

Wyoming Annual Report
FY 2019

General Information

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Websites

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Statutory References

W.S. 9-1-402 – W.S. 9-1-408 - state auditor, general duties.
W.S. 9-1-415 – Collection of debts due the state; discharge of uncollectible debts.
W.S. 9-1-417 – Interfund loans; repayment; maximum amount.
W.S. 9-2-1005 – Payment of warrants; budget powers of governor; agency budgets; federal funds; new employees.
W.S. 9-2-1008 – Unexpended, unobligated funds to lapse or be carried over; duty of auditor; reporting.
W.S. 9-2-1009 – Non-appropriated revenues to be transferred by auditor upon lapse, conversion or otherwise becoming state property.
W.S. 9-4-103 – Account of expenditures; public inspection; vouchers for allowances.
W.S. 9-4-105 – Cancellation of unpaid state warrants.
W.S. 9-4-107 – Balancing of accounts.
W.S. 9-4-204 – Funds established; use thereof.
W.S. 9-4-207 – Disposition of unexpended appropriations.
W.S. 9-4-214 – Control and budgetary accounts; uniform accounting systems.
W.S. 9-4-216 – Financial advisory council.
W.S. 9-4-217 – Uniform state accounting system.

Contribution to Wyoming Quality of Life

The State Auditor (Auditor) is an elected official and is Wyoming's comptroller, chief accountant, official custodian of accounting records and accounts, chief fiscal control officer, and state payroll officer. W.S. 9-1-402. Design and maintenance of the state's uniform electronic accounting system (electronic accounting

system), which tracks the state's revenue, budget, and expenditure transactions, is the Auditor's responsibility. W.S. 9-4-217. Additionally, the State Auditor's Office (SAO) prepares Wyoming's annual financial report known as the comprehensive annual financial report (CAFR). W.S. 9-1-403(a)(v).

The SAO contributes to Wyoming's quality of life by accounting for and tracking state monies, ensuring the state's financial obligations are paid, and preparing the state's financial records. The Auditor is statutorily required to implement internal controls necessary to assure assets are properly safeguarded, accounting entries are accurate and reliable, and assets and resources are being utilized consistent with the requirements of law. W.S. 9-4-217. The SAO helps ensure Wyoming state government is a responsible steward of state assets and that the government effectively responds to the needs of residents and guests.

Basic Information

The SAO has 26 authorized full-time positions.

Clients Served

The SAO serves Wyoming residents, vendors doing business with the state, State of Wyoming employees, and approximately 90 state agencies.

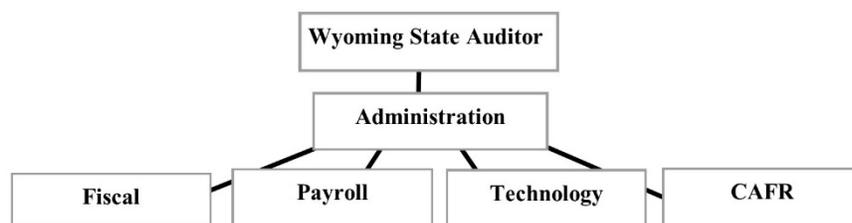
Budget Information

The current 2019-2020 biennium budget is \$16,764,136 and is comprised of general funds only. During FY2019 approximately 630,000 vendor payments and 137,000 payroll payments were made to 72,000 unique vendors and 9,500 employees.

Primary Responsibilities

The SAO's primary responsibilities include (1) accounting for and tracking state monies, (2) ensuring the state's financial obligations are paid, and (3) preparing the state's financial records.

Five divisions support the SAO: (1) Administration, (2) Fiscal, (3) Payroll, (4) CAFR and (5) Technology.



Administration: The administration division is responsible for monitoring contracts that support the state's electronic accounting system, coordinating training for state agencies, responding to public records requests, and supporting the state auditor in her statutorily required duties (e.g. participation on the State Loan and Investment Board).

Fiscal: The fiscal division is responsible for vendor management and supporting major components of the state's electronic accounting system, specifically the Wyoming Online Financial System (WOLFS). This division enrolls and maintains vendors in the electronic accounting system (so vendors can receive payment through WOLFS for goods and services provided to the state) and reconciles all warrants and electronic funds transfer (EFT) transactions made to vendors. Additionally, this division maintains and supports the

development of reports within the system. The reporting component of the system is called infoAdvantage®. Reports generated in infoAdvantage® are used by state agencies to review and analyze financial data. The fiscal division is responsible for supporting the state's purchasing card (P-Card) program, delivering fiscal trainings, performing federal tax reporting functions (e.g. issuing 1099s to vendors) and operating a helpdesk.

