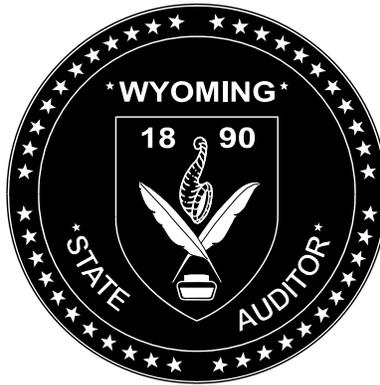


STATE OF WYOMING

STATE AUDITOR'S OFFICE

Agency 003



STRATEGIC PLAN

FY 2013 – 2014
Prepared July 2011

CYNTHIA CLOUD
STATE AUDITOR

WYOMING STATE AUDITOR'S STRATEGIC PLAN
FY 2013-2014

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.

Agency

Wyoming State Auditor's Office

Contribution to Wyoming Quality of Life

The State Auditor's Office is the State's comptroller, chief accountant, and chief payroll officer. The Office has the responsibility of providing a payroll and financial system capable of meeting the requirements of state agencies as together we are held accountable for the expenditure of public funds. Compliance is measured annually through the Office's production of the Comprehensive Annual Financial Report (CAFR) that is verified by an independent audit firm contracted by the Department of Audit.

Basic Facts

The Auditor's Office has 25 authorized fulltime positions and 1 AWEC position. The current 2011-2012 biennium budget is \$17,733,735, all general fund.

The Office's primary responsibilities include:

Maintenance and operation of a statewide accounting system, used by all three branches of government, for the efficient accounting, payment, and processing of accounts payables generated by state government, accounting and collection of accounts receivables, reconciliation of all warrants and electronic funds transfer transactions. The system is a full accounting system for tracking appropriations, budgets, revenue, expenditures, and grants dependent on agency input.

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 citizen and government use and reference.

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

Train agency fiscal and payroll staff on the use of the financial, payroll, and infoAdvantage reporting system; 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.

Tracking fund balances and cash balances, which reconcile daily to the State Treasurer's account balances. We process over 1,000,000 transactions annually to over 100,000 vendors.

Agency Divisions:

CAFR Division – 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 web-based financial, payroll, and reporting system. The system is web-based.

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

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

Performance Measures

Performance of the web-based financial system known as WOLFS (Wyoming Online Financial System):

The financial system database has over 1500 tables, 53,000 fields of entry, and over 1,000,000 lines of code. The diversity and complexity of state agency requirements to track and account for all accounting procedures require a powerful system.

WOLFS III runs twice weekly to produce the thousands of payments to vendors. Runs are performed at night, when users are off the system, which requires a stretching of staff resources to monitor, balance, and prepare payments to be distributed to agencies the morning after the run. There are over 200 state entities in the three branches of government that depend on the WOLFS III financial and payroll system for their accounting.

There is no option but to meet scheduled runs. The processing of state agency vouchers for payments to the thousands of vendors counting on their money must be 100%.

Vendors in the state not only include businesses that deliver goods and services, but individual residents who receive workers' compensation payments, retirement checks, child support payments, Medicaid payments, daycare and foster parent payments, tax rebates to the elderly, crime victim payments, and many more.

In addition, state payroll runs monthly, and the system must accommodate the huge amount of payroll deductions, adjustments, final pays, and calculations relating to retirement, garnishments, and other processes for approximately 10,000 state employees.

The Technology Division of the Auditor's Office has primary responsibility for the accounting and payroll system programming and performance. The staff consists of five technology specialists. The technical division oversees the State Auditor's Office contract with a vendor that provides software, hardware, hosting communication lines and disaster recovery. The technical skills necessary for the State Auditor's Office to oversee the functions of the system are very complex. At least one if not more of the technical division is available 24/7 in case of an emergency.

Performance related to producing the Comprehensive Annual Financial Report:

The Comprehensive Annual Financial Report is the primary means for reporting the State's financial activities. W.S. 9-1-403(a)(v) requires that the State Auditor provide annual financial statements prepared in conformance with generally accepted accounting principles (GAAP).

The report is required by law, and must be completed on deadline, and must be accurate. There is no room for other than 100% performance in this function of the Auditor's Office.

The Auditor's Office has received numerous achievement awards for excellence in financial reporting given by the Government Finance Officers Association of the United States and Canada. The certificate of achievement is only for one year at a time, therefore, excellence and accuracy in the preparation of the report is an annual goal of the CAFR Group. The Group consists of four financial reporting specialists.

Three specific, measurable goals are: 1) Enhance training opportunities for agency users to the maximum through classroom training, Help Desk assistance, and one-on-one training 2) Expand use of the purchasing card to improve efficiency of processing payments, and as a cost savings to agencies, thus the State 3) Increase use of electronic

fund transfer (EFT) payments to save the large expense of producing checks. These numbers are tracked in the State Auditor's Annual Report.

What Do You Propose To Do To Improve Goal Performance In The Next Two Years?

In addition to the measurable goals above, the administration of State Auditor Cynthia I. Cloud continues the implementation of additional goals as directed by the Auditor, as follows:

1. **Customer Service** – As the comptroller for the state, the Office provides the accounting system agencies use to track their financial activities and by which payments are made to the agency's vendors. Agency needs are the driver for design and development of what the system will do. Agencies must be at the table with the Office as decisions are made regarding system functions. The Office will be aggressive in training staff in the proper response to state agency needs. The face of the Auditor's Office is to be one of service, cooperation, and allowing agencies as much flexibility as possible to effectively and efficiently carry out their fiscal responsibilities.
2. **Transparency** – The Office is upgrading its website tool, to continue to increase transparency for public information by making the site more user friendly, with more descriptions of links, revised forms and instructions for year-end reporting. Both warrant and EFT payments are now posted to the website. The State Auditor has posted all contracts of the Office and will continue to post any new contracts.
3. **Increase of Agency Control of Financial Policies** – The Auditor's Office has discontinued the "pre-audit" function of agency vouchers, and delegated to individual agencies the responsibility of making spending policies under the guidelines of internal control. Each agency develops its internal control policies to be examined by the Department of Audit annually. The State Auditor's Office will monitor receipt of agency internal control policies.
4. **Excellence in Financial Reporting** – The Office will continue to submit its Comprehensive Annual Report for review for receipt of the certificate of excellence in financial reporting.
5. **Education** – The Office will conduct a series of meetings on requirements for financial reporting.

6. **Federal Grant Reporting** – The Office is implementing cost allocation functionality to help better account for federal grants and minimize audit findings for agencies receiving such grants.