

State of Colorado



Bill Owens
Governor

Jeffrey M. Wells
Executive Director

Paul Farley
Deputy Executive Director

Richard Pennington
Division Director

Arthur L. Barnhart
State Controller


DPA

Department of Personnel
& Administration

Division of Finance and Procurement
State Controller's Office
1525 Sherman St., Suite 250
Denver, Colorado 80203
Phone (303) 866-3281
Fax (303) 866-4233
www.colorado.gov/dpa

Alert #150

TO: Controllars and Chief Fiscal Officers of State Departments
 And Higher Education Institutions and Boards

FROM: Arthur L. Barnhart 
 State Controller

DATE: March 15, 2004

SUBJECT: State Controller
 Fiscal Procedures Manual
 Open/Close Training
 Fiscal Rule Changes
 Accounts Receivable Report
 SCO Reporting and Analysis Section Manager
 Roger Cusworth Leaves FAST
 Vacancy on the FAST
 FY03 Pay Date Shift Accrual and FY04 Reversal Entry
 FY05 APP2 Records Are Available on the FDW
 Supplementals

State Controller

The following announcement was made by Jeff Wells, Executive Director, Colorado Department of Personnel & Administration:

As you all probably know, the State Controller, Art Barnhart, will complete his retirement from state service on June 30th. I have decided to create a temporary position to help us facilitate the transition. Les Shenefelt, Department of Labor and Employment, will be moving into that position. Les will be spending most of his time at the Division of Finance and Procurement beginning May 1st. In the meantime, you can expect to see Les at meetings and involved in issues that Art and Richard consider valuable to achieving a smooth transition.

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Art developed a reputation for excellence in financial management; the state's financial reporting has received numerous national awards for merit for the years Art has been State Controller and he should be commended for his numerous achievements. The Controller's role is unique in the state financial system, and we need to properly plan for a smooth transition for Art's departure. I have worked with Les for five years, and he brings strong professional credentials and the leadership needed to help the department manage this important transition.

Fiscal Procedures Manual

The FY04-05 Fiscal Procedures Manual is finished and available on the State Controller's website:

http://www.colorado.gov/dpa/dfp/sco/fiscalmanual/FY04_05/manual04_05.htm

If an agency wants to have paper copies, these are available from DPA, Division of Central Services by contacting *IDF Digital Printing*. To order a paper copy you will need to do the following:

1. Complete an *IDF Digital Printing* order form located at:
http://www.state.co.us/dpa/cen/idf/idf_assets/ArtRepro.pdf
2. Request the file called: Fiscal Procedures Manual FY 04-05.pdf
3. E-mail the form to:
idf.publishing@state.co.us
4. Your copies of the manual will be delivered to you via inter-departmental mail.

Open/Close Training

The State Controller's Office and the Colorado Fiscal Managers' Association (CFMA) will sponsor Open/Close Training. Changes for the current year and changes to the Fiscal Rules will be reviewed on April 8, 2004 at the Ft. Logan Auditorium. The session will begin at 9:00 AM and is planned to last approximately 3 hours. Online registration is available at: <http://www.sco.state.co.us/training/ocregistration.asp>. Please register so we will have the correct number of handouts. Coffee and donuts will be available at 8:30 AM.

Sign up for the session for new employees on opening and closing the books is also on the internet registration form. It is scheduled in B-70 of the State Services Building, 1525 Sherman on Thursday, April 22 from 10:00 to 3:00 with a break for lunch.

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Higher education will have specific training available to meet its unique needs. It is tentatively scheduled for Thursday morning, April 29. The training will be held at Metro and will be available either there at the site or via video conference. George Middlemist is coordinating these details.

Fiscal Rule Changes

The changes to the Fiscal Rules have been adopted by the State Controller effective April 1, 2004. These changes have been posted on the State Controller's Office (SCO) website, <http://www.colorado.gov/dpa/dfp/sco/rules/rules%204-1-04.htm>. The rules currently in effect remain available on the website, and will be there until FY03-04 is closed.

Accounts Receivable Report

The FY03-04 Accounts Receivable Report has been issued by the State Controller and is available at the SCO website:

http://www.colorado.gov/dpa/dfp/sco/acct_rec/acct_rec.htm.

SCO Reporting and Analysis Section Manager

David McDermott has been appointed as the manager of the Reporting and Analysis section in the State Controller's Office, replacing Dennis Palamet who retired on December 26, 2003. Congratulations David!

Roger Cusworth Leaves FAST

After eight years in the State Controller's Office, Roger A. Cusworth is leaving the Field Accounting Services Team (FAST) as of March 16, 2004. He has accepted a position with the University of Colorado Systems Office as the Director of Accounting Services. Temporary agency assignments are attached. Congratulations Roger!

