



**FLORIDA ADMINISTRATION SERVICES MEETING**  
**Friday, May 17, 2024**  
**9:00 a.m. to 11:00 a.m.**  
**The Florida Lottery – Powerball Conference Room**

<b>Agencies Represented</b>	Department of Corrections, Department of Financial Services, Department of Law Enforcement, Department of Management Services, Department of Military Affairs, Department of Transportation, Department of Veterans Affairs, Florida Lottery, Commission on Offender Review, Department of Children and Families, Division of Administrative Hearings, Department Fish and Wildlife Conservation Commission, Department of Juvenile Justice, Legislature, Agriculture and Consumer Services, Florida Retirement System, and Florida Citrus.
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**Opening Remarks**

**Mark Merry**

- Introductions

**Department of Financial Services (DFS)**

**Director's Office**

**Renée Hermeling**

- Records Management – Invoices from Department of State
  - If you have outstanding invoices, you need to get them paid.
  - Question – Who is the contact at the Department of State (DOS)
    - Antonio Murphy [Antonio.Murphy@dos.myflorida.com](mailto:Antonio.Murphy@dos.myflorida.com)
    - Gina Jones [Gina.Jones@dos.myflorida.com](mailto:Gina.Jones@dos.myflorida.com)
- Reconciliation – Departmental -> Central
  - Consider developing a process if you do not have one.
  - This will become more important the closer we get to Florida PALM.
  - Be prepared to discuss your agency process at a future FASM meeting.
- Data Clean-up – Update
  - There is a pause due to a technical change.

- User Acceptance Testing (UAT) will need to be completed.
  - Once UAT is completed, Accounting and Auditing (A&A) will reach back out to restart this after year end, to purge some records.
    - Will result in TR10 to reverse year to date balances and TR11 to reverse life to date balance.
- Revenue Standardization – Update - segment 3 design sessions
  - Reconciliation of titles:
    - Remapping the titles and working with Florida PALM to make sure everything is accounted for.
    - 2-3 weeks A&A will be republishing the drafted revenue list with better mapping and using the state standard.
    - Florida PALM is republishing their list.
    - Both lists together should have information needed for agencies to map current used codes to new Florida PALM accounts.
- Payroll Adjustments – Update -
  - BOSP completed the Quality Assurance Review (QAR) on payroll adjustments for each agency and published on the website.
    - [Payroll Adjustments Link](#)
    - Reduction in prior year adjustments need to be handled before Florida PALM Payroll launch.
    - Narrative provided for the adjustments.
  - DOT Question: These do not match their numbers.
    - Renée Hermeling suggested that DOT review the narrative to see if explains the difference.

**Office of Florida Financial Education (OFFE)**

**Lisa Herron**

- SAM training rescheduled for 6/4
- CMS Training Feedback
  - Survey will be sent out to gather feedback from agencies.
    - The format of the training will be more like the FLAIR Fundamentals type training format.
- People First LMS Training Opportunities
  - On-demand Reporting training will be published before the end of the fiscal year.
  - Year-end workshop will be published early next week.

- New Agency Guide – Update
  - Currently in review internally and planned to be sent out to agencies in the next couple of weeks.
  - Agencies will be asked to review and provide feedback by late August.

## Roundtable Topics

Mark Merry

- Clearing PCard charges that are late.
  - 2,052 charges still in the system that are late.
    - [Handout Link](#)
  - Anything beyond 10 days, is considered late.
- A&A Invoice Requirements Policy – Update
  - BOA is working on standards for voucher submissions, due to agencies processing these all different
  - Some come in overloaded over 200 pages.
  - Question - Will there be an implementation period for agencies to adjust?
    - Mark shared that it will be simple enough for us to adapt.
    - We are trimming documentation not adding documentation.
    - You probably are already submitting the documentation that is required - we just want you to submit less.
      - Invoice
      - PO
      - Acknowledgement that goods/services were received.
      - Budget
  - DOT Question – Is there a timeline for these standards?
    - Framework has been created.
    - Exposure draft will be sent to agencies to get feedback.
      - Not before year-end
      - Within the next 6 months
  - DOT Question - Will Florida PALM be the main record keeping system?
    - No, it will not be for document storage; an attachment policy will be provided.
      - Standardization of what we expect to support payments.
- Year-end Calendar Update – Posted!
  - Yearend calendar is posted.
  - Same as year to year but the dates have changed.
- A&A Memo #23 – State-Owned Tangible Personal Property and Property Record Retention – Update

- If an item is fully depreciated, can we delete it?
  - No. Chapter 273 outlines the state owned tangible personal property requirements.
    - OCO, 5,000 limit and it is still on the books even though it is zero amount,
      - Still considered an asset.
      - This is for Financial Reporting, and you still need to track them.
    - Attractive items like guns and tools, even if it is depreciated but still in use, it needs to stay on the books.
    - If it is not in use, then follow the process/steps in chapter 273.055.
      - Inventory tracking
      - Separation of duties
- CFO Memo #24 – To Provide Guidance on Standardized FLAIR Batch Uploads Statistics – Update
  - Analysis for batch loads
    - PC uploads
    - MFT server
    - 66% which is two thirds of all payments are the result of a batch load.
    - Does not include central, strictly departmental FLAIR.
- Advance Payment Approval Memo – Update
  - Updating this memo per section 215.422
  - This memo is tied to subscriptions, software licenses, and software maintenance.
  - For financial statements, there is a concept of prepaid.
    - Think about car insurance. You pay and you get coverage.
    - Expense each month and then at the end of the year, you have a prepaid asset moving forward for the rest of your coverage.
    - Understand that pre-paying will result in cost savings to the state because software companies result in a discount if the payment is made early.
- Storms – Lessons Learned
  - DOAH was just closed. No operations.
    - They do not give laptops out to anyone other than judges.
    - Very antiquated - but are making adjustments to prepare for the next incident.
  - DOACS generators didn't turn on as expected!
  - Biggest struggle was that people did not have power and could not work.

**Adjourn**