



Financial Policy Workgroup Meeting Minutes

January 16, 2025 / 2:30pm – 4:30pm

Agencies Represented	Agency for Health Care Administration, Department of Children & Families, Department of Corrections, Department of Elder Affairs, Department of Emergency Management, Department of Environmental Protection, Department of Financial Services, Department of Health, Department of Legal Affairs, Department of Management Services, Fish & Wildlife Conservation Commission, Florida Lottery, Gaming Control Commission, Justice Administrative Commission
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Opening Remarks and Introductions:

- The goal of the workgroup is to increase understanding, ownership, and adoption of financial management policy.

Draft Policy Topic Discussion:

- A&A Request Processing Time
 - These are high level summaries of the policy and not the final policy.
 - Timelines will change as Florida PALM Financial and Payrolls is implemented.
 - Points of Contact for emergency actions are required.
 - Contact PMT at AcctAudPMT@MyFloridaCFO.com if you need more information about completing the process.
 - This list does not replace the list collected by the Bureau of Financial Reporting.
- Advance Payments and Prepayments
 - Policy has an expectation that entries in MyFloridaMarketPace will also include a certification or completed receipt that goods/services were received.
 - This policy will clarify existing policy.

Discussion of Policy Topics:

- PCard – Use of Employee ID
 - Many agencies only use Employee ID on PCard transactions.
 - Several agencies have legitimate and approved reasons for not including employee IDs (e.g., payments made for witnesses, payments made for undercover officers) Approved travel agents are available to assist with non-employee (e.g., board member state travel) For employees that are no longer active with the State, their IDs are usable for six months after their last payment.
 - To use your PCard to pay for someone else’s travel, you must be an approved travel agent, then use your own Employee ID.
 - Agencies must include how travel agents will be used in their approved PCard plans.
- Revolving Funds
 - Should agencies be required to record revolving fund activity in Florida PALM beyond the initial setup as a local fund?
 - Confidential payments will not have many details.



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- Smaller vendors with small value transactions may be batched. Details of the batch need to be retained for auditing purposes.
- A&A recognizes the need for confidentiality in select situations.
- The goal is to reduce the number of Revolving Funds in use throughout the state agencies.
- Department of Financial Services (DFS) would like to follow up with agencies regarding to their uses of revolving funds and improving the process.
- Florida PALM processing timeline may allow for same day processing, reducing the need for revolving funds.
- Escheatment is a challenge with revolving funds.
- Accounts Receivable Collections Write-Off
 - Some clients of state agencies cannot be turned over to collections systems and their balances are not expected to be paid off due to the nature of the services provided, clients' financial situation, or statutory requirement to provide services despite amounts owed.
 - Some agencies write off the debt but keeps it active in their systems in case the debtor requests services in the future.
- Management Framework
 - Some agencies already have a framework in place.
 - DFS can provide guidance on suggested components and things to avoid in creating a management framework.
 - DFS will not be certifying and approving frameworks, they will be self-certified on a regular basis and available to be inspected by DFS upon request.
 - "Maintenance" in the presentation refers to maintaining access and maintaining the framework itself.
 - Consistency across agencies is the goal.
 - When DFS asked for examples of existing procedures related to batch jobs, responses were very light.
- Florida PALM recently issued guidance on using the interunit module.
 - SPIA – outside bank account
 - SBA – outside bank account
 - Consider getting the outside bank accounts set up as an EFT recipient rather than issuing a warrant.
 - Some agency business systems only accept purchasing cards.
- The Financial Policy Workgroup meetings are for agencies to give feedback on proposed policies and to propose new or updated policies. If you'd like to make suggestions, send them to AcctAudPMT@MyFloridaCFO.com

Next Steps:

- Next meeting is February 20, 2025, from 2:30pm – 4:30pm in Room 116 in the Larson Building, 200 East Gaines Street.