

Task Instructions

Task ID: COMM01

Task Name: *Share Chart of Accounts Design Kickoff Materials*

Task Due Date: 09/20/2019

Task Overview

All State organizations were invited to participate in the Chart of Accounts (COA) Design Kickoff meeting on September 11, 2019. COA Design Kickoff materials are posted to the [Meetings & Workshops](#) page on the Florida PALM website. Agency Liaisons are requested to share these materials with their organization's identified COA Design Kickoff meeting participants and other staff who are familiar with the organization's current accounting and budgeting structure.

Task Instructions

Please work within your Change Champion Network to coordinate who will be completing each of the items involved with this task.

Instructions
1) <i>Share COA Design Kickoff materials with your organization as appropriate.</i>
2) <i>Confirm COA Design Kickoff participants review these materials with other individuals who are familiar with the organization's current accounting and budgeting structure.</i>

Supporting Materials & Resources:

- [COA Design Kickoff meeting materials](#)