

State of Colorado



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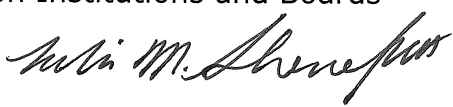
DPA

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& Administration

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Alert #153

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

FROM: Leslie M. Shenefelt 
State Controller

DATE: August 31, 2004

SUBJECT: New Staff at the State Controller's Office
Anne Huth Retires
Dianne Stump and Dave Grier leave FAST
Vacancies
Annual Travel Report

New Staff at the State Controller's Office

The Reporting and Analysis section welcomes Melissa Dombroski as a Financial Reporting Analyst. Melissa previously worked at the State Auditor's Office, and will be assisting in the preparation of the State's Comprehensive Annual Financial Report and Fiscal Procedures Manual. Welcome Melissa.

The Central Payroll Section welcomes Kurtis Karger. Kurtis previously worked for the Department of Revenue as a payroll officer. His new responsibilities include processing of all payroll liability payments and EFT processing. Welcome Kurtis.

The Front Office welcomes Caroline Joseph. Her new responsibilities include receptionist/administrative assistant for the State Controller's Office and Division Director's Office. Welcome Caroline.

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Anne Huth Retires

After 31 Years of dedicated service Anne Huth is retiring from the Central Payroll Section as of August 31, 2004. We have all benefited from her tireless efforts of ensuring we are all paid every month. We wish Anne the best in her retirement, she deserves it.

Dianne Stump and Dave Grier leave FAST

After six years in the State Controller's Office Dianne Stump is leaving the Field Accounting Services Team as of September 3, 2004. Dianne has accepted a position as the Controller for the Department of Natural Resources. Congratulations Dianne!

Dave Grier is also leaving the Field Accounting Services Team, however, Dave is not leaving the State Controller's Office. As of September 1, 2004 he will be taking on a new role as the Deputy State Controller. Dave's new phone number is (303) 866-3765.

Temporary agency assignments for the Field Accounting Services Team are attached.

Vacancies

The vacancies on the FAST will be filled via a job opening posted by the Department of Personnel & Administration, Executive Director's Office Human Resources. Watch for this opening on the Internet if you are interested in becoming a member of the FAST. Transfer candidates will also be considered, if you are in the classified personnel system and you qualify for a transfer, then please contact your FAST representative.

We expect to fill the vacancy in the Central Payroll Section via a job opening posted by the Department of Personnel & Administration, Executive Director's Office Human Resources, in the near future.

Annual Travel Report

Now that the fiscal year has closed, we begin the process of compiling the annual employee travel report. In order to compile the report, we need agencies to e-mail travel turnaround reports to your FAST representative by November 5th.

The travel reports are available on the financial data warehouse. This is the same reporting process that was used last year. The reports are located under both "Agency Reports" and "Department Reports" in the "YTD/Period End" hyperlink on the right side of the financial data warehouse home page. The three reports are:

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Travel Expenditure Detail – Employee (TRVEMAQ)
Travel Expenditure Detail – Non-Employee (TRVNEAQ)
Travel Turnaround Report – (TRVTRAQ)

The advantage of having these reports on the financial data warehouse is that you may run the reports at any time and that you can “drill down” on the expense balances in the report to determine what specific transactions are included in the report. The first two reports should be used to review travel expense transactions. The Travel Turnaround Report will be used to submit final travel expense information for the fiscal year to our office. This report produces the turnaround report in an Excel spreadsheet. You should complete the report and send it via e-mail to your FAST representative.

Please see Chapter 5: Section 2 of the fiscal procedures manual, or contact your FAST representative if you need more information on the reporting process.

Field Accounting Services Team (FAST) Agency Assignments

(Updated 9/01/04)

LINDA BRADLEY linda.bradley@state.co.us	303-866-4162	TAMMY NELSON tammy.nelson@state.co.us	303-866-3891
PERSONNEL	AAA-ARA	PUBLIC HEALTH & ENV	FAA-FMA
AGRICULTURE	BAA	CCHE/PRIV OCC ED	GAA/GPA
CORRECTIONS	CAA-CIA	ARTS & HUMANITIES	GBA
GOVERNOR'S OFFICE	EAA-EGA	HISTORICAL SOCIETY	GCA
UNC	GKA	STUDENT LOAN	GDA
TRANSPORTATION	HAA	AHEC	GMA
JUDICIAL	JAA-JFA	COLLEGE INVEST	GRA
LEGISLATIVE BRANCH	MAA-MEA	METROPOLITAN STATE COLLG	GTA
NATURAL RESOURCES	PAA-PAK	WESTERN STATE COLLEGE	GWA
SECRETARY OF STATE	VAA	ADAMS STATE COLLEGE	GYA
TREASURY	WAA-WCA	MESA STATE COLLEGE	GZA
CONTROLLER	999	HUMAN SERVICES	IHA-ILF
		LAW	LAA
		MILITARY AFFAIRS	OAA-OCA
BOB HABERKORN robert.haberkorn@state.co.us	303-866-2626	HEALTH CARE POLICY & FIN	UHA
EDUCATION	DAA-DBA	FIELD ACCOUNTING SERVICES ACCOUNTANT	
CU SYSTEM	GFA-GFE		
CSU SYSTEM	GGA-GGJ	DOTTIE RELAFORD	303-866-4165
COMM. COLLEGES	GJA-GJT	dottie.relaford@state.co.us	
FT LEWIS COLLEGE	GSA		
MINES	GLA		
LABOR & EMPLOYMENT	KAA		
LOCAL AFFAIRS	NAA		
PUBLIC SAFETY	RAA	No backups are assigned	
REGULATORY AGENCIES	SAA-SLA		
REVENUE	TAA-TGA		