

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)
MINUTES – July 24, 2001

Attendees: Program Analysts, Administrative Officers
Recorder: Amanda Petitt
Location: ACT-1 Conference Room
Start: 1:30 PM

Joe Martirone –

- Opening Remarks – Joe expressed his gratitude to division managers for all their responses regarding the OPS funding reconciliation. Briefly went over the agenda items.

Eddie Harmelin – Handout

Yearend Procedures Memorandum - Draft of the Yearend Procedures memorandum was handed. Final version will be emailed to all AO's and PA's. See the memorandum for deadlines.

Larry Barts – Handout

ODF Review - All organizations serviced by the Technical Center Accounting Branch are now validating open obligations. The review is to be completed by August 31, and supports the annual 1311 fund certification requirement.

Larry will be supplying information to ACT-51 to assist in contract closeouts. Larry also discussed the need to review open documents funded with canceling appropriations. Money will come out of current year if outstanding bills are not paid by September 30.

Mike Chappine –

Accounting Update – Mary Storoz sent out a message that CPM will be open this week to update project numbers for FY 2002. Contact Mary if changes need to be made.

Web Based LDR Entry Form - The 60 employees of ACT-30 and ABZ will be beta testing the MMAC developed web-enabled LDR entry software for 3 pay periods during late August and September. Training on the web form was completed July 26. Utilization of the form will significantly streamline the labor collection process, especially for Time and Attendance Clerks.

CAS/LDR Web-Report Tool Selection - An FAA-wide user acceptance test is now underway on the software Business Objects, as the web report tool. There are 14 individuals participating from ARA. At the Technical Center, Mary Storoz, Dennis Steelman, Alex Storoz, Cari Law, and Cathy Bigelow are participating in the test. Feedback is now being gathered from all participants. ARA is still planned to go live with activity level LDR reporting during the Second Quarter of 2002.

Glenn Hansen

Te-Serve – Glenn will be meeting with ACT-200 users to get feedback on Te-Serve. He will present their issues to GELCO August 16. By the end of December all organizations should be up and running on Te-Serve.

Mary Ann Reynolds –

Discussed the FY 2001 Operations Appropriation Reconciliation that ACT-31 forwarded on July 12, 2001, to all organizations and staffs to validate their financial records. The information was due to Budget by COB 7/23. As of July 24, only four out of 12 organizations had responded to ACT-30. It was explained that it was very important that the organizations respond as soon as possible since ACT-30 had to respond to ARA-2 by July 25.

Updated the information on the third quarter reviews held with ARA RMT as follows: Operations appropriation meeting was scheduled for July 25/26; F&E was scheduled for 7/30; and no review was currently scheduled for R,E&D.

Discussed the Congressional Action on the FY 2002 Budget

House

Senate

OPS	LOB Reduction	ARA Requested Level
\$1,416.0 Staffing Adjust.	\$196,674.0	
Accountwide Adjust.		
\$9.0M Reduction		

F&E	\$1,500.0 Tech Ctr. Reduction	Requested Level
Facilities Line Item	\$11,000.0	

RE&D	\$295.0 Tech Ctr. Reduction	Requested Level
Facilities Line Item	\$12,545.0	

Conference Committee - No Date Currently Scheduled

For ARA Operations Organizations - Discussed that the FY 2002 meeting is currently scheduled for the week of August 20 at the Technical Center and that instructions/forms will be sent to them shortly.

NEXT MEETING: AUGUST 28, 2001; 1:30 P.M.; ACT-1 CONFERENCE ROOM.