



DEPARTMENT OF FINANCIAL SERVICES

Meeting Name:	ICOFA/State Agency Meeting
Date:	February 6, 2014
Time:	10:00 am – 12:00 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
 - Ledgers
 - State Agency review of current documentation submitted
 - Travel
 - Submission of alternate forms by Universities for review and approval
 - Use of University owned vehicle
 - Invoices
 - Outstanding Invoices
 - Clean-up of Vendor File
- Closing Remarks/Going Forward
- Adjournment

II. Attendees:

University Representatives

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

Agency Representatives

DACS Kelly McMullen, Debbie Campa
DCF By phone
DEP By phone
DJJ By phone
DOT Jim Lane, Chris Craig, Darryl Dockstader
FWC Angie Robertson

DFS Representatives

Christina Smith, Mark Merry, Laura Anderson, Rachael Lieblick, Kwesi Gray

III. Meeting Minutes

- Salary
 - ICOFA will provide effort report language and true-up dates
- Ledgers
 - DFS recommends state agencies conduct a post-audit review of sampled expenditure documentation. The state agencies will use their discretion in implementation.
 - If DFS conducts an Expanded Audit of Payment and the state agency is unable to submit the requested documentation by the due date, the state agency may call DFS and request a 1 week extension.
 - DEP will provide current example of contract language regarding documentation requirements for DFS review. (New action item, # 13)
- Travel
 - DFS will review the previously submitted travel form documentation and notify ICOFA/State University if there are material discrepancies.
 - Alternate forms may be approved by DFS if they contain all necessary information as required on the official State of Florida Travel Form.
 - There was discussion concerning how vehicle use should be reimbursed, mileage v. fuel costs. DFS will review s. 112.061, F.S. (New Action Item # 14)

- Invoices
 - Partial payments were discussed. Invoices are reduced by a state agency by striking through line items or a revised invoice is requested from the State University.
 - It is unknown how invoice processing is disseminated in Advancing Accountability and the DMS Contract Manger Training. DFS will review. (New action item # 15)
 - The Statewide Vendor File records for state universities are still under review. The Bureau of Vendor Relations will provide additional information to the State Universities regarding the date when the vendor sequence was last used.

- Additional Action Item
 - DFS will prepare an Executive Summary of issues/resolutions. This summary will be posted to the web for instructional purposes.

- Proposed Date/Time for next meeting
 - The proposed dates for the next meeting are March 26 or 27 from 2:00 – 3:00. A conference call in number will be provided.