

State of Colorado



Bill Owens
Governor

Jeffrey M. Wells
Executive Director

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DPA

Department of Personnel
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Division of Finance and Procurement
State Controller's Office
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Alert #162

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

FROM: Leslie M. Shenefelt
 State Controller

DATE: November 10, 2005

SUBJECT: The Division of Finance and Procurement (DFP) and State Controller's
 Office (SCO)

Warrants/Red Bag Clarification:

The following procedures are to clarify any confusion in regards to SCO's Warrants/Red Bag services. As a reminder, the daily mail delivery/pick-up times at SCO are scheduled from 9:00 am-10:00 am and 2:00 pm-3:00 pm. Mail, including red bags, picked-up at SCO in the morning should be delivered to Denver metro area agencies the afternoon of the same day. Mail picked-up at SCO in the afternoon should be delivered to Denver metro area agencies the next morning.

All agencies that would like to continue to personally pick up warrants may do so at the reception desk at 633 17th Street, 15th floor between the hours of 8:00 am – 5:00 pm. There are no "lock boxes" available for warrants, they will be available at the reception desk. If an agency would like to have their warrants delivered through red bag services, or request special pick-ups/delivery times, it will be the agencies responsibility to contact Don Thordsen, Dispatch Supervisor, for Integrated Document Factory (IDF). Don Thordsen's telephone number is 303-866-3231. **There is no additional cost for Red Bag services as long as an agency includes the Red Bag in their regularly scheduled interagency mail service and does not change their currently scheduled picked up/delivery times. The only time an agency will be charged for red bag services is if an agency is requesting that the Red Bag service be specially delivered at a specific time, other than their normal delivery/pick-up time or IDF has to make an additional stop.**

Long Term Claims and Judgments Payable Coding on COFRS:

The balance sheet liability account 2870-LT Portion of Claims & Judgment was added to the COFRS chart of accounts in March 2001 for use in the Fiscal Year 2001-02 implementation of GASB 34. The State Controller's Office revised the state's financial statements to report the long-term portion of claims and judgment in a separate line on the state's financial statements. At the current time, no balances are reported in account 2870 on COFRS. However, approximately \$455.3 million was reported in account 2990-Other Long-Term Liabilities at the Fiscal Year 2004-05 close that was also reported on the State Controller's Exhibit B and C as long-term claims and judgments payable. These balances should be reported in balance sheet account 2870. In addition, some agencies have coded the current portion of claims and judgments payable to liability account 2700-Other Current Liabilities rather than 2300-Claims and Judgments Payable. **All agencies, including Higher Education Institutions, are required to reclassify claims and judgments from balance sheet account 2990 to balance sheet account 2870 and from balance sheet account 2700 to balance sheet account 2300 by the close of Period 6.**

Bob Jaros leaves FAST:

Bob Jaros is leaving the Field Accounting Services Team, however, Bob is not leaving the State Controller's Office. As of November 1, 2005, Bob took on a new role as the Deputy State Controller. Bob's new phone number is (303) 866-3765. Temporary agency assignments for the Field Accounting Services Team are attached.

Vacancy on the FAST:

The vacancy on the Field Accounting Services Team will be filled via a job opening posted by the Department of Personnel and Administration, Human Resources Unit. Watch for this opening on the Internet if you are interesting in becoming a member of FAST. Transfer candidates will also be considered. If you are in the classified personnel system and you qualify for a transfer, please contact your FAST representative.

Close Coverage for FAST:

The Field Accounting Services Team will have a member available until 5:30 p.m. on calendar close beginning in period 4 continuing through period 6. Each team member's voice mail will be updated to provide contact information for the team member available after 5:00 p.m. A determination will be made in late January whether to continue the extended coverage schedule.



ASSIGNPLAN2.XLS

Field Accounting Services Team (FAST) Agency Assignments

Effective 11/10/05 through 11/30/05

LYNN GABENSKI		303-866-2626
lynn.gabenski@state.co.us		
PUBLIC HEALTH & ENV		FAA-FMA
COMM. COLLEGES	M	GJA-GJT
LAW		LAA
LEGISLATIVE BRANCH	T	MAA-MEA
LOCAL AFFAIRS	M	NAA
MILITARY AFFAIRS	T	OAA-OCA
REGULATORY AGENCIES	A	SXX
SECRETARY OF STATE	T	VAA

TRINKA MULLIN		303-866-4162
trinka.mullin@state.co.us		
AGRICULTURE	A	BAA
CORRECTIONS		CAA-CIA
EDUCATION		DAA-DBA
CU SYSTEM	T	GFA-GFE
MINES	A	GLA
LABOR & EMPLOYMENT		KAA
PUBLIC SAFETY	T	RAA
REVENUE		TAA-TGA
TREASURY	A	WAA-WCA

FIELD ACCOUNTING SERVICES ACCOUNTANT	
DOTTIE RELAFORD	303-866-4165
dottie.relaford@state.co.us	

TAMMY NELSON		303-866-3891
tammy.nelson@state.co.us		
PERSONNEL		AAA-ARA
HISTORICAL SOCIETY	M	GCA
UNC		GKA
AHEC		GMA
METRO STATE COLLEGE		GTA
WESTERN STATE COLLEGE		GWA
ADAMS STATE COLLEGE		GYA
MESA STATE COLLEGE		GZA
HUMAN SERVICES	A	IHA-ILF
JUDICIAL		JXX
HEALTH CARE POLICY & FIN	A	UHA
CONTROLLER		999

ADEL SOLIMAN		303-866-3890
adel.soliman@state.co.us		
GOVERNOR'S OFFICE	T	EAA-EGA
CCHE/PRIV OCC ED	T	GAA/GPA
ARTS & HUMANITIES	T	GBA
STUDENT LOAN	T	GDA
CSU SYSTEM	M	GGA-GGJ
COLLEGE INVEST	T	GRA
FT LEWIS COLLEGE	L	GSA
TRANSPORTATION	L	HAA
NATURAL RESOURCES	M	PXX

Back up persons are noted by the letter in the column to the right of the agency name.

Trinka Mullin	M
Tammy Nelson	T
Adel Soliman	A
Blank	No assigned back-up