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Office of the State Controller
Department of Personnel
& Administration

Office of the State Controller Alert #207

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

FROM: Robert Jaros, State Controller *Robert Jaros*

DATE: December 23, 2014

SUBJECT: Quarterly Reporting
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Quarterly Reporting

Quarterly reporting is a statutory requirement, specifically C.R.S. 24-30-204 (2)(a) states that, "all departments, institutions, and agencies in the state government shall submit a quarterly report of financial information to the controller...". In the past the OSC had several diagnostic reports to help departments comply with this requirement. However, the development of diagnostic reports in infoAdvantage is an in-progress effort. As a result, as of period 3 close, please report the following:

- Known overexpenditures,
- Outstanding fiscal issues (i.e., delays in being able to draw federal funds or clear clearing accounts),
- Status of accounts payable accrual reversals from 2014, with expected completion date if in progress,
- Status of recording statutory and custodial budgets, with expected completion date if in progress,
- Status of recording beginning balance adjustments (if necessary), with expected completion date if in progress, and
- Any other problem your department is experiencing that the Consulting Unit may be able to assist with.



Please provide responses by Friday January 9, 2015, to the DPA_FARmailbox@state.co.us for review by your OSC Consultant.

Fixed Assets

We are still in the process of converting Fixed Assets to CORE. The first automated monthly depreciation (mass depreciation) will run on February 6, 2015. All ADS spreadsheets for Fixed Asset Conversion must be uploaded and approved in CORE by Friday, January 9th. CGI will then be loading the FE (depreciation conversion) document throughout the remainder of the month of January. If you are having any problems with your conversion worksheet please contact Susan Thomson @ 303-866-4161 or susan.thomson@state.co.us. Any department not meeting that deadline will have to manually add their Fixed Asset documents into CORE.

Update on Fiscal Year 2014 Postclosing Entries (Exhibits H)

With the implementation of CORE, the process to record the Fiscal Year 2014 postclosing entries will be somewhat different than in years past.

In early January we will send out an email with guidance on how to record the required postclosing entries in CORE. We anticipate that these entries will need to be recorded in CORE by Friday, January 30. The guidance will provide instructions on the document type to use, as well as other required information.

If you have questions, please contact Karoline Clark @ 303-866-3811 or karoline.clark@state.co.us.

Mileage Reimbursement Rate for 2015

The IRS mileage reimbursement rate is increasing effective January 1, 2015. CRS 24-9-104 states that on and after January 1, 2008, state officers and employees shall be allowed mileage reimbursement of 90% of the prevailing IRS rate per mile for each mile actually and necessarily traveled while on official state business and, when authorized to be utilized and necessary for official state business, 95% of the prevailing IRS rate per mile for four-wheel-drive vehicles (necessary because of road, terrain, or adverse weather conditions) and forty cents per nautical mile for privately owned aircraft. As such, the State reimbursement rate is increasing by two cents on January 1, 2015. The table on the following page summarizes the changes:



	Effective 1/1/2014	Effective 1/1/2015
IRS Rate	56	57.5
State of Colorado		
2WD	50	52
4WD	53	55
Cents per mile		

Please share this information with those who travel in your department or institution.

New Mailbox

The Financial Analysis and Reporting (FAR) Section has a new central mailbox: DPA_FARmailbox@state.co.us. This replaces the former DPA_RAmalbox@state.co.us and the DPA_FAST@state.co.us mailbox. Although you are welcome to contact FAR staff individually, this mailbox can be used for any communication and will be used to accumulate information from departments, such as quarterly reporting responses and exhibits.

Staff Updates

Kelsey Jones, David Wahn, and Femida Kadernani have joined the OSC in its Support Services Unit. Kelsey comes to the OSC from the Community Colleges, David from the Office of the State Auditor, and Femida from the private sector. These three individuals will be involved in a number of areas and will serve as the primary points of contact for budget document approvals. Tessa Strasser transferred from Central Payroll to Judicial, and Ly Mora joined Central Payroll from the private sector. Welcome!

