

ALERT! ALERT! ALERT!

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ALERT #142

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Arthur L. Barnhart *alb*
State Controller

DATE: December 4, 2001

SUBJECT: New Office Manager for the State Controller's Office
Capital Construction Project Reductions
Restrict the 1% Supplemental Decrease by December 2001 Close
Generic Payroll ID's
Fiscal Rule 2-10 Waiver for Agencies Working in Fund 600
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New Office Manager for the State Controller's Office

Sandy DiMatteo has assumed responsibilities as office manager in the State Controller's Office. In addition to her duties as statewide Eco-Pass coordinator, she will be communicating with agencies on such things as alerts, ad hoc reports and requests from the State Controller. Sandy may be reached at 303-866-3814 or by e-mail, sandy.dimatteo@state.co.us.

Capital Construction Project Reductions

All capital construction project reductions should be booked as soon as possible, by the end of period 5, December 14, 2001. Certain projects were eliminated or reduced with the passage of SB 01S2-023 in the last special session of the legislature. A copy of the bill may be obtained from the SCO website under the FY01-02 Long Bill heading. Please use a spending authority indicator of "02-Special Bills" on you AP documents. Call your field accounting specialist if you have any questions, or cannot meet this deadline.

Restrict the 1% Supplemental Decrease by December 2001 Close

The Office of State Planning and Budgeting (OSPB) sent all state departments a letter outlining the Long Bill line items affected by the Governor's recommended 1% supplemental reduction. OSPB instructed that the amounts in the affected lines be restricted by the agencies, by submitting AP documents for these reductions to their field accounting specialists. The State Controller's Office requests that all of the AP documents be submitted for processing prior to the end of period 6, December close; sooner, if possible.

Generic Payroll ID's

It has come to the attention of the State Controller's Office that there have been a number of generic ID's established in the INFOPAC system. In addition, this system does not require the use of passwords. I have identified this as a serious security weakness in light of payroll reports containing employee names and social security numbers that either on the system already or are in development for inclusion. The State Controller's Office will be working with Application Services, Leroy Williams (Chief Information Officer for the Department of Personnel and GSS) and agency controllers and security administrators to develop and implement appropriate security standards and policies for INFOPAC and other systems under SCO's auspices.

Fiscal Rule 2-10 Waiver for Agencies Working in Fund 600

A waiver of Fiscal Rule 2-10 has been granted to agencies working in fund 600. It is a waiver of the encumbrance requirement when items are being purchased for inventory. It does not waive the need for a commitment voucher, but because there is no spending authority associated with balance sheet accounts nor with fund 600, requiring an encumbrance or reservation of spending authority is not needed.

2001 Reporting for Financial Responsibility and Accountability Act

Recently a letter was mailed to all departments and higher education institutions requesting the statement of compliance as required by the State Department Financial Responsibility and Accountability Act. The statement is due December 31, 2001. Any questions regarding the Act should be directed to your SCO accounting specialist.

Fiscal Rule Changes Effective December 1, 2001

The changes to the Fiscal Rules are effective December 1, 2001. The changes may be viewed on the SCO website under "What's New". The Fiscal Rules on the website will be updated with the Fiscal Rule changes when they go into effect.