

Fiscal Flyer

CFMA-Issue 16

May 2006

MAKING YOUR LUNCH RESERVATIONS

Your **lunch reservations** should be made using the Internet. Visit the CFMA luncheons web page (see link below) and click on the "Place Setting." You can register each month or sign up for all the lunches in one visit. Please register by 12 PM on the Wednesday before the lunch. If you need to cancel after you register, please email Dottie Relaford before noon on the Wednesday before the lunch. dottie.relaford@state.co.us.
<http://www.state.co.us/cfma/Luncheons/lunch.htm>



May Luncheon

Place: Beef Palace – Serving Flank Steak & Chicken Marsala

Time: May 4, 2006 11:45am -1:30pm

Speaker: Jim Westkott, Dept of Local Affairs

President's Corner By *Mindy Densmore*

It is spring and that means a lot of activity for CFMA. The bowlathon was held on April 22. Thanks to all of you who formed teams and collected pledges. We will be awarding and acknowledging the winning teams at the September luncheon. Thanks to **Cindy Howe** and **Tim Villarosa** for coordinating this event.

We will also acknowledge our scholarship winners at the first luncheon in the fall. **Roger Cusworth** is the chair of this year's scholarship committee – please contact him if you would like to help review the scholarship applications this year at roger.cusworth@cusys.edu. The scholarship deadline is June 6 – so keep this in mind if you know of any deserving college students. Remember, this scholarship is available to CFMA members as well.

The Spring Conference is this month and provides up to 12 CPE credits for those of you who need them. If you have not registered, please do so by **May 1** to receive a discount. **May 8** is the final deadline for registration.

We have two more monthly luncheons – our speaker May 4 is Jim Westkott from the State Demographer's Office. This should be a very interesting presentation on the trends and outlook for Colorado's future. Our speaker on June 1 is State Controller Les Shenefeld. Please be sure to reserve these dates in your calendar and sign up on the CFMA website.

One of the fiscal responsibilities of each year's board requires making budgetary decisions about areas such as the level of membership fees, conference fees and scholarship and education assistance awards. The current board felt that it was important to establish some continuity and guidelines for future board members that helps with this decision making. As a result, a small committee of current and past board members is diligently working on updating the Association bylaws and also providing some budget guidelines. We hope to have these finalized for membership voting at the June luncheon. If not, they will be presented in the fall. I wanted to thank **Dave Cuneo**, **JoAnn Vondracek**, **Brent Voge**, **Rose Marie Auten** and **Bob Goodnough** for working together to develop these guidelines.

Nominations for serving on the Board are due this month. As usual, the Board will put forth nominations, but any CFMA member is welcome to nominate other people. All nominations should be sent to Mary Gallagher mary.gallagher@dora.state.co.us. The nominations will be included in the June newsletter and we will vote for next year's officers at the June luncheon.

Thanks those of you who contribute to CFMA by volunteering on committees and boards, helping with conferences, attending events and telling others about our organization. The continued success of CFMA depends on all of us!



INSIDE THIS ISSUE

- 1 President's Corner
- 2 Controller's Corner
- 3 The Fourth Branch
- 4 2006 – 2007 Officer Nominations -
CFMA Spring Conference
- 5 Officers - Free Lunch



The Controller's Corner

By the Field Accounting Services Team, State Controller's Office



What's Happening?

Benchmarking Project

The project is now well underway and we are very excited that most agencies are able to participate. The kickoff meeting was held on April 18 and now agencies are in the process of completing on-line questionnaires about their financial processes. Your coordinator at the agency level will likely be soliciting assistance so, if asked, any help you can provide them in completing this project is greatly appreciated. The on-line questionnaires are due to be completed by May 19. We appreciate your efforts on the project!

Long Bill

The Long Bill was sent to the Governor for signature on Friday April 21 so a final copy will be available very soon. In the meantime, please review your APP2 records and get updates into your FAST member. Once FAST approves the APP2 records the AP shell documents will be available to start booking the Long Bill.

