

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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Fiscal Year End Payroll Processing

Legacy Payroll System

OSF will process all payroll claims received by 1:00 pm on June 28th, 2007. Any claims received after 1:00 pm will be rejected back to the submitting agency. Claims rejected will require resubmission on or after July 2, 2007, with new claim numbers, starting with 1, or the first number assigned for the new year. Similarly, any Payroll Fund Transfer (PFT) received after 1:00 p.m. on Thursday, June 28th, 2007, will be rejected back to the submitting agency. Rejected PFT's will require resubmission on or after July 2, 2007 with PFT numbers, starting with 1, or the first number assigned for the new year.

OSF will resume processing payrolls at 1:00 pm on Monday, July 2, 2007. The new FAAC line for FY2008 will be 905-XXX-000800-00001 (XXX represents agency number).

As a reminder to Higher Education Institutions, Column 14-19 on the "C" record must be account number 000800 for any payroll received by OSF on or after July 2, 2007. Please ensure that you have made this change to your payroll claims so they will process without error.

Payrolls and PFT's submitted after June 28, 2007 for the prior year (FY2007) must have a notation on the form indication "prior year payroll." Also, please ensure proper notation of a prior period claim within the pay period code (e.g. B25P, B26P or M12P). Failure to include this code may cause a rejection of your payroll claim or the issuance of payroll warrants with an incorrect pay date.

Fiscal Year Funding Changes on PS Payroll

Each fiscal year, funding attached to individuals in the payroll systems has to be updated for the new year funding codes. This avoids voluminous manual changes. OSF will process new effective dated rows in the PeopleSoft HRMS ACCT_CD table. This process will be run in June and will include an effective date of July 1, 2007. Payroll processed after the update will look to the pay period dates to determine which funding will apply. No new '08 funding lines will be created until this update has been put into production.

The changes are for Budget Reference from '07' to '08', and for the General Revenue Fund from 197 to 198. For example class-funding '19701' would be revised to be '19801'. However, class-funding 195xx and prior years will not be "rolled forward" to 196xx or 197xx, but a 196xx with bud ref '07' will be changed to 196xx with bud ref '08'. Additionally, any '06 and prior bud refs will not be updated and the HR account code containing those bud refs will be inactivated. In the case of capital projects, if your agency funds payroll from an '06 or prior bud ref, please contact Jennie Pratt now.

A report of changes made will be sent to agencies. The report will list all active account codes and a message of what happened, for example, bud ref changed to '08'. In the case of inactivated codes, a list will be provided of any employees who have job earnings distribution records attached to the inactivated HR account code so agencies can remove those old codes from the employee job earnings distribution and replace them with new codes as appropriate under an approved budget.

Fiscal Year End Miscellaneous Claim Vouchers and Orders Processing

- **Miscellaneous Claim Vouchers Processing**

Voucher batches received by 1:00 pm on Thursday, June 28, 2007 will be processed for payment by the close of business that day (June 28). To accommodate this schedule, budget checking and matching will be run periodically during the morning of June 28 until noon. Any FY 2007 vouchers received at OSF after 1:00 pm will be processed for payment in 2008. New vouchers should **not** be created after the 1:00 p.m. cutoff on Thursday, June 28, 2007. Friday, June 29, 2007, is reserved for fiscal year closing activities. New vouchers may be created beginning on Monday, July 2, 2007.

- **Manual Agency Claims**

“Manual” agencies, whose claims are entered into the system by OSF to create vouchers, must have their claims to OSF by 5:00 p.m., Wednesday, June 27, 2007. This is to allow OSF sufficient time to create the vouchers for processing on June 28.

- **Manual Warrants**

The cutoff for manual warrant vouchers is noon on Thursday, June 28, 2007. Agencies whose warrants are entered into the system by OSF must have the supporting paperwork to OSF by 1:00 p.m. on June 28, 2007. Manual warrants may be issued and the associated voucher created beginning on Monday, July 2, 2007.

