

ACT Meeting
October 13, 2021
8:30 am

Agenda

Jonathan Engel
Division of Finance

Greetings

Janica Gines
Division of Finance

Opening Remarks
Introductions

Janica Gines
Division of Finance

Travel System
Travel Policies
Travel Survey

Debbie Empey
Division of Finance

Post Audit/Internal Control Issues

Round Table
Agencies

Open Discussion:
Policy FIACCT 05-03.10 – Retirement Refreshments

Jonathan Engel
Division of Finance

FINET Upgrade Update

Jonathan Engel
Division of Finance

House Keeping



Jonathan Engel

Greetings and welcome to those of you who are attending ACT for the first time. Attendance will be taken from those joining us via Zoom. If two or more people are sharing a computer for this meeting, please send a comment with the names of those attending with you.

Notes – Everyone is set to mute when entering the meeting. As you have a question, please submit them via the chat function or use the ‘raise hand’ function and a moderator will call on you.
– The meeting will be recorded and available on-line shortly after it is over.

Janica Gines

Opening Remarks

- *Changes in staffing at the Division of Finance*
 - *Judd Houser has retired as Manager of Financial Information Systems*
 - *Justin Taylor has taken the position of Manager of Financial Information Systems*
 - *Jon Engel has taken Justin Taylor’s old position of Financial Information Systems Support Supervisor*
 - *Julissa Garfias has taken Jon Engel’s old position of Finance Support Center Coordinator*
 - *Kelli Levanger has taken Sean Williford’s old position in Financial Reporting*

Janica Gines

Travel System

- *Travel and P-Card Internal Service Funds have been combined*
- *Hope to automate manual procedures*
- *Initial funding would come from rebate from P-Card vendor*
- *Would replace travel portion of Employee Self-Serve (ESS)*

Travel Policies

- *Started a review process with meal reimbursements. Considering adopting GSA reimbursement models*
- *Would provide 75% of per diem on first day and last day*
- *Plan on implementing all changes at once after all travel policies have been reviewed and feedback received*

Travel Survey

- *Please provide feedback*

Debbie Empey



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Relocation reimbursements - communication of the policy that needs to be followed should be **introduced, reviewed, and understood at the recruiting stage.**

- *Relocation reimbursements are taxable*

Board Members - by IRS definition, board members are required to be treated as employees regarding stipends or other board compensation, and **must be processed through payroll** for tax withholding purposes.

Mail Equipment Purchases - Mail equipment needs an additional approval prior to ordering. **Please read contract ordering instructions prior to making purchases.**

- *Please review contract ordering instructions before using State Contracts*

Post Audit - The upcoming post audit of FY22 Q1 will have a reduced scope due to the vacant position. We will send an email to the agencies.

Round Table/Open Discussion

Policy FIACCT 05-03.10 – Retirement Refreshments

- *Raised the limit to \$10.00 per person*
- *Consider combining with the group gathering policy*
- *Division of Finance will send advanced notice regarding policy changes going forward*
- *Need to review all thresholds as they have not been updated in sometime*
- *Looking at updating FIACCT 05-05.00 D. Cell Phone Service-Nontaxable by removing plan specifics*
- *Request for guidance regarding how to apply for family plans*
- *Consider having a representative from State Purchasing at next ACT Meeting*

Jonathan Engel

The FINET upgrade project kickoff is later today. The project team will be reaching out in the next few weeks to schedule discovery meetings.

- *Application looks different, but the core processes are still there*
- *September 2022 go-live*
- *Forms will be reviewed and updated in conjunction with upgrade to make sure reflect changes*
- *Requesting funding for system support and looking at advisory board for annual plan going forward*



House Keeping:

Julissa Grafias has started new role as the Finance Support Center Coordinator

The NXT Server is currently not fully operational. This is impacting access to the most recent FINET AM reports. We are working with the vendor and hope to have the issue resolved shortly.

FINET is available from 7:00 AM to 8:00 PM - Monday through Saturday, including holidays. FINET may not be available on the 3rd Saturday of each month due to system maintenance.

Included below are the exceptions to the normal FINET schedule through calendar yearend.

Month end occurs on the 3rd working day of the new month.

Nov 3	October month end
Nov 11	Veterans Day – FINET will be open and a cycle will run
Nov 24	Thanksgiving Eve – No cycle will run but FINET will be open
Nov 25	Thanksgiving Day – FINET will be open and a cycle will run
Dec 3	November month end
Dec 24	Christmas Eve – FINET will be open and a cycle will run
Dec 31	New Year’s Eve – FINET will be open and a cycle will run
Jan 5	December Month End

Training

Here is the link to the meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/88450150136?pwd=Sjh2VGRpZEJ5QnUvRVFoZkFLeHQ5QT09>

Meeting ID: 884 5015 0136

Passcode: UtahACT!99

As a reminder, this meeting will be recorded and available to view via the Finance Website.



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ACT Schedule

NOTE: All ACT meetings will be held via zoom until further notice.

Whenever possible, ACT will be the 2nd Wednesday of the month.

Month end dates and ACT and B&A meeting schedules are posted on finance.utah.gov. Click on Help and then Training Section.

TENTATIVE Future meeting dates: (subject to change)

NOV 10 – **ACT**

