

**Meeting Details**

<b>Meeting Date</b>	Tuesday, May 12, 2015	<b>Meeting Time</b>	9:00 am to 12:00 pm
<b>Meeting Location</b>	Betty Easley, Room 180		
<b>Meeting Objective</b>	Review and Discuss Draft TRM Level 2 Flows and Process Models		
<b>Invitees</b>	<p><u>Level 2 SMEs:</u>            Bert Wilkerson (Treasury), <del>Melisa Hevey (Treasury)</del>, Miriam Gray (Treasury), Jennifer Pelham (Treasury), Kathy Ward-Adkins (Treasury), <del>Teresa Bach (Treasury)</del>, Pedro Morgado (Treasury), Benjamin Nash (DEO), Betty Caswell (DEO), Wynette Rogers (DOR), Wendy Wu (DOR), Gina Ballard (DFS), Angie Martin (DFS), Tanya McCarty (DFS)</p> <p><u>Florida PALM BPS Team:</u>            Deana Metcalf, Gary Schneider, Jordan Landreth, Stanton Beazley, Brenda Lovett, Deb Gries, Julian Gotreaux</p>		
<b>Attachments/ Related Documents</b>	TRM Level 2 Workgroup Meeting #1 Notes (05-05-11) Revised Draft Level 2 Process Flow and Narrative (05-11-2015) V 1.1		

