



Financial Policy Workgroup Meeting Minutes

November 21, 2024 / 10:00am – 12:00pm

Agencies Represented	Department of Children & Families, Department of Commerce, Department of Elder Affairs, Department of Emergency Management, Department of Financial Services, Department of Health, Department of Juvenile Justice, Department of Management Services, Division of Administrative Hearings, Executive Office of the Governor, Florida Department of Corrections, Florida Department of Law Enforcement, Florida Gaming Control Commission, Florida Highway Safety and Motor Vehicles, Florida Lottery, Justice Administrative Commission, Legislative 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:

- GL Adjustments
 - A limit of five authorized people was confirmed as a suitable number to complete these GL adjustment (TR10) transactions.
 - Exceptions to this limit can be authorized by DFS on a case-by-case basis.
 - Justification will be needed to consider an exception.
 - Florida PALM is going to have new modules that don't necessarily line up with current responsibilities, so those who really needs access to the GL module should be reviewed and confirmed by each agency.
 - This policy is specifically for people that need roles in the system that directly post or approve GL adjustments in Florida PALM.
 - This is a separate group of people from those that load TR 10s.
 - Unique Agency interfaces and/or systems need to be considered.
 - The agency personnel that will be granted these GL adjustment roles will need to be familiar with their agency finance and accounting practices and how their actions in this role will impact the agency due to how powerful this role will be in Florida PALM.



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Discussion of Policy Topics:

- Advance Payments
 - There are currently issues when agencies want to pay a multiyear contract with current FY funds and this action is being denied by Accounting and Auditing (A&A).
 - We currently cannot approve these multiyear contract requests, but this action could be considered in 2027 or 2028 post go-live of Florida Palm and policy can be adapted with this change.
 - Purchasing Cards (PCards) have become an issue with advance payment requests.
 - Multiple program areas have unique situations concerning advance payments and it can be confusing.
 - Examples of subscriptions that agencies are currently using for requesting advance payment from A&A:
 - Community Based Care Services
 - Software subscriptions
 - The statute (216.81) that drives the current policy for advanced payments was written in 1987 and may not be as relevant to the current expectations from vendors.
 - If Office of Policy and Budget (OPB) will approve it, A&A can report on materiality of payments for virtual services or products.
 - There is a need to redefine what an advance payment is because how we're using the statute today doesn't line up with how things are in the modern world today.
 - Advanced payment examples:
 - Leases,
 - Hotels,
 - Car Rentals,
 - Cell Phones, and
 - Utilities.
 - Please provide further examples to the A&A Project Management Team inbox here: AcctAudPMT@MyFloridaCFO.com and we will log the examples for leadership review.



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- **Contracts Using Generic Suppliers**
 - Some contracts (e.g., construction) with contractors and subcontractors may require more than one supplier per contract, but these contracts are not common.
- **Request Processing Time**
 - Most agencies don't want to have rushed warrant requests and when they do come in, they're frequently from people outside of the accounting teams. Example:
 - Closings on buildings or property,
 - Witness fees, and
 - Settlements.
 - One to two business days should be enough time for requests to be processed.
 - There are times when a wire transfer is required instead of a warrant or EFT.
 - These unique situations require advance approval by A&A.
 - A policy will be issued to define the requirements for a wire transfer.
 - Some agency finance and accounting teams have a process in which vouchers are submitted to A&A for review prior to budget is available.
 - This enables A&A to audit the voucher, and resolve any issues, during the budget consultation process.
 - Once the budget is approved, A&A will be able to post the voucher and shorten the time required for the payment to be issued.
 - Emergency EFT authorizations will take a longer than a day to be authorized. This is an arduous process requiring participation by outside parties that cannot be done in one day.
- **Next Steps:**
 - Next meeting is December 19, 2024, at the same location.
 - January's meeting will be in a new location at 200 East Gaines Street.