- **340 Fund Expenditures**

Expenditure entries for 340 funds for June 28, 2007 and prior days must be received by 9 a.m. on June 29, 2007 to be processed in FY 2007. Expenditure entries for 340 funds for June 29, 2007 must be received by 3 p.m. on June 29, 2007 to be processed in FY 2007.

- **EDT Claim Vouchers Submissions**

Agencies which upload claim data via ‘EDT’ transmissions should provide for sufficient internal lead time so that paper vouchers arrive at OSF by the 1:00 p.m. Thursday, June 28, 2007 deadline. Any FY 2007 transmissions received after the deadline will be deleted and will require retransmission as FY 2008 business beginning on Monday, July 2, 2007.

- **Encumbrance Documents**

Agencies are reminded that their FY 2007 funds should be fully encumbered by June 30, for purchases made during FY 2007. As usual, receipt of actual goods and payment after the fiscal year close are allowed until the funds lapse, normally November 15. Unless otherwise authorized, FY 2007 funds are not allowed for FY 2008 purchases. **NOTE:** Non-exempt encumbrances must be established through the state purchasing system by Friday, June 29, 2007 and budget checked.

- **WARNING! Payments Due (Effective) July 1, 2007**

Because of the 'expenditure by fiscal year' accounting requirement, payments due or effective on July 1, 2007 and after may not be processed as FY 2007 business (i.e., pre-FY 2008). This may involve such payments as rental agreements, post office box services, contractual maintenance agreements, subscription renewals, etc. Agencies are advised to forewarn their vendors and contractors of this end-of-year processing dilemma, which could delay payment beyond the due date.

CORE Update

The CORE team has initiated two projects affecting the financial users. The first project is an upgrade of the Oracle/PeopleSoft system from version 8.4 to version 8.9 to be completed in the late Fall. The CORE team is working on a project plan that will include testing, updating manuals and training. If you would like to volunteer for any of these activities please contact Jeanie Robards at 405-522-1780 or Jeanie.Robards@osf.ok.gov and please be sure to specify whether your expertise is in PO, AP or GL. Once a list of volunteers has been compiled we will contact users for further information.

The second project is the implementation of the Phase 2 applications. This includes grants, contracts, project accounting, accounts receivable and billing, inventory and fixed assets. Through project accounting, agencies will be able to set lower level budgets, utilize additional low-level chart fields, and account for specific projects that cover many years. Inventory and assets will be tied with purchase orders and accounts payable vouchers, and should help in accounting for these types of items. Through the use of the additional chart fields these applications should provide the detailed tracking and reporting that many agencies need in order to retire old legacy systems.

The initial steps in the Phase 2 implementation have begun, and we are anticipating holding a demonstration for all agencies later this summer of the basic functionality, with agency fit-gap sessions following that. The requirements for these applications are more flexible than the basic system implemented in Phase 1, and will allow agencies to have specific input on the level at which data is collected. Therefore, it is imperative that each agency have a clear understanding of its financial transactions and data elements. If your agency does not have a current set of transaction flowcharts and a description and justification for each data element (chart field) and the specific codes, it is time to start working on that. Templates will be made available in July or August to aid agencies in creating this documentation.

Look for more information about these projects over the summer as it becomes available.

New Combination Edit Rules

The Office of State Finance (OSF) will be adding new combination edit rules in the system during the month of June. Combination edit rules require that certain fields either have data or correspond with the data in other fields. Until now, only one combination rule was defined. The current rule requires a department code to be entered if an entry is made that affects an income statement account (revenue – 4xxxxx or expense - 5xxxxx). If an entry is made to one of these accounts without a department code, it will return an error when edited. This insures that all income statement accounts have a department code. The rule also limits each agency to using the specific fund types assigned to it. However, the available fund types can be used with any valid Class-Funding.