**Meeting Topics**

<b>Topic</b>	<b>Presenter</b>	<b>Allotted Time</b>
Welcome <ul style="list-style-type: none"> <li>• Overview of Agenda</li> <li>• Participant Introductions (<i>if new participants</i>)</li> <li>• Recap of Action Items</li> </ul>	Deana Metcalf	<b>15 min</b> (9:00 am - 9:15 am)
Discussion of Changes made to TRM – Cash Position	Gary Schneider	<b>15 min</b> (9:15 am - 9:30 am)
<p><b>Notes:</b></p> <p>Gary discussed changes made to TRM Cash Position Process Flow:</p> <ul style="list-style-type: none"> <li>• SPIA deposits on the left – changed to show that they feed into the custodial account</li> <li>• SPIA withdrawals are on the same “SPIA” swim lane but on the right</li> <li>• Changes all of the interface cadences to “Multiple times daily”</li> <li>• Updated flow to reflect liquidity account feeding DDA</li> <li>• DEO swim lane removed and separate flow created</li> </ul> <p>The group recommended updates to the flow:</p>		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>Bert said we need to update the narrative for P2P schedule payments because it is not used for daily cash positioning</li> <li>TRM 1.13 was updated to feed into TRM 1.9</li> <li>TRM AE 1.14 “Custodial Account” was changed to “Custodial Bank Account. This also needs to be updated throughout flow and narrative</li> </ul>		
<p>Deeper Dive in Level 2 Flows and Narrative for TRM - Investments</p>	Deana Metcalf	<p><b>45 min</b> (9:30 am - 10:15 am)</p>
<p><b>Notes:</b>                      TRM Investments Flow</p> <ul style="list-style-type: none"> <li>This is specifically for treasury investing</li> <li>Treasury’s investment group meets periodically to determine ideal investment portfolio</li> <li>External managers manage the long term and intermediate investments</li> <li>Internal managers manage liquidity and short duration investments</li> <li>Updated TRM AE 3.2 to “Record portfolio reallocation” to capture what’s allocated to each portfolio</li> <li>Treasury is buying and selling investment every day (it’s done outside the accounting system)</li> <li>Trade information is sent and recorded via multiple external systems, email or via a phone call</li> <li>Internal trades are recorded at the detail level (“Ticket”)</li> <li>Future state will generate a file recording internal trade information to send to custodial bank in real time</li> <li>TRM IP 3.10 transmits internal and external transactions back to Florida PALM</li> </ul>		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>• External trades are recorded/captured monthly currently but can be captured more frequently in Florida PALM</li> <li>• Treasury will need to determine the level of detail to record external trade information at in Florida PALM</li> <li>• Flow was updated to remove line from TRM CP 3.11 to TRM AE 3.14</li> <li>• Interest and Fees are calculated daily but apportionment is done monthly</li> <li>• TRM IP 1.2 is SPIA ADB that goes into apportionments</li> <li>• Lines and arrows were updated to reflect flow between boxes</li> <li>• TRM AE 3.14 was renamed to be earned interest calculations</li> <li>• Updated TRM 3.15 to go to CSH AE 2.7 (interest apportionment) but it's really anything we are apportionment, realized gains and loss, amortization of discounts and premiums,</li> <li>• Updated TRM 3.15 to read "Systems apportions investment earnings and feeds on ADB (by account/fund)"</li> <li>• Agencies book fees that treasury charges them but agencies do not see fees for investment management because they are netted from gains. Future system will capture both</li> <li>• Updated TRM CP 3.11 to reconcile investment in Florida Palm with Custodial Bank Account</li> <li>• Updated flow to add off page connectors from TRM AE 3.16 to TRM AE 7.18 System needs to sub allocate to CAP(collateral management --- maintaining cash collateral for agencies - all in one trust fund maintained by treasury for all agencies - this is invested in SPIA) and CRA</li> <li>• CASH Investments - allows Interest to be tracked at sub account level</li> </ul>		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>Updated flow to add connector from TRM AE 3.16 "Post SPIA Apportionment" to TRM AE 7.17</li> <li>Updated flow to reflect CAFR report --- Record CAFR detail needed to auto generate CAFR report</li> <li>On CSH AE 2.7 We provide a quarterly interface to CAPS - collateral administration allocation program (treasury system operating through trust fund) system - keep track of all collateral the treasury holds</li> </ul>		
<b>Break</b>		<b>15 min</b> (10:15 am-10:30 am)
Icebreaker	Deana Metcalf	<b>15 min</b> (10:30 am-10:45 am)
Discussion of Changes made to TRM - Establish Revolving Fund and Operation Revolving Fund flows	Gary Schneider	<b>15 min</b> (10:45 am-11:00 am)
<p><b>Notes:</b>          Reviewing Action Items:          TRM - Establish Revolving Funds</p> <ul style="list-style-type: none"> <li>Added a control point TRM CP 6.6 to show review of documentation</li> <li>Added a box for setting up a bank account in Florida Palm (would like Treasury to do this for all accounts) trying to have control over all the accounts the state has</li> <li>Added a connector from TRM 6.2 "Review revolving funds request" to R2R to validate the revolving funds to see if there is an account already open</li> </ul> <p>TRM - Operating Revolving Funds</p> <ul style="list-style-type: none"> <li>Added control point to monitor cash position and determine amounts available for investment/disinvestment</li> <li>Added TRM IP 1 for agency to interface their business systems and pull in revolving funds activity in the account register</li> </ul>		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>• Added TRM IP 7.20 transmit CRA investment Transactions/balance to agency business systems</li> <li>• Moved TRM IP 7.20 on top of TRM AE 7.19</li> <li>• Changed TRM 7.15 to “Wire funds to/from SPIA/CRA”</li> <li>• Changed AE 7.19 system apportions interest and fees to agency participants to include at the lowest level</li> <li>• Several reports were added:                             <ul style="list-style-type: none"> <li>• Error report off 7.12 showing any errors when file uploaded into Florida PALM</li> <li>• Interest apportionment report off TRM 7.18 (looks like report from investment flow)</li> <li>• CRA bank activity report off 7.9</li> </ul> </li> <li>• Added monthly treasury reconciliation of CRA report and process step. Need to further show that if there are exceptions - there could be system corrections/adjustments by bank or accounting updates in the system</li> <li>• Updated to add report for “Revolving Fund Balances” out of FLORIDA PALM next to TRM AE 7.4</li> <li>• Paper bank statements should be scanned into Florida PALM</li> <li>• There is a policy in the works to determine the frequency of reporting and level of detail for Revolving funds (vendor or summary level)</li> <li>• A report was added to TRM 6.7 for an inventory report of what accounts have been setup</li> </ul>		
Deeper Dive in Level 2 Flows and Narrative for TRM – Closing/Balance Change & CMIA	Deana Metcalf	<b>50 min</b> (11:00 am–11:50 am)
<b>Notes:</b> TRM – RF Closing/Balance Change		

