



DEPARTMENT OF FINANCIAL SERVICES

<b>Meeting Name:</b>	<b>ICOFA/State Agency Meeting</b>
<b>Date:</b>	<b>May 9, 2013</b>
<b>Time:</b>	<b>9:30 am – 11:30 am</b>
<b>Location:</b>	<b>Room B103, Fletcher Building</b>

**I. Agenda**

- Welcome
- Introductions
- Salary Documentation
  - Timesheets
  - Effort Reports
- Ledgers
- Travel
- Invoices
  - Electronic Copies
  - Timely Submission
- Closing Remarks
- Adjournment

**II. Attendees:**

**University Representatives**

FSU Angie Rowe  
FSU Roberta McManus  
ICOFA Kate Hebert  
UF Brenda Harrell  
UF Tiffany Schmidt  
UF Brad Bennett  
USF Beth Dhondt  
USF Keith Anderson



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### **Agency Representatives**

DACS Kelly McMullen  
DACS Debbie Campa  
DCF Agnes Easom  
DCF Rhonda Reed  
DEP Lydia Louis  
DEP Gwen Godfrey  
DJJ Kedra Lewis  
DJJ Libby Grimes  
DOT Darryll Dockstader  
DOT Chris Craig  
FWC Angie Robertson

### **DFS Representatives**

Christina Smith  
Rick Sweet  
Mark Merry  
Laura Anderson

### **III. Meeting Minutes:**

- **Salary**

Effort reporting is based on Federal guidelines. Timesheets are not kept by salary employees. Each University conducts a true-up that professors/project employees certify. Future contracts would need to contain language for estimated effort and true-ups. A hold back amount may be beneficial.

**Action Items:**

1. University representatives to provide sample language for effort reporting and true-up. Provide semester dates of when true-up is completed.



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Provide example of effort report certification and link to effort report employee training or white paper.

2. DFS will review OMB circular regarding “effort reporting”.

- **Ledgers**

Accounting system ledgers may be sufficient documentation if they contain the necessary level of detail for cost, including description of items purchased.

**Action Items:**

1. University representatives to provide a ledger example that includes detail of costs.
2. State Agency representatives will discuss with grant managers whether the documentation that is being received is sufficient to support allowability and reasonableness of expenditures.
3. DFS will review current memos related to cost reimbursement documentation requirements. DFS will draft language for documentation requirements as a 2 step process for sampling expenditure documentation.

- **Travel**

Contracts need to specify allowable travel. The budget and budget narrative should identify the type of travel that is allowable. One day trips must provide justification and how it relates to project.

**Action Items:**

1. University representatives will provide authorization and reimbursement travel forms, operating procedures for supervisor approval of travel and electronic signatures for review.
2. DFS will review s. 112.061, F.S., travel rules and related memorandums.



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- **Invoices**

Compiling and submission of multiple hard copies of invoices is costly to the universities. Some state agencies are accepting electronic invoices.

**Action Items:**

1. State Agency representatives will review contracts for outstanding invoices that have not been submitted and contact the respective university.
2. DFS will create a vendor list that identifies multiple vendor sequences for same university/same address to be reviewed by University representatives for cleanup of vendor file.