

Second Quarter

Staff Updates

Lee's Retirement

Lee Gilkey, the Treasury Manager for the last 15 years, is retiring. His last day in the State Accounting Bureau will be Thursday, December 31, 2015. Please take a moment to wish Lee the best in his retirement.

New Treasury/Warrant Writer Manager

We are very excited to announce that Neil Fryer has accepted the Treasury/Warrant Writer Manager position and began his new role on Monday, November 30, 2015. He and Lee Gilkey will be working side by side until Lee's retirement. Neil's experience, outside of our Accounting Principles and Financial Reporting Section (APFRS), includes managing accounting staff and overseeing accounts payable and accounts receivable processes and functions for a private industry company. Please take a moment to congratulate Neil on his new position.

1099-MISC Reporting

An email was recently sent out to the 1099-MISC contacts in each agency. Please contact us if this e-mail was not received by the proper individual for your agency.

We have updated the power point presentation from our past 1099 training and it can be viewed at [1099 Misc. Information \(2015\)](#). It is also available on the State Accounting Bureau's website under Quick Links.

Dates to remember:

January 15, 2016

- Deadline for agencies to have completed 1099-MISC adjustments for 2015
- Agency access to 1099-MISC adjustment screen is cut off at noon
- After cut off, please forward any further adjustments to WWU
- Interface 1099 files must be submitted to SABHRS by noon

January 29, 2016

- 1099-MISC forms are postmarked and mailed to vendors

February 26, 2016

- 1099-MISC files are transmitted to the IRS

If you have any questions regarding 2015 1099-MISC reporting, please contact Dulcie McNulty at 444-3133 or Jamie Wattnem at 444-5688.

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Next CSA Meeting:

Date: Tuesday,
December 15th

Time: 10 to 11

Place: Sanders Auditorium

Customer Service Satisfaction

The State Accounting Bureau is dedicated to assisting agency personnel on accounting and financial related questions. Our roles include:

- Maintaining MOM's accounting policies
- Assisting agency personnel with to SABHRS AM, AP, AR and GL modules
- Helping agencies with fiscal year-end activities
- Reviewing and posting journals containing maintained accounts
- Assisting agencies with vendors, account and fund setup in SABHRS
- Directing agency personnel to appropriate resources for function guidance

The State Accounting Bureau does not give advice on legal matters and encourages agencies to discuss such related issues with their legal department.

Survey

In order to provide better service and training to agencies, we will be sending out a survey in the near future seeking your input regarding State Accounting Bureau's level of customer service and training topics.

Policy Updates

We are looking for agency volunteers that would be interested in assisting us with policy updates, specifically MOM 371 CAFR Procedures and MOM 375 Fiscal Year-end Procedures. If you are interested, please contact Kristin Reynolds at 444-5584 or kreynolds2@mt.gov.

Successful CAFR Draft

State Accounting Bureau would like to express our appreciation to agency accounting personnel for their assistance in our completion of the FY15 CAFR draft. It is the combined efforts of everyone involved in the process that helps us achieve our objective of providing accurate and reliable financial information.