Payroll: The payroll division is responsible for supporting major components of the state's electronic accounting system, specifically Human Resource Management (HRM). HRM supports and processes the state's payroll, tracks employee time and attendance and provides state employees access to self-service resources. Additionally, the payroll division completes payroll reporting, provides payroll support to state agencies, reports and deposits federal taxes (941s and 945s), issues federal tax reports (W-2s and 1095s) and processes child support, garnishments and employee benefit provider payments. This division also supports payroll reporting in infoAdvantage®, develops and delivers payroll trainings and operates a helpdesk.

Technology: The technology division (or technical division) is responsible for the technical support of the state's electronic accounting system. This division creates and maintains custom code for specific jobs and procedures, monitors batch processing, prints paper warrants, generates electronic payments and tax reporting, monitors system operations, tests and certifies interfaces and loads payment request files and time card files. Additionally, this division is responsible for the development and maintenance of websites and support of the transparency platform, *WyOpen*.

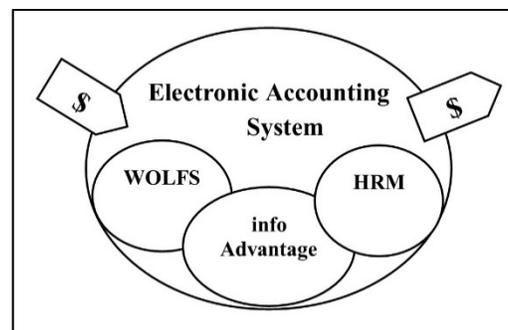
CAFR: The comprehensive annual financial report (CAFR) division is responsible for preparation, compilation and publication of the CAFR and serves as the main contact for the annual external state audit. This division maintains the state's fiscal accounts along with the legal appropriation budget (authority to spend) within the state's electronic accounting system. Additionally, the CAFR division tracks all non-obligated general fund reversions, maintains fixed asset reporting and monitors state agency internal controls through the administration of a pre-audit process. The CARF division also provides fiscal and budget trainings to state agency staff.

Electronic Accounting System: In order to account for and track state monies the SAO must maintain an electronic accounting system, ensure state agency users know how to use the system and provide public access to non-confidential transactions made in the electronic accounting system. The SAO contracts with CGI Technologies for use of their Solutions' Advantage ERP® software to operate and host the electronic accounting system. All branches of government and state agencies use the system either through direct entry or through system interfaces.

As mentioned above, the electronic accounting system consists of three major components: WOLFS, HRM, and infoAdvantage®. There are approximately 800 WOLFS users, 250 HRM users and 1,000 infoAdvantage® users. The SAO maintains the security and workflow for user access into the secure system. The SAO tracks fund balances and cash balances and reconciles to the State Treasurer's account balances.

Performance Highlights and Accomplishments

The information listed below summarizes results and outcomes achieved by the SAO primarily between January 7, 2019 and August 31, 2019 (eight months). The summarization lists SAO performance measures, highlighting accomplishments achieved under each measure.



1. **Availability and reliability of the electronic accounting system** (Performance Measure #1)

- a. *Electronic accounting system upgrade.* In August 2018, the electronic accounting system applications went through a major upgrade to version 3.11.1—a project that began in January 2017. SAO staff worked countless hours to complete this project with minimal impact to operations. Staff worked closely with system users and vendors to support the project scope and schedule, and they continue to work to improve and stabilize the system. The upgrade (1) increased system availability (the system is operational Monday through Sunday, 6:30 a.m. to 10:00 p.m. with maintenance performed two days a month on scheduled weekends); and (2) allowed for additional processing (WOLFS now processes payments nightly rather than twice a week). The upgrade also included the implementation of electronic timesheets and leave requests (ESS) and a new manager self-service module (MSS). The SAO is continuing to work with the vendor to stabilize ESS and MSS and improve functionality.
- b. *Collaboration with agencies to increase efficiencies.* In June 2019, the SAO, in partnership with the Department of Administration and Information, successfully implemented an automated process to adjust pay tables and salaries for state employees (these adjustments were legislatively directed). This automated process eliminated extensive extra manual work for state agencies.
- c. *Availability and reliability of the electronic accounting system.* The electronic accounting system applications (WOLFS, HRM and infoAdvantage®) are continuing to operate successfully and were available to users 99.96% of the time (hours of availability are Monday through Sunday, 6:30 a.m. to 10:00 p.m.). In FY2019, approximately 630,000 vendor payments and 137,000 payroll payments were made to 72,000 unique vendors and 9,500 employees.
- d. *Future upgrades and enhancements to the electronic accounting system.* The following system enhancements have been planned or implemented: (1) WOLFS: Advantage Tax Solution (to generate 1099s); (2) infoAdvantage®: Intelligent query functionality (to allow users the ability to generate dynamic reports); and (3) HRM: Sort and summarization accounting functionality (to summarize accounting records).