Compensated Absences

The updated rate of expected retirees has been requested, but not yet received. The new rate needs to be used in the annual compensated absence calculation. Once it becomes available, SCO will notify agencies via an Alert.

Contracts

As we approach the busiest time of the year for contracts, please remember that all contracts need to be logged into the CLI2 by the State Controller's Contract Routing Technician, Kevin Cruise. This is the first step in routing contracts to the central approvers. All contracts are delivered and routed only by the Office of the State Controller. The Attorney General's Office will not review a contract that does not have an approved CLI2 screen print or routing sequence from the SCO. Because of the heavy volume of contracts at the end of the fiscal year, please submit your contract at least three weeks before the planned effective date to allow time for each central approver to review your contracts.



Colorado Facts & Trivia

What song was written after the author was inspired by the view from Pikes Peak?

Where in Colorado would you find the world's largest flat-top mountain?

How much land does the United States Federal government own in Colorado?

What popular fast food item was invented in Colorado?

What popular event was held for the first time on July 4, 1869 in Deer Trail?

Colorado's first and oldest military post was established in 1858 and commanded by the legendary frontiersman Kit Carson. Which one was it?

Which former president liked to stop at the historic Hotel Colorado in Glenwood Springs (home of the world's largest natural hot springs pool)?

What Colorado city has the distinction of being the United States' millennium city because it best symbolizes the overall composition of America?

Colorado holds the distinction of being the only state in history to turn down what worldwide event?

True or False. Although Lieutenant Zebulon Montgomery Pike explored the southwest portion of the Louisiana Territory in 1806 and published a report of the area, he never climbed the peak that bears his name.

True or False. Dove Creek is the "Pinto Bean" capital of the world.

True or False. Colorado has more microbreweries per capital than any other state.

Answers to be provided at the luncheon on Thursday.

The **F**ourth Branch

COFRS Security for Higher Education

Higher Education has its own COFRS security procedures and forms which can be found on the FAC website at:

<http://www.colorado.gov/dpa/dfp/sco/fac/index.htm>.

These procedures are for obtaining a Top Secret ID (COFRS ID) and access to the COFRS Financial Production system. Fax the completed "Department of Higher Education Feeder Agency Security Request Form" to Vicki Nichol at 303/315-2837.

To gain access to the State Payroll or Benefit system (CPPS or ADS), you must first obtain a Top Secret ID using the forms on the FAC website. Once you have an ID, you may complete the forms located at <http://www.colorado.gov/dpa/dfp/sco/payroll.htm#Security%20Access>. Fax completed forms as directed in the instructions. The payroll and benefit forms are **not** processed by the Higher Education Fiscal Coordinator.

Each agency has generic Top Secret ID's and passwords for Infopac/Document Direct financial reports and the COFRS Financial Data Warehouse. Please contact Vicki Nichol if you do not know your agency ID number. If you need access to Infopac/Document Direct for the State Payroll and Benefit systems, complete the forms at:

<http://www.colorado.gov/dpa/dfp/sco/payroll.htm#Security%20Access> and submit per the instructions

Tips for Completing the Higher Education Feeder Agency Security Request Form

Employee Information – It is very important to complete all fields in this section. Two INSTDATA passwords are required before Top Secret Access will be granted. It is recommended that passwords have at least 5 characters. **Important:** Please keep this information in a safe place. The DoIt help desk will not reset your ID if necessary, unless you can provide these passwords.

Billing Information – List the agency to be billed for your access. This may or may not be the same agency for which security is requested.

Access Information – Indicate if you are requesting a new ID or changing or deleting an existing ID. List the existing ID number if applicable. **Only check TSO (Time Sharing Option) if access to the mainframe is required.** This access is for individuals using shared data files on the mainframe, not financial production activity.

