



**FLORIDA ASSOCIATION OF
STATE AGENCY ADMINISTRATIVE SERVICES DIRECTORS
December 10, 2021 Meeting 8:30 a.m. – 10:00 a.m.
GoToWebinar**

Agencies Represented	Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Environmental Protection, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Law Enforcement, Department of Management Services, Department of Management Services – MyFloridaMarketPlace, Department of Management Services – Statewide Travel Management System, Department of Revenue, Department of State – Legislative Affairs, Department of Transportation, Department of Veterans’ Affairs, Fish and Wildlife Conservation Commission, Florida Commission of Offender Review, Florida Department of Citrus, State Courts and Justice Administrative Commission.
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Opening Remarks

Mark Merry

Department of Financial Services

Florida PALM

Melissa Turner

- **Production Support Update** – The Round Table events that are being held for agencies have had a great turn out with positive feedback from those that have attended. These Round Table events are taking place to have open collaboration on topics that will be affecting agencies with the operational portions of Florida PALM. Additional support options after the new year are PALMcasts (Florida PALM’s version of a podcast), as well as additional training support sessions: three in January, two in February, and two in March.
 - To take advantage of any of these resources online, visit:
<https://myfloridacfo.com/floridapalm/financialswave/meetings-workshops>

- Planned Updates – Florida PALM has a number of upcoming updates to look forward to:
 - New Consolidated CRA Report
 - Fund Selection on Disinvestments
 - Communication Protocols
 - Externally Managed Investments
- CMS Wave Lessons Learned – Florida PALM has taken an in-depth look into the thoughts of agencies regarding the CMS Wave. From this review, agencies were able to provide their feedback on what they felt went well and where there are opportunities for improvement. The information gathered from this analyzation will help guide future activities for future Waves.
- To view this presentation, visit:
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/FloridaPALMPresentation-December2021.pdf>

Director's Office

Renée Hermeling

- Interest Apportionment Process Change – There will be a business process change in the way that interest apportionment is posted each month. Interest for the prior month will now be posted as of the first day of the current month (for example: December's interest will be posted as of January 1). An important time to remember this change will be during fiscal year-end. This will also impact the GR Service Charge report, as interest will be reported one month in arrears (December interest will be reported on the 3rd quarter report).
- Florida PALM Important Date – A Florida PALM Round Table event will be held on Wednesday, December 15, to discuss operational topics. All users are encouraged to join into this training and discuss important topics with other professionals that are experts in their field.
- Agency Learning Opportunity – A collaborative training with the Florida PALM training team and the Office of Florida Financial Education training team will be held on the morning of Thursday, December 16, to discuss deposit monitoring.

Closing Remarks

Mark Merry

- 2022 FASAASD Calendar – The 2022 FASAASD calendar has been established considering all State holidays and busy periods of the year for agencies (i.e. Fiscal Year-End). All meetings have been scheduled bi-monthly.
 - To view this calendar electronically, visit:
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/2022FASAASDCalendar.pdf>

- Important Year-End Dates/AA Memo #15, FY 21-22 – This memo has been developed to cover numerous tax issues that are faced every year and should be reviewed in detail.
- Rule 6050X Update – A memo has been developed regarding remediation, restitution, and costs incurred to remain in compliance with the law.
- W-2 EIC – Each year, the enrollment numbers have slightly increased for the electronic delivery of W-2s. The deadline for enrolling in this service is January 5, 2022.
 - To register for this service, visit the State of Florida Employees' Information Center: <https://apps.fldfs.com/EIC/EmployeeInfoCenter>

Q: Can you discuss CFO Memo #21 – Information Reporting for Fines, Penalties, and Other Amounts and how agencies should implement?

A: An assessment of your agency is needed to determine where you have court orders and/or settlement agreements for restitution, remediation, or agreements for companies to incur costs to come into compliance with law. Tax software may be needed for 1098 printing automation.

Q: Can an object code be created to collect these items so Vendor Relations can issue 1098s?

A: This option has been considered but the law is very vague. After additional correspondence with the Internal Revenue Service, it has been determined that each agency head is responsible for their agency's 1098 development.

Open Floor

Adjourn