Vacancy on the FAST

The vacancy on the Field Accounting Services Team will be filled via a job opening posted by the Department of Personnel and Administration, Executive Director's Office Human Resources. Watch for this opening on the Internet if you are interested in applying for this position.

FY03 Pay Date Shift Accrual and FY04 Reversal Entry

The reconciliation of the fund balance of the general fund has been completed as of the close of January, COFRS period 07. Any discrepancies found in this reconciliation between the recording of the accrual entry as a type 24 transaction in FY03, and the subsequent reversal of the type 24 transaction in FY04 have been corrected. No further transactions may be recorded against the reversing type 24 transactions. Agencies may move the payroll expenditure, type 22 transactions, to

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correspond with the current year budget. Please contact your field accounting specialist if you have questions.

FY05 APP2 Records Are Available On The Financial Data Warehouse (FDW)

The new fiscal year table initialization process on COFRS has been completed. This means that agencies should review their account code structure and can begin to modify agency-defined tables and request modifications to centrally defined tables. To review the applicable coding, the Financial Data Warehouse has reports of all tables that were initialized for FY 05. The reports may be found under "Table Listings" on the left hand side of the FDW home page. To make changes to the APP2 tables, please run a report from the FDW, highlight the changes you would like, save the report in Excel format and send the report to your FAST representative. Additions to the APP2 table should be entered by the agency with a screen print submitted. Higher education agencies needing to add APP2 records should contact their field accounting specialist.

Supplementals

The Governor has signed all of the current agency supplementals. Please book the AP documents to record them in period 09, which ends April 16.

**Temporary
Field Accounting Services Team (FAST) Agency Assignments**
(Updated 3/9/04)

| | | |
|--|---|--------------|
| LINDA BRADLEY | | 303-866-4162 |
| linda.bradley@state.co.us | | |
| PERSONNEL | G | AAA-ARA |
| UNC | B | GKA |
| HUMAN SERVICES | D | IHA-ILF |
| LEGISLATIVE BRANCH | G | MAA-MEA |
| HEALTH CARE POLICY & FIN | D | UHA |
| AGRICULTURE | G | BAA |
| LAW | D | LAA |
| CONTROLLER | | 999 |

| | | |
|--|---|--------------|
| BOB HABERKORN | | 303-866-2626 |
| robert.haberkorn@state.co.us | | |
| EDUCATION | L | DAA-DBA |
| CSU SYSTEM | G | GGA-GGJ |
| FT LEWIS COLLEGE | D | GSA |
| MINES | D | GLA |
| PUBLIC SAFETY | L | RAA |
| REGULATORY AGENCIES | L | SAA-SLA |
| REVENUE | D | TAA-TGA |
| CU SYSTEM | G | GFA-GFE |
| COMM. COLLEGES | G | GJA-GJT |

| | | |
|--|---|--------------|
| DAVE GRIER | | 303-866-4161 |
| dave.grier@state.co.us | | |
| WESTERN STATE COLLEGE | B | GWA |
| ADAMS STATE COLLEGE | B | GYA |
| MESA STATE COLLEGE | B | GZA |
| TRANSPORTATION | L | HAA |
| JUDICIAL | L | JAA-JFA |
| LABOR & EMPLOYMENT | D | KA |
| MILITARY AFFAIRS | D | OAA-OCA |
| SECRETARY OF STATE | D | VAA |
| AHEC | B | GMA |
| LOCAL AFFAIRS | D | NAA |

| | | |
|--|---|--------------|
| DIANNE STUMP | | 303-866-3890 |
| dianne.stump@state.co.us | | |
| CORRECTIONS | B | CAA-CIA |
| GOVERNOR'S OFFICE | L | EAA-EGA |
| CCHE/PRIV OCC ED | B | GAA/GPA |
| ARTS & HUMANITIES | B | GBA |
| HISTORICAL SOCIETY | G | GCA |
| METROPOLITAN STATE COLLG | G | GTA |
| STUDENT LOAN | B | GDA |
| CSOBA | G | GRA |
| NATURAL RESOURCES | G | PAA-PKA |
| TREASURY | L | WAA-WCA |
| PUBLIC HEALTH & ENV | L | FAA-FMA |

| | |
|--|--------------|
| FIELD ACCOUNTING SERVICES ACCOUNTANT | |
| DOTTIE RELAFORD | 303-866-4165 |
| dottie.relaford@state.co.us | |

Back up persons are noted by the letter in the column to the right of the agency name.

| | |
|---------------|---|
| Bob Haberkorn | B |
| Dianne Stump | D |
| Linda Bradley | L |
| Dave Grier | G |