

**Wyoming State Auditor's Office
Wyoming Annual Report
FY 2007**

General Information

Agency Name:

Wyoming State Auditor's Office

Director's Name and Official Title:

State Auditor Rita C. Meyer

Agency Contact Person:

Carolyn A. Teter

Agency Contact Phone:

(307) 777-5620

Mailing Address:

State Capitol, Room 114
Cheyenne, WY 82002

Web Address:

<http://sao.state.wy.us>

Statutory References:

W.S. 9-1-402; W.S. 9-1-403; W.S. 9-4-216; W.S. 9-4-217

Budget Information:

Expenditures for FY07 (July 1, 2006 through June 30, 2007): \$7,904,638.61

Wyoming Annual Report FY 2007

Name of Department: Wyoming State Auditor's Office

Report Period: FY07 (July 1, 2006 through June 30, 2007)

Wyoming Quality of Life Result:

Wyoming state government is a responsible steward of State assets and by the use of advanced technology ensures fiscal accountability, transparent to the public access of Wyoming residents.

Contribution to Wyoming Quality of Life:

As the State's comptroller and chief accountant and official custodian of state financial records, the Office acts as the chief steward of state financial and fiscal assets. The Office has the responsibility of providing a payroll and financial system capable of meeting or exceeding the requirements of state agencies as they are held accountable for the expenditure of public funds. Compliance is measured annually through the Office's production of the Comprehensive Annual Financial Report that is verified by an independent audit firm contracted by the Department of Audit.

Basic Facts:

The Auditor's Office has 26 authorized fulltime positions and 1 AWEC position. The current 2007-2008 biennium budget is \$16,010,383, all general fund.

The Office's primary responsibilities include:

Maintenance and operation of a statewide payroll system, used by all three branches of government, for the efficient processing of payroll expenses, payroll deductions, tax reporting and remittance on a monthly basis. This includes permanent employees, at-will employment contract employees, part-time seasonal employees, and the state apprenticeship program. We service approximately 12,000 personnel annually, translating to approximately 10,000 payroll checks each month.

Maintenance and operation of a statewide accounting system, used by all three branches of government, for the efficient accounting, payment, and processing of all accounts payables generated by state government, accounting and collection of all accounts receivables, reconciliation of all warrants and electronic funds transfer transactions.

Tracking fund balances and cash balances, which reconcile daily to the State Treasurer's account balances. We process approximately 700,000 transactions annually to over 100,000 vendors.

Production of the Comprehensive Annual Financial Report (CAFR) through the extraction of information from the accounting system, payroll system, and other data collecting systems. Compilation of the data is formatted in accordance with accounting industry standards, audited by an external audit firm and published for citizens and government use and reference.

Training agency fiscal staff on the use of the financial system, payroll system, and infoAdvantage report system, and providing constant Help Desk and one-on-one services for access by agency users. There are approximately 800 agency users on the financial system, and approximately 300 payroll users. Training is continual due to turnover and system upgrades.

There are four divisions in the Auditor's Office, in addition to the administration level which consists of the State Auditor, Deputy State Auditor, Chief Administrative Officer, Executive Assistant and Administrative Assistant.

CAFR Group – responsible to prepare the State's Comprehensive Annual Financial Report, load legislative appropriations to agency budgets, and maintain the fixed asset system, which is integral in the State's financial system.

Technology Division – responsible for the technical operation of the State's financial and payroll system

System Functional and Training Division – responsible for the functional operation of the State's financial and payroll systems, and to provide training to state agencies on the use of the systems.

Internal Support Group – responsible for payroll support for agencies, vendor file maintenance for agencies, purchasing card/travel card program administered by the Auditor's Office for agencies, and various other supportive administrative functions for agencies.

Performance:

The State Auditor's Office received legislative support and funding for system upgrades and subsequently entered into a contract with American Management Systems (now CGI) to upgrade the WOLFS financial system to version 3.X, with a "go-live" goal of July 1, 2007. Reporting through June 30, 2007, this major conversion project is on schedule. Through June 30, 2007, the project has consumed 17 months of intense staff commitment to ensure as smooth a transition to the new web-based system as possible.

Story Behind the Last Year of Performance:

Wyoming Constitution, Article 4, Sections 11 and 12, provide that the State Auditor shall be elected and the powers and duties shall be prescribed by law.

W.S. 9-1-402 requires the State auditor to maintain the State's accounting records, vouchers, documents, contracts, and fiscal accounts and order all payments into and out of the funds held in the Treasury. This law also requires the State Auditor to serve as the State's comptroller, chief accountant, chief fiscal control officer, and state payroll officer and to supervise the issuance of all warrants.

W.S. 9-1-403 requires the State Auditor to audit and settle all claims against the State, draw all warrants upon the Treasury, and provide an annual financial report of the fiscal affairs of the State, prepared in conformance with generally accepted accounting principles.

W.S. 9-4-217 requires the use of the state uniform accounting system, as designated by the State Auditor, by the legislative, judiciary and executive branch agencies, including the University of Wyoming, Wyoming Game & Fish, and Department of Transportation.

What Has Been Accomplished:

The State Auditor's Office has met its statutory responsibilities, and continues to do so by maintaining financial and payroll systems that remain on the cutting edge of technology, driven by State Agency needs, compliance with Generally Accepted Accounting Principles (GAAP) and State statutes.