CPPS/EMPL/ADS: Check this box if you are requesting a Top Secret ID in order to complete access forms for the State's payroll and benefit systems.

COFRS Production: Check this box if you are requesting COFRS financial system access in addition to a Top Secret ID, or changing an existing ID. If so, you must indicate a security model. Description of each model may be found on page 7 of the security procedures manual.

Infopac/Document Direct: If you require reports that are not included in the generic access granted at the agency level, check this box and list the additional report(s).

Agencies: List the agencies you are requesting access for. **Don't forget agency YYY** if you approve IT documents.

Approval Information – Access to the COFRS Financial Production system must be approved by the agency controller. Controllers may not approve access for themselves and their forms must be signed by their immediate supervisor.

Approval for Top Secret ID's only (for individuals requesting access to CPPS/ADS) may be signed by an approved director of Human Resources.

Password Problems?

COFRS allows three tries to get your password correct when signing in to the system. If you fail on all three attempts, your password will be suspended and you will not be able to log on. If your password is suspended, or you forget your password, call the DoIt Help Desk at 303/239-4357 **option 5** to have it reset.

You must change your password every 30 days as prompted by COFRS. If you do not use your password for more than 30 days, it will be suspended and you may call the DoIt helpdesk to have it reset. If the password is not used for more than 90 days, your ID will be deleted and you will have to request a new ID by completing the Security Request Form.

Please contact Vicki Nichol at Vicki.Nichol@cudenver.edu with any questions.



Officer Nominations

If you are interested in serving on the board or as a chairperson or volunteer for one of our committees for the FY 06-07 fiscal year, please contact the current Vice President, Mary Gallagher at mary.galagher@dora.state.co.us or 303-894-2967. Remember, volunteering is a great way to give back to the organization, network with fiscal leadership, and bring new ideas and vibrancy to CFMA.

A list of the committees can be found on the website by clicking Officers and Committees. We expect to have openings for our Secretary and our Lunch Program. A description of the duties of the Secretary can be found in the Association By-laws located on the CFMA website. The Lunch Program chairperson is responsible for recruiting and coordinating luncheon speakers. We need nominations to present for a vote at the June luncheon. We hope you will seriously consider getting involved in this way.

LAST CHANCE!!!!

LAST CHANCE TO REGISTER FOR THE

2006 CFMA/CIMA/CSMA
SPRING CONFERENCE

"Investing In Our Future: People, Programs and Performance"

Wednesday, May 17, 2006 - Friday, May 19, 2006
at The Sheraton and The Grand Hotels - Steamboat Springs, CO

Early registration discount ends **May 1**.

Registration closes **May 8**.

Don't miss out – this is a great educational and networking opportunity!

To register or find out more, please click on the link below:

<http://www.state.co.us/cima/2006Spring/Spring2005.htm>





2005 - 2006

OFFICERS

President Mindy Densmore

Vice President Mary Gallagher

Secretary Lavynia Washington

Treasurer Tammy Lobato

E-MAIL ADDRESS FOR THE OFFICERS AND COMMITTEE
CHAIRS CAN BE FOUND ON THE CFMA WEBSITE:

[HTTP://WWW.STATE.CO.US/CFMA/HOME.HTM](http://www.state.co.us/cfma/home.htm)

*“Attend three CFMA luncheons this year and
get the 4th lunch free!” – CFMA Board*

*CFMA’s very popular buy three get one free
lunch program is in place for the upcoming
year. If you attend all eight lunches this year,
CFMA will pay for two of them. To assist in the
record Keeping process, please register each
month using the Web site registration and be
sure to use the same name. For example,
Roger Cusworth and Roger A Cusworth are
treated as two people in the database used to
track free lunches. You also need to be sure
you check in each time you attend a luncheon.*

*In case you are wondering, your attendance
from last year does not carry over to this year.*



"Make happy those who are near, and those who
are far will come."

~ Chinese Proverb