

State of Colorado



Bill Owens
Governor

Jeffrey M. Wells
Executive Director

Paul Farley
Deputy Executive Director

Richard Pennington
Division Director

Leslie M. Shenefelt
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 #165

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

FROM: Leslie M. Shenefelt 
State Controller

DATE: March 27, 2006

SUBJECT: *Fiscal Procedures Manual*
Open/Close Training
Summary of Changes to 1 CCR 101-1 – State Fiscal Rules
PERA Retirees Reporting - AED for Independent Contractors
Supplementals
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Fiscal Procedures Manual

The FY06-07 Fiscal Procedures Manual is finished and available on the State Controller's website:

http://www.colorado.gov/dpa/dfp/sco/FiscalProcedures/FY06-07/manual06_07.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:

Complete the IDF Digital Printing order form located at:

<http://www.colorado.gov/dpa/dcs/ids/docs/ArtRepro.pdf>

Request the filed called: Fiscal Procedures Manual FY06-07.pdf.

E-mail the form to: ids.customerservice@state.co.us

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 Manager's Association (CFMA) will sponsor the Open/Close Training. Changes for the current year will be reviewed on Tuesday April 4th at the Ft. Logan Auditorium. The morning session will begin at 9:00 a.m. and is planned to last about 3 hours. This year, we are offering optional training in the afternoon (lunch on your own) in the following order; AP documents (budgetary accounting), COFRS Grant Module, Pay date Shift, and Capital Construction. The online registration form and training materials can be accessed at: <http://www.colorado.gov/dpa/dfp/sco/traininginfo.htm>. If you wish to have a copy of the training materials, please print the handouts and bring to the session. Coffee and donuts will be available at 8:45 a.m.

Sign up for the session for new employees on opening and closing the books is also on the online registration form. It is scheduled for Friday, April 28 in the 2nd floor Exam Room at 633 17th Street from 9:30 a.m. to 3:00 p.m. (lunch on your own). Again, if you wish to have a copy of the handouts, please print a copy of the materials and bring to the session.

Higher education will have a specific open/close training available to meet its unique needs. It is scheduled for Friday afternoon, April 7 from 1:00 to 4:00. In addition, Karoline Clark will be conducting Financial Data Warehouse training. The training will be held at Metropolitan State College and will be available either at Metro or via videoconference. Vicki Nichol is coordinating these details.

Summary to Changes to 1 CCR 101-1 – State Fiscal Rules

The following is a summary of the changes in the State Fiscal Rules adopted on March 16, 2006.

Chapter 1 Rule 1-9 Reporting Theft of Embezzlement

Adds reporting of fraud and definition of fraud that is consistent with management representation letters used in the audit of the Colorado Annual Financial Report (CAFR).

Chapter 5 Rule 5-1 Travel

Adds statement that tips can be above the 20% limit with approval by controller of agency or institution of higher education.

Adds reimbursement rate for long distance calls.

Clarifies rule regarding travel within a single day.

Updates meal per diem (Appendices A-C) to adopt Federal changes.

These amendments to the fiscal rules will be effective July 1, 2006. Updated Fiscal Rules to be effective July 1, 2006 will be posted on the SCO website by Monday April 3, 2006.

PERA Retirees Reporting - Amortization Equalization Disbursement (AED) for Independent Contractors

The *PERA Retirees Employer Contribution* rate for independent contractors paid through COFRS has increased from 10.15 percent to 10.65 percent. The increase is due to the additional 0.5 percent Amortization Equalization Disbursement (AED) authorized by SB05-073 and was effective January 1, 2006.

Supplementals

The Governor has signed the first round of the agency supplementals, with the exception of the Department of Education. Please book the related AP documents by the end of period 09, which ends April 14. Any additional supplementals signed in March should also be booked in period 9.

FY07 APP2 Records Will Soon be Available on the Financial Data Warehouse

The new fiscal year COFRS table initialization process has been completed. The table listings will be available on the Financial Data Warehouse on April 3. Agencies should review their account code structure and begin to modify agency-defined tables and request modifications to centrally defined tables. To review the applicable coding, the FDW has reports of all tables that were initialized for FY07. The reports may be found under "Table Listings" on the left hand side of the FDW home page. The APP2 Table Listing will be distributed via e-mail by FAST. Additions, changes, or deletions to the APP2 Table Listing should be noted and returned to FAST for update.

New Employees in the State Controller's Office

Valerie Smith has joined the Central Accounting Unit and will be in charge of PERA Retiree's Reporting. Dawn Lockert has joined Central Payroll. Welcome!