

# FY17 Fall Newsletter

## 1099-MISC/1042 Training

The Warrant Writer Unit (WWU) will provide a 1099-MISC/1042 training on November 16<sup>th</sup> at the DPHHS Auditorium from 9:00 to 11:00. This is a great opportunity to brush up on 1099-MISC/1042 reporting and take a look at some recent changes implemented by the IRS. Be on the lookout for an e-mail from the WWU with more details. Plan on sending at least one staff member to represent your agency.

## CSA Meeting

The State Accounting Bureau will hold a CSA meeting on December 8th at the Scott Hart Auditorium from 10:00 to 11:00. Part of the discussion for this meeting will include internal controls over the payroll cycle, therefore, .50 CPE will be available for attending. A full agenda will be e-mailed later this month.

## Procurement News

The State Financial Services Division (SFSD) has entered into exclusive contracts for office supplies, janitorial supplies, coarse paper, and trash can liners. Exclusive contracts require agencies to utilize the contracts, unless the same product can be found elsewhere less expensive and under the same terms.

The SFSD performs compliance reviews monthly to ensure agencies are not violating the exclusivity requirements of these contracts. Unfortunately, we continue to find examples of agencies not complying with these exclusive contracts. **Purchasing products from other suppliers exposes agencies to audit findings and possible reimbursement of profit to the state contrac-tors.**

Assistance with any of these contracts, or questions regarding what's considered an "office supply" can be directed to the State Procurement Bureau. Please help us comply with the conditions of the state contracts.

The State of Montana qualifies for the rebates through the use of the fuel cards, however, payments must be made on time in order to receive these rebates.

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## Accounting Forms

The State Accounting Bureau would like to remind agencies that all APFRS accounting forms have been updated to fillable PDF documents. The latest version of these forms must be used in order for the form to be processed. The forms can be located at <http://sfsd.mt.gov/SAB/AccountingFormsInfo>.

## SABHRS Tips and Reminders

Agencies should run the query MTAP\_CLOSURE\_BUDGET\_ERRORS monthly to identify vouchers that were closed but are failing budget checking because the budget was closed before the voucher was cancelled.

One of the two solutions will need to be completed to correct this issue:

1. If the voucher was created in a prior year but closed in the current year and the budget was closed, the agency will need to set up a reverted budget through the budget office.
2. If the appropriation is continuing, the agency should notify the SAB helpdesk. SAB will work with SABHRS to change the program year to the current year.

On many pages throughout the SABHRS Financials you may have noticed an icon with a question mark. Click this icon and a new window will open that contains helpful information about that page.

## Montana State AGA Chapter Revitalization

Several years ago a group of state agency accountants formed a statewide Association of Governmental Accountants (AGA) Chapter here in Helena, but somewhere along the way we got off course and our chapter became inactive. Thanks to the interest and efforts of DOA's Tami Gunlock we are working on revitalizing the Missouri River AGA Chapter in early 2017.

The AGA is a member organization for financial professionals in government, which focuses on assisting members build skills and advance their careers. Membership will provide networking opportunities among agency accountants, as well as with 100 AGA Chapters Nationwide, free and discounted continuing professional education (CPE) and training, access to online tools and resource libraries, and discounts on Certified Governmental Financial Manager (CGFM) fees.

For more information about the AGA see their website at: <https://www.agacgfm.org/home.aspx>. Over the next couple of months we will be sending out and gathering more information related specifically to our chapter needs. Please consider join us in our efforts to reactivate the Missouri River AGA Chapter by considering becoming a member.