The new combination edit rule will prevent entries from being made to an incorrect fund type within an agency. If your agency has more than one fund type (for example, fund types 1000 and 7200), you will receive an error message when editing an entry if you have tried to use a class funding that does not agree with the fund type established by the combination edit rules. If your agency only has one fund type, this edit will not affect you. It will only return an error where the class funding does not match the fund type on the combination rule table. For example, if you have a class funding 23000 that is fund type 1000, you may currently be able to use fund type 7200 for this class funding and the system would accept it. Under the new combination edit rules, class funding 23000 will be tied to fund type 1000 in a combination rule table, and any attempt to use fund type 7200 or any other fund type for the 23000 class funding will fail the edit process.

If you are currently using the correct fund type on your transactions, you will not see any change when the new edits are put into place. However, should combo errors occur, they can be identified as follows: On deposit and transfer entries, the journal will return in an error (E) status when the edit process is run. On vouchers, when attempting to save the voucher, an error message will pop up indicating which voucher line and voucher distribution line has an invalid chartfield combination. The voucher cannot be saved or posted until it is corrected. This new edit will improve data collection and financial reporting and should prevent numerous correcting entries.

Payroll Claims – Submission of Original Copies

OSF is still having problems with some agencies not following through with submitting the original “hard copy” claims forms for the payrolls faxed to this office. Our current practice for higher education entities and agencies on the PeopleSoft payroll system is to allow faxing of payroll documents to initiate the processing of such payrolls. However, agencies must remember to send in the actual payroll forms. If this problem continues, we will change our practice and will only accept faxes from the outlying agencies to process the payrolls early.

Proper Voucher Submission – Rejection When Failure to Comply

As previously instructed, when submitting vouchers, please be sure to properly fold them and be sure they are in ascending voucher number order. The vouchers should be tri-folded **inwards** with the voucher amount, business unit number, voucher number, and warrant number spaces on top. Improperly folded voucher forms can result in “fold-ins” occurring and can cause delays when OSF must handle them, including being forced to refold them properly to avoid such fold-ins during subsequent handling.

When mis-folded vouchers are found they are put aside in order to process batches of vouchers which are properly folded and are in proper voucher number sequence. Therefore, to avoid such delays, please make sure the vouchers are correctly folded and are in proper voucher number sequence (i.e., 00000001, 00000002, 00000003, etc.). Also, please avoid stapling your batches of vouchers and batch slip together. The individual voucher and invoices should be stapled, but please rubber band or paperclip each batch together.

NOTE: Transaction Processing will start rejecting improperly submitted vouchers from those agencies who continually ignore this proper submission requirement.

Voucher – Single Invoice

Vouchers should be processed with a single invoice per voucher. The voucher form is designed to record the payment invoice number and date. The invoice number and date is placed on the warrant stub. This allows mailing to the vendor and the stub showing the invoice for the vendor to post the payment. Also, the single invoice record is designed to catch duplicate payments should an invoice be submitted multiple times.

If your purpose for including multiple invoices is to get a single warrant for the payee, that can be done by not selecting the ‘*Separate Payment*’ option in the Payment Method block under the voucher Payment tab.

Change in Fees for Deferred Plans

The rate certified for administrative cost which will be calculated in payrolls submitted for the fiscal year ending June 30, 2008 has changed to \$1.65 per month for any qualified participant. The equivalent amount for a bi-weekly pay period is \$0.76 and for a semi-monthly pay period is \$0.83. This change will be reflected in any payrolls submitted with a pay period code of M01 or B01.

Change in Employer Contribution Rate for Justices and Judges Retirement System

The employer contribution rate for the Uniform Retirement System for Justices and Judges will increase from 4% to 5.5% effective July 1, 2007.

Changes in State Share of Oklahoma Public Employees Retirement

The amount the State of Oklahoma pays for employee retirement will increase effective July 1, 2007. The percentage will be 13.5% beginning with any payrolls submitted with a pay period code of M01 or B01. The percentage last year was 12.5%.