2. **A well-informed, trained, and supported user base of the electronic accounting system** (Performance Measure #2)

- a. *Comprehensive training suite:* In March 2019, the SAO reorganized divisions and staff to create a more robust approach to training. In August 2019, the SAO launched a new comprehensive training program based on user feedback. Anywhere between eight and sixteen classes are offered each month in the new classroom located on the fourth floor of Herschler East. The current training schedule offers a wide variety of classes and forums (live lecture, web-based and videos). The training classes have been aligned to agency size, user experience (beginner vs. refresher courses), and timelines of state budgeting and fiscal processes. The SAO is also collaborating during these trainings with the Budget Office, Human Resources Division, Procurement, and ETS where appropriate. The response to the new training plan has been overwhelmingly positive, with a high number of registrations and positive survey responses from attendees. The SAO has had to add additional classes to accommodate the large volume of attendees.

3. **Timely and accurate vendor and payroll payments** (Performance Measure #3)

- a. *Vendor management.* In March, 2019, the SAO modified internal procedures to significantly expedite the vendor application process into WOLFS. In order to accomplish this goal, the SAO eliminated duplicative forms, reclassified vendors (using a miscellaneous vendor category), and

reorganized staff resources. The process was streamlined and internal workflow was improved in order to speed up the time between when an agency requires a new vendor and a payment can be processed. Through these efforts, the timeframe for payments has been reduced drastically while maintaining critical controls to protect against vendor fraud.

4. Timely issuance of the CAFR with a clean audit opinion (Performance Measure #4)

- a. *Excellence in financial reporting.* The SAO received its 22nd achievement award for excellence in financial reporting, which is given by the Government Finance Officers Association, for its June 30, 2018 CAFR. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and receipt of this award represents a significant accomplishment for the State of Wyoming. The 2019 CAFR, which includes transactions made between July 1, 2018 and June 30, 2019, is being prepared for submission by December 15th, 2019.

5. Issuance of, and adherence to, strong internal controls and policies in order to protect state assets and records (Performance Measure #5)

- a. *Pre-Audit processes.* The CAFR Division conducts monthly reviews of financial transactions recorded in the electronic accounting system to help agencies monitor and strengthen internal controls. A random number of financial transactions across all agencies is selected and audited. Audit findings are then discussed with the agencies. Between January and August 2019, 2,400 financial transactions in the amount of approximately \$118 million were reviewed as part of the pre-audit process.
- b. *Cost accounting.* The SAO continues to support agencies in the implementation of cost accounting and cost allocation. Through these efforts, agencies are able to more efficiently track and leverage federal funds. As of August 2019, 17 of 32 state agencies receiving federal funds were using some form of cost accounting.
- c. *Purchasing card (P-Card).* The SAO manages the state's purchasing card program, which provides state agencies access to credit cards to make various purchases. In August, 2019, the SAO released a revised P-Card policy that clarified spending limits and authorized purchases. P-Card purchases are audited as part of the pre-audit process.

6. Promotion of transparency through readily available access to the state's financial information (Performance Measure #6)

- a. *WyOpen launch.* The SAO internally developed a new transparency website, *WyOpen* (wyopen.gov). The website provides an online checkbook ledger of state expenditure data. *WyOpen* includes non-confidential payments made by the state through WOLFS to vendors for the purchase of goods and services. The site launched on July 17, 2019 and has received over 1,000 visits. *WyOpen* will continue to evolve based on user feedback and the work of the Wyoming Financial Transparency Group.
- b. *Expenditure and revenue code review.* As part of the development of *WyOpen*, the SAO conducted a review of object and sub-object expenditure codes in WOLFS. These codes are used by agencies to classify and describe each expenditure. In order to redact confidential information from *WyOpen*, the SAO must make sure expenditure coding in WOLFS is up-to-date and is being used correctly. A revised coding list was released to state agencies in July 2019. Training was provided on the updated codes in August 2019.

- c. *OpentheBooks lawsuit*. In March 2019, a lawsuit filed by American Transparency d/b/a openthebooks.com (and others) against the Wyoming State Auditor was dismissed after the SAO produced six years of state expenditure data. *WyOpen* should help expedite public records requests and prevent future lawsuits.

Conclusion

The SAO has made significant achievements since January 2019 and will continue to ensure Wyoming state government is a responsible steward of state assets and effectively responds to the needs of residents and guests.