



DEPARTMENT OF FINANCIAL SERVICES

Meeting Name:	ICOFA/State Agency Meeting
Date:	April 1, 2014
Time:	10:00 am – 11:00 pm
Location:	Room B103, Fletcher Building

I. Agenda

- Welcome
- Introductions
- Outstanding Action Items
 - Salary
 - Effort Reporting/True-up sample language
 - Semester Dates of True-up completion
 - Travel
 - Form review
 - Invoices
 - Clean-up of Vendor File
 - Executive Summary of Issues/Resolutions
- Closing Remarks/Going Forward
- Adjournment

II. Attendees:

University Representatives

FSU	Roberta McManus, Angie Rowe, Trey Bauer
UF	Tiffany Schmidt, Brenda Harrell, Brad Bennett
USF	By phone
ICOFA	By phone

Agency Representatives

DCF	By phone
DEP	By phone
DJJ	By phone
DOT	Chris Craig, Darryl Dockstader (by phone)

DFS Representatives

Christina Smith, Mark Merry, Laura Anderson, Kwesi Gray, Angie Martin, Renee Hermeling
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III. Meeting Minutes

- Salary
 - ICOFA provided sample language that was accepted
- Travel
 - Updated university travel forms will be submitted to the Bureau of Auditing by June 30 for review
- Invoices
 - Universities will submit vendor sequences that may be deleted by May 31 to Bureau of Vendor Relations
- Executive Summary of Issues/Resolutions
 - Draft Executive Summary will be sent to participants for review. DFS will create a link on the Division of Accounting and Auditing website for State Universities. Information derived from the ICOFA-State Agency meetings will be included on this link