PeopleSoft Workers Comp Reports

Please remember to include the Agency's experience modifier when processing Workers Comp Reports (0110) in PeopleSoft. An inaccurate rate entered may cause an over or underpayment in premiums for the agency. The experience modifier is provided by CompSource when the policy renews.

Agency Contact Information

OSF is updating its contact information for each agency. We need each agency to provide the following information:

Agency name, agency number, primary address, phone number, and FAX number
Board or Commission Chair name, phone number, FAX number and email
Director name, phone number, FAX number and email
Finance Officer name, phone number, FAX number and email
Budget Officer name, phone number, FAX number and email
Payroll Officer name, phone number, FAX number and email
Information Services Officer name, phone number, FAX number and email
Reconciliation Accountant (ASA/ACA) name, phone number, FAX number and email
1099 Accountant name, phone number, FAX number and email

Please submit the above information via email to Collette.Coleman@osf.ok.gov

Schedule of FY-2008 Pay Periods

Please distribute the following FY-2008 Pay Date schedules to Payroll and Human Resource Directors.

The following pay period codes should be used for agencies processing payroll on the legacy payroll system. Once an agency begins processing payroll on PeopleSoft, these codes are no longer used. Instructions on the use of PeopleSoft pay calendars will be provided during PeopleSoft training courses. Questions on the below codes may be directed to Lisa Raihl at 405.521.3258, lisa.raihl@osf.ok.gov or Dan Thomason at 405.522.6300, dan.thomason@osf.ok.gov.

SCHEDULE OF FY 2008 MONTHLY PAY PERIODS

Pay Period Number	Begin Date	End Date	Pay Date
M01	07-01	07-31	07-31-2007
M02	08-01	08-31	08-31-2007
M03	09-01	09-30	09-28-2007
M04	10-01	10-31	10-31-2007
M05	11-01	11-30	11-30-2007
M06	12-01	12-31	12-31-2007
M07	01-01	01-31	01-31-2008
M08	02-01	02-28	02-29-2008
M09	03-01	03-31	03-31-2008
M10	04-01	04-30	04-30-2008
M11	05-01	05-31	05-30-2008
M12	06-01	06-30	06-30-2008

**SCHEDULE OF FY 2008 BIWEEKLY PAY PERIODS
HIGHER EDUCATION**

Pay Period Number	Begin Date	End Date	Pay Date
B01	07-01	07-14	07-27-2007
B02	07-15	07-28	08-10-2007
B03	07-29	08-11	08-24-2007
B04	08-12	08-25	09-07-2007
B05	08-26	09-08	09-21-2007
B06	09-09	09-22	10-05-2007
B07	09-23	10-06	10-19-2007
B08	10-07	10-20	11-02-2007
B09	10-21	11-03	11-15-2007
B10	11-04	11-17	11-30-2007
B11	11-18	12-01	12-14-2007
B12	12-02	12-15	12-28-2007
B13	12-16	12-29	01-11-2008
B14	12-30	01-12	01-25-2008
B15	01-13	01-26	02-08-2008
B16	01-27	02-09	02-22-2008
B17	02-10	02-23	03-07-2008
B18	02-24	03-08	03-21-2008
B19	03-29	03-22	04-04-2008
B20	03-23	04-05	04-18-2008
B21	04-06	04-19	05-02-2008
B22	04-20	05-03	05-16-2008
B23	05-04	05-17	05-30-2008
B24	05-18	05-31	06-13-2008
B25	06-01	06-14	06-27-2008
B26	06-15	06-28	07-11-2008

