

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: October 4, 2018
Location: Department of Commerce FA Bldg 5, Room 110
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. One Washington Project

- Ben Guyer spoke to the group about how the OneWA project will impact federal grants community. Encouraged the group to provide helpful ideas/feedback/comments for consideration in the procurement of the new system for the state.
- Next year may entail federal experts from the group evaluating new software and selecting the best functionality for people who use it on a daily basis. Ben is hoping to see this group as sharing ideas and best practices. After new software is in place, the group can engage in discussions of how to configure the system to work for the grant community.
- Will also reach out to agencies to get coding for federal grants and determine common fields, which will be considered in the restructuring of the chart of accounts.

2. New Website

- Sara walked through the website for more information on the 5 Finance Initiatives for the One WA Project, including the Federal Grants Community of Practice Project.
<https://ofm.wa.gov/accounting/administrative-accounting-resources/assess-finance-organizational-strategy-and-readiness-project>
- Referred to the FMAC presentation slides for the 9/27/2018 meeting for more information.
- The federal grant project is underway and we are in the process of developing training.
- Planning on 2 different classes and the goal is to offer the first part by May/June 2019.
- Requested members of the federal group to send one representative to attend a test run of our new training. More information will come.
- Group decided to post meeting minutes on website.

3. Questions from group

- I. Jean from COM: new change to OMB A-123 relating to Data Integrity
 - Asked the group if anyone has more information about plans, implementations, training, etc?
 - Thinking may be more for federal agencies, and related to internal controls.
 - Will forward to agency's internal control person to see if anything needs to be added in their policies and procedures.
 - Stacy from DOT: we may want to take a closer look since we transmit a lot of information electronically to federal agencies and these new changes may impact data integrity.
 - Group decided to add to next meeting agenda for further discussions. Will do some more research.
- II. Kim Hurley from DFW asked about proper accounting for in-kind contributions.

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- Background: some back door deals were done with a lessor of agency-owned property without telling agency management or accounting department. Lessor paid a vendor for work done on the property on behalf of the agency and subsequently sent less money for lease payment. Lessor showed amounts past-due on the agency's receivables.
- Kim felt that this arrangement affected revenue and expenditures and is wondering if other agencies had similar situations, and if so, how did they do the accounting.
- DSHS commented that it depends on grantors and grant terms and conditions as to how to treat in-kinds. For DSHS, no cash transactions for in-kinds.
- Others commented: accounting should show full revenues and expenditures, and related transactions.
- COM: may also be an internal control issue.

III. Jean from COM wanted to discuss Shared Leave, and want to get clear guidance for payroll process.

- Group shared current practices at their agencies, including:
 - put shared leave in a paid leave pot, use monetary value of leave and remove program index. Does not consider if it is state/federal
 - spread over all federal programs as an allocated indirect costs
 - use a loaded rate
- depends on federal grantors.

4. New Federal Grant Training class

- Sara went over the first draft of the training slides
 - Overview of federal grants, Uniform Guidance, Single Audit, SAAM
- Group gave feedback and suggestions, including:
 - sources of compliance
 - what does a NOA looks like
 - show more examples to help with understanding
 - Other CFRs that may have more specific regulations for specific grant awards
 - Interested in getting CFDA report in ER. Sara will check on doing a mock up report.
 - Has questions on pre-meeting for project accounting. Sara will talk to Ben to post on website.
 - Interested in SAO's federal training. Sara will look into it.
 - Interested in Indirect Costs training. Sara will double check on timing.

5. Risk assessment and internal control monitoring

- Groups shared their thoughts and confusion over the Internal Control disclosure form.
- Feedback from group for changes to next year's form.
- Potentially more discussions on internal control surrounding grants and single audit.

6. Future workgroup meetings

- Sara suggested to hold future meetings in Helen Sommers Building, but the group preferred to stay at COM due to parking availability.
- Decided to hold future meetings at COM until at least May 2019.
- Next meeting: December 6, 2018

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- Request group to review PowerPoint training and provide additional feedback, and email comments to Sara.
- Will review draft 2 of Part 1.