



Financial Policy Workgroup Meeting Minutes

October 17, 2024 / 10:00am – 12:00pm

Agencies Represented	Florida Fish & Wildlife Conservation Commission, Department of Environmental Protection, Department of Financial Services, Department of Health, Department of Corrections, Highway Safety and Motor Vehicles, Department of Children & Families, Justice Administrative Commission, Department of Agriculture and Consumer Services
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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:

- Period Closing
 - Closing with errors is acceptable when items are “in flight” or are actively being investigated / reconciled and must be resolved in a timely manner.
 - There is an expectation that Departments will need to verify warrants are paid.
 - 30, 60, 90-day outstanding warrant audits are still necessary.
 - Documentation will need to be available upon request.
- Reconciliations Between Systems
 - There is an expectation that there are Separation of Duties (SOD) in place for the Creating, Reviewing, and Uploading process.
 - Three people handling each process is preferred.
 - Smaller shops may not have that perfect SOD, but having only a single person is not recommended.
 - Need to have in place:
 - Preventative controls
 - Separation of Duties
 - Detection controls
 - "Preventative Controls" prevent, identify, and correct errors prior to processing.
 - "Detection Controls" identify errors after processing.
 - Someone other than the uploader/submitter needs to validate what was uploaded.
 - This expectation for SOD can be considered achieved as long as every process is documented and understood by everyone participating.
 - This is recommended for all agency business systems and interfaces to Florida PALM.



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- Redacting Sensitive or Confidential Information from Attachments:
 - 'CFD' will be used as an indicator in Florida PALM to signal that the transaction contains confidential or sensitive information.
 - This will support the preparer of Public Records requests to identify that the records contain sensitive information.
 - A&A does not recommend using this process.
 - A&A expects that agencies will not include sensitive and confidential information in Florida PALM.
 - The documentation must be redacted, prior to uploading as an attachment.
 - Agencies will need to consult with their General Council on what documentation should be marked confidential and be excluded or redacted.
 - Best practice is to not put confidential information in any business system and make it available upon request.
 - Redaction is permitted, consult your agency general council to confirm.
 - A&A will provide guidance on what information and format is required in cases where confidential information is required during an audit.
 - Guidance on what documentation will be needed for each 'Payment Type' during an audit is being created by the Bureau of Auditing.

Discussion of Policy Topics:

- GL Adjustments
 - The GL module has fewer controls than previous systems.
 - There should be a limit on who has access to perform adjustments in the system.
 - It is recommended that the agencies' financial statement team should be the only team that performs these adjustment entries.
 - Attachments are important for GL entries to support the entry and define the intent.
 - GL Adjustments should be treated as TR10s are treated today requiring approval from Financial Management Staff.
 - FWC creates a log of adjustments, as supported by a form that is signed by the approver.
 - Adjustment attachments should include the request for adjustment with justification and any other information to explain the adjustment.



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- Requiring Grant ID Usage on Payments for CMIA reporting
 - Several agencies would have large impacts due to this requirement but may not be as large of an issue if/when the Grants Module functionality is implemented within Florida PALM.
 - Expanded Grants functionality will not be implemented with Financial and Payroll segments.
 - Systems outside of Florida PALM are currently being used for this process.
 - The initial disbursement is posted in FLAIR without a grant.
 - Grant reallocations are batched into FLAIR after the agency has the necessary information to reallocate the transaction to the appropriate grant IDs.
 - Some agencies perform this monthly (Commerce) and others do this quarterly (DOH)
 - There are significant challenges to this proposal.

Supplier Records

- Some suppliers genuinely have reason for having multiple records:
 - Federal government
 - School systems (e.g. University of Florida)
 - Medical Providers
 - Suppliers with lots of physical locations (e.g., Konica Minolta)
- There is currently a struggle in getting vendors to maintain their information in MFMP.
- The more locations a vendor has the higher the risk there is for diversions and payments could be sent to the wrong place.
- Supplier Portal will not be replacing MFMP.
 - Intended to help DFS mitigate risk and make our process of onboarding vendors for payment easier.
 - Eventually will become the Florida PALM supplier file.
 - Currently unknown how the Supplier Portal will interact with MFMP.
 - Goal is to modernize our processes.
 - A&A currently cannot require vendors to use EFT.

Next Steps:

- Next meeting is November 21, 2024