



Meeting Date	May 13, 2009	Time	10:30 – 12:00
Location	SSMC2 16246; Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Tiyo Fonte	NMFS	Y	
Herbert Callands	NWS	N	
Debbie Hoffman	NWS	Y	
Bruce Jackson	AGO	Y	
Paul Johnson	OAR	N	
Andrea Moore	OAR	N	
Gary Davis	OAR	Y	
Alicia Taylor	NOS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	Y	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	N	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	Y	
Amy Yu	CAO	Y	
Lillian O'Dell	NWS	N	

Vernell Stultz	NMAO	N	
Brenda Seader	OAR	Y	
Gary Barone	NMFS	N	

Agenda:

1. FEMA Guidance – Mark St. Clair
2. Carry-over and Pre-conversion Projects – Cindy Rich
3. Status of DoC IOSA Guidance – Bruce Jackson
4. Reimbursable Agreement Cover Sheet – Kathy Dillehay
5. Overruns – Kathy Dillehay
6. Billing – Cindy Rich
7. Training – Cindy Rich

Minutes:

1. FEMA Guidance – Mark St. Clair
 - FEMA has distributed a 3-page memo which contains accounting guidance for FEMA Mission Assignments. The memo includes accounting guidance, required documentation and a web link www.fema.gov/government/business.shtm
 - Mark looked at the web link and saw that FEMA now requires a new monthly progress report of specific information, e.g., object class breakdown, who traveled, contract numbers, etc. Mark encouraged RWG members to go to the website. In his opinion, NOAA is not in a position, at this time, to be able to provide the detail they are asking for. Mark is concerned that other agencies, e.g., Navy, Corps of Engineers, NASA, could follow FEMA's lead and ask for similar documentation.
 - Mark stated that the GAO Redbook basically states that Federal agencies should trust one another when doing business and make it easy on each other. It doesn't state that you should provide detailed information regarding every part of the project. We have in the past just used the Billing Report and that was adequate.

2. Carry-over and Pre-conversion Projects – Cindy Rich
 - Cindy reminded the group that reimbursable projects that are 5 years old or older at the end of FY 2009 should not be carried into FY 2010. Line Office Budget staff's should ensure that FMCs are not requesting new funding for these projects in FY 2010. If work related to these projects must continue beyond this FY, please ensure that new project codes are established for FY 2010. At the next meeting we will discuss how Finance will monitor this and work with Budget Execution to ensure that no new allotments are established for these old (pre-conversion) projects in FY 2010. We will also begin discussing the FY 2010 carry over timeline and procedures. Cindy will send out an updated spreadsheet

listing the projects greater than 5 years old with related agreement and cost information.

3. Status of DoC IOSA Guidance – Bruce Jackson

- No new information. Back in Feb 2009, Lori stopped working on the NOAA wide manual and is just working on chapters for Acquisitions.
- Lori distributed an e-mail stating that the CD-572 form (Interagency Transfers) is now obsolete. The CD-435 Purchase Request form may be a good substitute, however Bruce hasn't had any confirmation.
- Lois asked Lori Donovan which form to use, but hasn't gotten a response back yet. The CD-435 and CD-570 are not considered agreements.
- Bruce will talk to Mitch Ross about this the form and pass on any information he can get to LO's and this group.

4. Reimbursable Agreement Cover Sheet – Mark St. Clair

- Please make sure the Reimbursable Agreement Cover Sheet and the Allotment/UCO Request form are being completed properly as they can be pulled for information during the audit. Follow the rules as written in Chapter 10.
- The Approval signature on the Allotment/UCO Request form should be that of the FMC Program Manager or whoever has official delegated authority.
- DUNs & EIN numbers must be valid corresponding numbers. The DUNS/EIN numbers have to match what is in CCR. You can use your own or the one on the cover sheet for payables & receivables.
- Line Offices should check to ensure that the information on the Reimbursable Agreement Cover Sheet matches the information in the body of the agreement.
- Cindy Rich is working on formal instructions for completing the RA Cover Sheet. It will be distributed and posted to the RA Web site when complete.

5. Overruns – Mark St. Clair

- The Reimbursable team is working on an overrun list as of April. It should be coming out in a week and a half or so.
- A request was made to add the org code to these reports. The Line Offices need them at the FMC level.
- Mark noted that some of them require SLTs to move costs off projects. The ones coming up should be easy to clean up. Please don't let them sit because they could become an audit issue.
- The A123 audit is tougher than the KPMG audit. They look at cost overruns which can result in Anti-Deficiency. Please take care of these immediately.

6. Billing – Cindy Rich

- Sylvia Scott requested this agenda item to discuss sponsors' requests for

more detailed breakdowns of their bills and how best to get this data. The Reimbursable Team thought a new report might be useful. The RWG agreed.

- There are a few options:
 - 1) New Report -- Kathy Bruchey drafted a Reimbursable Agreement Bill Listing report for the group to discuss. This would be a Data Warehouse report that lists bills and collections by project, agreement, and order. Several sort options were included based on user parameters selected, such as By Customer, By Agreement, By Project, or By LO/FMC. This report does not include the object class breakdown, but that information is available on the customer bills which can be printed from the AR002 Bills screen. **Please review the draft reports and provide comments to Cindy by Friday June 19th.**
 - 2) AR530D Report – The AR530D Accounts Receivable Activity Report is currently available in the Data Warehouse. The detail version of the report lists all accounts receivable transactions (receivables, bills, adjustments, and billed & unbilled collections) by project, screen ID, and date. It does not, however, identify this information by agreement number.
 - 3) Discover Queries -- An AR Business Area is under development, however the business area is not yet complete and extracts are not yet available for the LO and FMC business areas. It could be a year or more before this is a viable option.

6. Training – Cindy Rich

- There are two Reimbursable New User training classes scheduled for this summer. The dates are June 8 & 9 and August 13 & 14. Please encourage anyone in your Line Offices who still needs this training to sign up.

7. Other: The Finance Office is starting to work on a process for deobligation. Initially the process will focus on deobligating open undelivered orders and payables in fund code 23 which expires from Treasury on 9/30/09.

The next meeting will be:	Wed., July 8, 2009 10:30 – 12:00
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