**SCHEDULE OF FY 2008 BIWEEKLY PAY PERIODS
NON-HIGHER EDUCATION**

Pay Period Number	Begin Date	End Date	Pay Date
B01	06-24	07-07	07-20-2007
B02	07-08	07-21	08-03-2007
B03	07-22	08-04	08-17-2007
B04	08-05	08-18	08-31-2007
B05	08-19	09-01	09-14-2007
B06	09-02	09-15	09-28-2007
B07	09-16	09-29	10-12-2007
B08	09-30	10-13	10-26-2007
B09	10-14	10-27	11-09-2007
B10	10-28	11-10	11-21-2007
B11	11-11	11-24	12-07-2007
B12	11-25	12-08	12-21-2007
B13	12-09	12-22	01-04-2008
B14	12-23	01-05	01-18-2008
B15	01-06	01-19	02-01-2008
B16	01-20	02-02	02-15-2008
B17	02-03	02-16	02-29-2008
B18	02-17	03-01	03-14-2008
B19	03-02	03-15	03-28-2008
B20	03-16	03-29	04-11-2008
B21	03-30	04-12	04-25-2008
B22	04-13	04-26	05-09-2008
B23	04-27	05-10	05-23-2008
B24	05-11	05-24	06-06-2008
B25	05-25	06-07	06-20-2008
B26	06-08	06-21	07-03-2008

Federal Minimum Wage Changes

Oklahoma's minimum wage is tied to the federal minimum wage and will change when the federal rates change as listed.

The Fair Minimum Wage Act of 2007 increases the federal hourly minimum wage rate to:

- \$5.85, effective July 24, 2007
- \$6.55, effective July 24, 2008
- \$7.25, effective July 24, 2009

Creditor Garnishments

The increases in the federal minimum wage will significantly affect the calculation of the amount that can be garnished to repay a debt. For example, the federal Consumer Credit Protection Act (CCPA) states that the maximum amount of an employee's "disposable earnings" that can be garnished to repay a debt is the lesser of:

- 25% of the employee's disposable earnings for the week; or
- the amount by which the employee's disposable earnings for the week exceed 30 times the federal minimum hourly rate then in effect.

W-2 Forms

Please be reminded that W-2 forms cannot be changed for 2006 except for social security and Medicare wages and taxes when the agency receives a payback of a prior year overpayment. Taxable wages and income taxes withheld cannot be adjusted.

W-4 Forms

Please remember that if you have received correspondence from the IRS specifying the maximum number of withholding allowances permitted (commonly referred to as a "lock-in letter") and the employee submits a new W-4 claiming more allowances than the maximum allowed, you must disregard this new W-4 until the IRS notifies you to withhold tax based on the new W-4. However, the employee may furnish a new W-4 that claims less than the maximum allowed and the employer must withhold tax based on that Form W-4.

Reminder – TBD Accounts

Voucher Processing

Please be cognizant that the number of PO distribution lines with a TBD account for FY 2008 will increase as we approach the fiscal year end. If a TBD PO distribution line is copied into a voucher, it must be deleted from the voucher; otherwise, if the voucher with the TBD account has posted, the TBD account can not be changed on the PO at any time in the future. Additionally, a TBD account **must not be** overwritten on the voucher distribution line after it has been copied from the PO. OSF will delete vouchers where the associated PO distribution line has a TBD account. E-mail notification will be sent to the agency finance officer each day identifying these vouchers.

Compliance Requirement for POs

In order to comply with the State encumbrance laws, it is imperative that TBD accounts related to FY08 purchases must be changed to valid object of expenditure accounts on agency purchase orders as soon as FY08 budgets are approved. The OCP_PO_TBD_ACCT query will identify PO distribution lines with the TBD account. These must be changed in order to encumber the funds and before the lines are vouchered against.

Reminder – Annual Contracts and Authority Orders

Last year OSF had numerous audit findings because Purchase Orders were dated after the invoice date or not encumbered within a reasonable time. Most often they were related to authority orders or annual contracts. Remember to review all authority orders and annual contracts and set up the 2008 Purchase Orders as soon as you receive your funding.

New TBD Update Program

In July a process will be implemented where OSF will change the TBD account code to the correct account code for agencies. In order for OSF to run this process the user must enter a Fund, Class, Department, Bud Ref and a good budget date. If there is no Class on the document this process will not be done for the agency. If you do not have a valid budget you will receive an error and you will need to fix it.

