

## **FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP) Minutes - October 31, 2000**

Attendees: Program Analysts, Administrative Officers  
Timekeeper: Joe Martirone  
Recorder: Mary Granese  
Speakers: James Hogan, Mike Chappine  
Location: ACT-1 Conference Room  
Start: 10:00 AM

### **Joe Martirone –**

- Expressed his thanks to all involved in the FY 2000 yearend closeout. Job well done!
- During the week of October 23 the ACT-30 managers attended the Financial Management Forum in Washington.
  - The forum included a heads up from the IG Audit for 2001. Once again the IG will be looking at our real and personal property records.
  - The importance of our Human Capital was highlighted and the need to maintain our competencies. It was stressed that more resources are needed to support the development of our human capital and employees to have a responsibility to seek out learning opportunities.
  - The House and Senate staffers emphasized the need for writing concise budget justifications that are directly linked to performance goals and incorporates GPRA (Government Performance Results ACT) requirements.
  - Cost Accounting – Changes are being made to the Labor Distribution Process. These changes will impact the Time and Attendance process. More information will be distributed in the near future.
  - **ACTION ALL** - Open Document Review – you are required to send Contracts and Accounting another letter to once again document your request for review and closure of your open documents.

### **Jim Hogan –**

- Yearend Recap – The Technical Center Management Team was briefed on the final EOY Reserve Distributions for FY 2000. It was noted that almost everything identified on the Additional Requirements list was funded.
- Appropriation Status – On Monday, October 23, 2000, the President signed the Department of Transportation and Related Agencies Appropriation Bill. Public Law (P.L.) number 106-346 was assigned to the bill. (Handout provided)
- Manage to Budget – The Financial Management Division was tasked by the front office to develop a proposal for Manage to Budget, which is currently being worked on. The ACT-30 Division sent out a message requesting input from the Divisions. Please send your

issues, concerns or thoughts on the subject to Joe Martirone and/or Jim Hogan.

**Mike Chappine –**

- **ACTION ALL** – The Delphi implementation date is sometime in October 2001. Look at the website <http://idelphi.jccbi.gov> And get familiar with how it works.
- Credit card updates are encouraged at least once a week. The expenditures are updated every Tuesday and Thursday by accounting. Approving Officials should approve only after each item is updated by the credit card user.
- **Travel Manager** - The Department of Transportation will be implementing a web based system for travel. Rob Gross will assist with RFP implementation. Possible timeline is 2002. The present travel team is Glenn Hansen x6532 and Karen Mercer x6148.
- **ACTION ALL** - Review your accounting codes in CPM and note when adding codes Program Analysts should coordinate information with Administrative Officers to ensure only one project code is created for each project.
- **Visitors** – Brian Riley, ABU-1 and OPS OMB examiner, Kim Nakahara will be visiting the Technical Center around December 12-13.
- **Accounting Strings for Travel** – The instructions to adding / deleting / changing Travel Manager accounting strings are found on our website <http://inraweb.act.faa.gov/Webpages/Finance/index.htm>. It is important for your organization to setup these strings correctly.

**Next Meeting** scheduled for Tuesday, November 28 in the ACT-1CR at 1:30PM.