

Wyoming State Auditor's Office
Wyoming Annual Report
FY 2009

General Information

Agency Name:

Wyoming State Auditor's Office

Director's Name and Official Title:

State Auditor Rita C. Meyer

Agency Contact Person:

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Agency Contact Phone:

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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

Clients Served:

State agencies, the Public

Budget Information:

Expenditures for FY09 (July 1, 2008 through June 30, 2009): \$7,176,314.11

Wyoming Annual Report FY 2009

Name of Department: Wyoming State Auditor's Office

Report Period: FY09 (July 1, 2008 through June 30, 2009)

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 State Auditor's Office (SAO) acts as the chief steward of state financial and fiscal assets. The SAO 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 SAO'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 SAO has 26 authorized fulltime positions and 1 AWEC position. The current 2009-2010 biennium budget is \$17,828,451, all general fund.

The SAO'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. The SAO serves 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. The SAO processes approximately 1,000,000 transactions annually to over 150,000 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 State Auditor's Office, in addition to the administration level which consists of the State Auditor, Deputy State Auditor, Chief Administrative Officer, Executive Assistant and Fiscal Specialist.

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 SAO for agencies, and various other supportive administrative functions for agencies.

Performance:

100%

Story behind the performance plotted above.

The SAO implemented a complex conversion of WOLFS III (Wyoming Online Financial System), going live July 1, 2007 that was 17 months in design and testing. The financial system was converted from a mainframe to a web-based system. The payroll system had previously been converted, thus the following information pertains to the financial system only.

The financial system database has 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 expenditures require a powerful system.

WOLFS III now runs twice weekly to produce the thousands of payments to vendors. The previous system, while running twice weekly, only produced payments on the 5th and 20th of the month. Payments are now produced at each run. 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. 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 SAO has primary responsibility for the accounting and payroll system programming and performance. The staff consists of five technology specialists. They work with CGI, the vendor under contract to the SAO, whose data center is in Phoenix, AZ. We link through a high speed, secured line for our use only. The servers to run these systems are managed by CGI per specific requirements in a hosting contract with the SAO, and the applications are managed by our office. CGI maintains the hardware, operating systems, and security software. As of July 2007, all of our systems are encrypted for all data being sent to and received from the online applications.

100%

The story behind the performance plotted above.

The Comprehensive Annual Financial Report is the primary means for reporting the state's financial well-being. 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) by December 15 of every year. The performance must be 100% on this task. The report is required by law and must be completed on deadline and must be accurate.

The SAO has received 11 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 three financial specialists and the director.

The SAO's Strategic Plan names three other measurable areas of performance.

1) Training Opportunities for Agency Users

A goal of the current administration is to maximize to the fullest potential training opportunities for system users. Classroom training is offered, as well as one-on-one opportunities.

| | | |
|------------------------------------|---------------|-------------|
| July 2007 through June 2008 - | Classes = 142 | Users = 727 |
| July 1, 2008 through June 30, 2009 | Classes = 79 | Users = 411 |

The number of classes was impacted in fiscal year 2009 due to staff losses and illnesses.

A very critical piece of training is the day-to-day Help Desk service for agency users, both in payroll and financial systems. Below is a comparison of the Help Desk volume for the last two fiscal years.

WOLFS&Payroll Help Desk E-mail Responses

| | |
|------------------------------------|--------|
| July 1, 2007 through June 30, 2008 | 17,037 |
| July 1, 2008 through June 30, 2009 | 15,448 |

Vendor Help Desk E-mail Responses

| | |
|------------------------------------|-------|
| July 1, 2007 through June 30, 2008 | 1,976 |
| July 1, 2008 through June 30, 2009 | 1,612 |

CAFR Group Help Desk E-mail Responses

| | |
|------------------------------------|-------|
| July 1, 2007 through June 30, 2008 | 248 |
| July 1, 2008 through June 30, 2009 | 1,222 |

Payroll Adjustment Help Desk E-mail Responses

| | |
|------------------------------------|-------|
| July 1, 2007 through June 30, 2008 | 3,357 |
| July 1, 2008 through June 30, 2009 | 3,983 |

| | |
|---|--------|
| Total Help Desk e-mail responses 7/1/07-6/30/08 | 22,618 |
| Total Help Desk e-mail responses 7/1/08-6/30-09 | 22,268 |

These responses do not include the phone call work each of these Help Desks performs on a daily basis.

The System Functional/Training Division has the primary responsibility for training. The team consists of four specialists and the director.

2) Another goal of the current administration is to increase the use of the VISA Purchasing Card, for convenience, flexibility, and cost effectiveness to state agencies. Each time a purchase card is used, the cost associated with writing a check or making an EFT (electronic fund transfer) is saved. If a vendor will accept a VISA card, agencies are encouraged to use the card for making payments.

| | Card Holders | Transactions | Total Dollars |
|----------------------------|--------------|--------------|---------------|
| Calendar year ending 12/07 | 2479 | 77,430 | \$18,129,134 |
| Calendar year ending 12/08 | 2423 | 80,934 | \$18,710,374 |

3) In line with the above goal for more purchasing card usage is a third goal of the current administration, which is to outnumber warrants (checks) by vendor use of EFT. A check is the most expensive means of payment. An EFT is much less expensive to process, and deposits the funds into the vendor's bank within two days after the system runs.

| | EFT's | Warrants | Total |
|------------------------------|---------|----------|---------|
| July 1, 2007- June 30, 2008 | 543,044 | 424,870 | 967,914 |
| July 1, 2008 – June 30, 2009 | 498,542 | 420,874 | 919,416 |

The number of EFT's and checks are transactions above the P-Card Transactions, and do not include payroll checks/EFT's.

What Has Been Accomplished?

In addition to the above listed goals, the State Auditor also established goals related to customer service, transparency in government, financial internal control guidelines, and federal grant reporting.

The SAO has improved its customer service relationship with agencies by aggressively taking advantage of as many avenues as possible to communicate with directors, chief financial officers and users. The avenues include meetings, phone conferences, group email, staff training on delivering of quality customer service, monitoring delivery of quality written communications to state agencies, and follow-up on issues brought to staff attention. The face of the SAO is to be one of service, cooperation, and allowing agencies as much flexibility as possible to effectively and efficiently carry out their fiscal responsibilities.

Transparency in government has been demonstrated by the SAO's publishing on its website state payments, whether EFT or check, to vendors doing business with state agencies. Purchasing card transactions are listed also.

A goal was reached in 2009 by posting all SAO contracts on the website for public access.

SAO has encumbered funds from the 07-08 biennium to continue working with the system vendor, CGI, and selected agencies to implement the cost allocation program that will improve the identification and tracking of federal dollars. Implementation will continue from agency to agency, once the initial agreements and implementation have been completed with the pilot agencies.

