from *IDF Digital Printing*, you need to do the following:

1. Complete an *IDF Digital Printing* order form:
http://www.state.co.us/gov_dir/gss/cen/idf/idf_assets/ArtRepro.pdf
2. E-mail the form to:
IDF.Publishing@state.co.us
3. Your copies of the documents will be returned to you via inter-departmental mail.

Open/Close Training

The Field Accounting Services Team has established dates for FY02-03 Closing and FY03-04 Opening Training. We will have three general sessions to review the changes from the previous year, these sessions are available to employees of all agencies. In addition, we will conduct one training on opening issues and one training on closing issues for new employees or employees who are new to their jobs. The times, dates and places are listed below. There is no charge for any of these sessions. Internet registration will be used to ensure space and sufficient materials are available. Here is the web address to register: <http://www.sco.state.co.us/training/openclouseregistration.asp>

<u>Training Session</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Opening for New Employees	April 16	9:00 to 11:00 AM	Colorado National Bank Building-5 th floor conference room
Closing for New Employees	April 16	1:30 to 3:30 PM	Colorado National Bank Building-5 th floor conference room
Open/Close General Session	April 18	1:30 to 3:30 PM	Ft. Logan Auditorium
Open/Close General Session	April 22	1:30 to 3:30 PM	Colorado National Bank Building-5 th floor conference room
Open/Close General Session	April 29	9:00 to 11:00 AM	Colorado National Bank Building-5 th floor conference room

ALERT #147

Page 3

March 17, 2003

AP/APP2 Training

Because of the success of the last session, the Field Accounting Services Team (FAST) from the State Controller's Office and the Production Support Team (COFRS Helpline) are again combining to offer training for individuals new to the APP2 and AP process booking the Long Bill and other appropriations for the next fiscal year. This training will be "hands on" for individuals in agencies who actually do the APP2 records and AP documents. These processes have not changed from prior years. However, on our customer survey, some agencies requested this specific training.

The spaces in the training session are limited. It will be held in the TMU Training Room at 1525 Sherman on April 28, 2003 from 9:00 to 11:30. Again, this training is for individuals new to this process.

If you would like to attend this training, you may reserve your space by telephoning Linda Bradley at 303-866-4162 or e-mailing her at linda.bradley@state.co.us. These spaces are "first come, first serve" until they are gone.

Supplemental Booking

Please book all of your supplemental bills in the accounting period in which they are signed. For example, the first round of supplemental bills that were signed by the Governor on March 5 would be booked in period 9; if the bill is signed on April 3, book it in period 10. Use spending authority indicator 03 for all supplemental bills. Supplemental bills are any bills that change your department's Long Bill appropriation. If you are not able to do this, please discuss it with your field accounting specialist.

Execution of FY 03-04 General Funded or Cash Funded State Contracts

State Controller Delegates who are authorized to sign state contracts are cautioned not to execute any state contract, which requires a disbursement of funds from the State General Fund or from cash funds until the Governor has signed the FY 03-04 Long Bill. In addition, the Central Contract Unit (CCU) in the State Controller's Office will not execute any state contract, which requires a disbursement of funds from the State General Fund or from cash funds until the Governor has signed the FY 03-04 Long Bill.

This delay is necessary to ensure that adequate funding is available for these state contracts at the time they are executed. Extreme care should be taken on all FY 03-04 state contracts to make sure liabilities are not incurred unless there is sufficient funding.

Non-delegated state agencies that normally send their contracts to the CCU for review and approval should continue routing these contracts when they are ready to be reviewed by the Central Contract Approvers. These FY 03-04 state contracts will be reviewed and held in the CCU, but will not be executed until the Long Bill has been signed. Once the Long Bill is signed, these state contracts will be executed and returned to the state agencies as quickly as possible. Should you have questions, concerning the above, please contact Phil Holtmann at 303-866-3809.