If this process is not done for an agency or you don't wish to have it done please notify OSF. You will need to see **Compliance Requirement for POs** to change your TBD accounts manually.

Budget Dates on REQ's & PO's

As a reminder, POs are connected to Requisitions. Therefore, if sourcing a REQ to a PO, do not change the budget date on the PO to a future year. If the PO needs to be for a future year, the REQ should be fixed for the correct funding and budget date before sourcing to the PO. At that point, the PO can have a future year budget date. This should stop prior year budget errors.

Failure to follow this procedure will cause current year available budget to be decreased by the amount of the REQ moved to the subsequent year on the PO.

Internal Controls Corner – Some General Reminders

OSF is currently creating a chapter in the OSF Procedures Manual on Internal Controls. Excerpts will be included in the Internal Controls Corner in the coming months:

The importance of an agency's internal controls for administrative, fiscal and program operations cannot be overstated. Internal controls that are properly utilized, documented, and updated will assist managers and finance officers in protecting the state's assets and maintaining the public trust. Agencies that are not in compliance with accepted internal control requirements are subject to potential problems.

The responsibility for the development and implementation of internal accounting and administrative control systems of an agency rests with the agency head, managers, and finance officers of each agency. The Office of State Finance and other central service agencies have internal controls for centralized functions at the statewide level. However, this does not reduce the importance of internal control systems related to centralized activities at the agency level.

A large percentage of dollars that state agencies spend are Federal funds. The emphasis on internal controls by the Federal government is ever increasing. State agencies that accept Federal funds are responsible for monitoring the use of those funds, even when the grants are passed through to one or more non-profit providers or other government agencies (sub-recipients).

Whenever a major reorganization occurs agencies face specific risks such as erroneous spending, operational failures, violations of laws and fraud. The need for reviewing internal controls is especially urgent when a significant change occurs such as creation of new programs, additional agency duties, or budget cuts. Agencies must monitor the changes being made to make certain that these are handled correctly. A good starting point for management is to evaluate the existing internal controls within the agency or department prior to the reorganization or increases in responsibility.

Minimum requirements for internal controls at the agency level are listed below:

- All operational areas of an agency have written documentation of its policies and procedures.
- A person responsible to perform the duties of the Internal Control Officer reports directly to the agency head, and is designated by the agency head as responsible for the agency internal controls.
- These duties cannot be performed by the internal auditor of the agency.

- Internal controls should be reviewed and updated on an annual basis at a minimum. Agencies must review changes to operations and incorporate these changes into a revised plan.
- Any unaccounted for variances, losses, shortages, or thefts of funds or property must be reported to the agency head and the Office of the State Auditor and Inspector.
- All agencies should develop a written internal control plan.

Internal control is the responsibility of every state manager. Managers (including unit, division, department, and program managers) should view this chapter as a starting point and make their own decisions about the internal controls necessary within the programs or activities that they manage.

Benchmarking Kickoff Meeting

Benchmarking has long been used in the private sector as an effective tool to support operational changes and process improvement, resulting in increased efficiency and reduced administrative costs. The Office of State Finance on behalf of the State of Oklahoma is teaming with the other states through the National Association of State Auditors, Comptrollers, and Treasurers (NASACT) and a consulting firm in a benchmarking program for state governments. At least 7 other states have already completed all or parts of the NASACT program. Oklahoma will begin one segment (finance) of this program in the coming weeks.

A “kickoff” meeting and training will explain the process to agency personnel who will be submitting the data. Follow up training and workgroup sessions will also be provide to assist agencies with the data compilation process. Each agency finance director or finance officer should plan to attend or send a representative to the kickoff meeting.

What: Benchmarking Kickoff Meeting
When: Tuesday, June 19, 2007
Where: Concourse Theater, State Capitol Complex
Who: All agency Finance Directors or Finance Officers (or a representative)
Time: 1:00 to 4:30 pm
