

ALERT! ALERT! ALERT!

DEPARTMENT OF PERSONNEL & ADMINISTRATION
DIVISION OF FINANCE AND PROCUREMENT
OFFICE OF THE STATE CONTROLLER

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ALERT #143

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Arthur L. Barnhart *ALB*
State Controller

DATE: March 4, 2002

SUBJECT: Staff Changes
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Staff Changes

As of January 31, Beverly Matulik, Accounting Specialist in the Reporting and Analysis section, retired. She worked in the State Controller's Office for over 17 years.

Katrina Baker has been named as the Accounting Technician III in the CAOS section responsible for warrant distribution. Her telephone number is 303-866-2126. She replaces Sandi Shultz who died unexpectedly in December.

Reorganization

The official name of our department is the Department of Personnel & Administration, abbreviated as DPA.

The Division of Finance & Procurement has assumed responsibility for the Central Collections Service and the State Buildings and Real Estate Programs. Verneeda White, CCS Manager, reports to the Deputy State Controller. Larry Friedberg, State Architect, reports directly to the State Controller.

Security Policy

The State Controller plans to issue a policy on security administration for INFOPAC, Document Direct, Data Warehouse and other financial systems. This policy states that unique user ID's and passwords will be used for all systems. Statewide security administrator approval is required for any deviations.

Fiscal Procedures Manual (FPM)

Work on revisions to the FPM is currently progressing. Please e-mail any suggestions/changes/corrections to Linda Bradley or to your field accounting specialist. The final will go to the printer mid-March.

GASB 34/35

Diagnostic reports for GASB 34/35 issues have been added by Reporting & Analysis. Remember accumulated depreciation should be recorded by the close of period 9. GASB 34/35

Reporting and Analysis has revised the existing diagnostic reports to reflect the new fund structure and account coding under GASB 34/35. A new report has been added to show whether governmental fund fixed asset capitalization is being done per the State Controller's Office directions. Those directions require agencies that are capitalizing fixed assets to credit matching expenditure objects in fund 471 equal to the capitalized property purchases expenditure recorded in the governmental fund. The report was initially sent to department controllers in paper format along with a letter explaining the accounting requirement and the nature of the report. The report is now available on Infopac and Document Direct.

Bob Haberkorn is preparing a section for the Fiscal Procedures Manual that will explain the use of all the Infopac diagnostic reports.

Remember beginning accumulated depreciation should be recorded by the close of period 9 for all capitalized fixed assets except infrastructure under the modified approach. For fixed assets not previously reported in a proprietary fund type, this includes all depreciation that would have been recorded from the date the asset was placed in service through June 30, 2001. Contact your field accounting specialist if you are having difficulty with policy issues related to recording beginning accumulated depreciation.

Accounts Receivable Report

The FY00-01 Accounts Receivable Report was issued on February 8. It is available on the SCO website at <http://www.sco.state.co.us>.

Travel Report

The SCO issued the FY00-01 Travel Report. It is on the SCO website.

RTRK

After reviewing the input to and use of the RTRK table on COFRS, the State Controller's Office has decided to discontinue its use. Entries no longer need to be made to this table.

Capital Construction Appropriations

Fiscal rules prohibit charging the salary of state employees to a capital construction appropriations regardless of the funding source used to support the appropriation. An appropriation funded by agency or institutional funds for a capital construction project in the capital construction section of the Long Bill or other legislation should not be charged state employee salaries.

Capital construction projects identified in an appropriations act as being specifically exempted from the internal workforce prohibition are exempted from this policy.

Higher education institutions are also reminded that for projects covered by CRS 24-75-303(3)(a)(II) and CRS 23—1-106(9), also known as SB92-202 projects, all required approvals from the Colorado Commission on Higher Education, the Capital Development Committee, and Joint Budget Committee should be in place prior to signing a contract or starting work.

Please direct any questions you might have to your field accounting specialist.