

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)
Minutes – May 23, 2000

Attendees: Program Analysts, Administrative Officers
Recorder: Amanda Petitt
Presenters: Mike Chappine, Jim Hogan, Mary Ann Reynolds, Larry Barts, Eddie Harmelin
Location: ACT-300 Conference Room
Start: 1:30 PM

Jim Hogan – Budget

Second Quarter Review was presented by ACT-30/31 to the ACT Management Team on April 26, 2000, and this format will continue in the future.

To prioritize the Additional Requirements section from the review ACT-30/31 met with ACT-1/2. Then ACT-30 presented the strawman to the ACT Management Team on May 23, 2000.

An electronic version of the House Mark was distributed to the organizations via cc: Mail. No decision has been made regarding an Appeal to the Senate.

Reminder: any formal guidance received from ABU or AFM is posted on the ACT-30 website under Budget Information.

Michael Chappine – Accounting

The OIG has scheduled a visit to the Technical Center June 5 – 9, 2000. OIG will want to interview a sample of technical managers and employees to assess awareness in these areas. The audit will assess ARA's labor charging practices and costing methodology for facilities, and the soundness of business rules for cost allocations within CAS. They will assess accountability for F&E systems (technical facilities) and determine if depreciation for those systems is adequately depicted within the financial statements.

Cost Accounting System (CAS) Implementation – In early May, AFM-600 visited for 2 days to review and finalize specifications for ARA's facility accounting requirements within Peoplesoft. They do not plan to incorporate those specifications into Peoplesoft until at least January of next year due to other deployment priorities. Implementation by ARA implementation is still anticipated for around March 2001.

Travel Management Center (TMC) Award – The Travel Management Center contract has been awarded to Belle Meade Travel.

Travel Manager Conversion Problems – The Accounting Branch converted Technical Center users to the newest version of Travel Manager 7.1C during the weekend of May 13, 2000. Some problems occurred but the interface was fixed and we were back online by Monday, May 22, 2000.

Daily Purchase Card Invoice Downloads to Commence - May 25th, purchase data from Nations Bank will be downloaded to FAA's National Automated Credit Card (NACCS) System daily versus monthly. This will allow Cardholders visibility of most purchases in the system within 3 to 4 days of each transaction, rather than at the end of each month. They will now have the opportunity to update accounting records all during the month.

Mary Ann Reynolds - Budget

Budget Time Line: A handout was provided a handout on the major events in the Budget Cycle. Mary Ann explained that the Budget Office can be involved in the formulation and execution of the budget at the same time so that is why information requested from the organizations crosses several fiscal years.

Eddie Harmelin - Accounting

Yearend- A draft of the Yearend memorandum was given out to show what is required for yearend.

Larry Barts - Accounting

When you give out your line of accounting to another organization for an expenditure on an obligation, be sure to obligate it in the current fiscal year.