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>• Added report by TRM 8.11 to show closed accounts</li> </ul> <p>TRM – Bank account setup</p> <ul style="list-style-type: none"> <li>• Changed name to Outside Banking Services</li> <li>• Added CSH R3 report of clearing and revolving accounts and CSH R4 report of Annual Report of outside banking services contracts</li> <li>• Will discuss further at next meeting</li> </ul> <p>TRM – CMIA</p> <ul style="list-style-type: none"> <li>• Flowing Treasury side of CMIA, there will be integration with GAC</li> <li>• Updated flow to change TRM 9.2 to “calculate” instead of identify top 90% of grant programs based on expenditures of audited SEFA</li> <li>• TRM 9.8 and 9.6 should be process boxes even though they are reports, there is a process of generating and keying</li> <li>• Should have a KPI for grant/draw clearance performance – time you draw funds from the time funds leave the bank</li> </ul> <p>Next meeting will review DEO process for UC/RA employment comp and Treasury reconciliation flows</p>		
<p>Close Meeting</p> <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Homework</li> <li>• Next Meeting Date / Time / Location</li> </ul>	<p>Jordan Landreth</p>	<p><b>10 min</b> (11:50 am-12:00 pm)</p>

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Update the narrative for P2P schedule payments on cash positioning to reflect used for future decisions and not daily cash positioning	TRM BPS Team	05/20/2015
2	Custodial Account should be changed to Custodial Bank Account flow and narrative	TRM BPS Team	05/20/2015
3	TRM 3.15 should flow to posting interest instead of funding payments in Cash – need to change the “Off page” connector	TRM BPS Team	05/20/2015
4	CSH narrative for AE 2.7 needs to be updated to add that is covers the general revenue apportionment	TRM BPS Team	05/20/2015
5.	CSH narrative on CSH AE 2.7 needs to be updated for CAPS – collateral administration allocation program	TRM BPS Team	05/20/2015
6.	Monthly treasury reconciliation of CRA report needs to be added and include exception process	TRM BPS Team	05/20/2015
7.	Add narrative for 7.8 that these bank statements should be scanned and attached	TRM BPS Team	05/20/2015
8.	Discuss Outside Banking Services Flow and purpose at next meeting to ensure reflects what we need	TRM Workgroup	05/20/2015
9.	TRM 9.8 and 9.6 should be process boxes and floater reports should be added	TRM BPS Team	05/20/2015
10.	Add KPI for grant/draw clearance performance	TRM BPS Team	05/20/2015
11.	Update narrative for all changes made to flow during meeting and clean-up lines and boxes on flow diagrams	TRM BPS Team	05/20/2015
12.	Schedule meeting with DEO & Treasury to discuss UC/RA process	Deana	05/15/2015
13.	Meeting with Vendor Relations on Wire set-up process. Will be held in conjunction with P2P group. (AI carried over from previous meeting)	Deana/Deb Gries	05/30/2015
14.	Meeting with Treasury and Bureau of Financial Reporting to finalize accounting	Deana	06/30/2015

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
	entries. (AI carried over from previous meeting)		
15.	Follow-up with PAY Team for payroll tax disbursement account that was removed from TRM flows. (AI carried over from previous meeting)	Deana	05/20/2015

Requirement: Have a separate GL account for the CRA