



Meeting Date	September 9, 2009	Time	10:30 – 12:00
Location	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		
Tom Bezila	Finance Office		
Kathy Dillehay	Finance Office		
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS		
Tiyo Fonte	NMFS	Y	
Herbert Callands	NWS		
Debbie Hoffman	NWS	Y	
Bruce Jackson	AGO		
Paul Johnson	OAR		
Andrea Moore	OAR	Y	
Alicia Taylor	NOS	Y	
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office	Y	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS		
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS		
Helen Brandling-Bennett	NMFS		
Debra Lucas	OAR		
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS		
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS		

Amy Yu	CAO		
Lillian O'Dell	NWS	Y	
Vernell Stultz	NMAO		
Brenda Seader	OAR		
Gary Barone	NMFS		

Agenda:

1. Carry-over – Cindy Rich

The next meeting will be:	Wednesday, October 14, 2009
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Minutes:

1. Carry-over

Cindy reviewed the Carryover Time Line dates and discussed the reasons for the two WIP carryover runs (Oct. 1st and Nov. 2nd). The October 1st results are used for allotments, since prior year adjustments (often recorded in October) post against the current year's allotment. The November 2nd results are posted in CBS and move eligible prior year order and advance balances to FCFY 2010. Waiting until November allows for prior year adjustments recorded in October to post against orders for the prior FCFY before those order and advance balances are brought forward.

2. Other

The group discussed a question from NMFS about providing training to managers on how to write an agreement. It was suggested that they contact Elyse Packard at the DOC OGC. They indicated in the past that they are willing to provide this type of training upon requested.

A question was raised about how to allow spending early in the new fiscal year before the allotments are recorded. The LOs want to avoid so many DLAs.

Response: As long as the project is active at the start of FY 2010, labor will post to the project. It is a "No-Match" document type and, therefore, is not subject to funds control.

Debbie raised a question for NWS about the fact that Finance wants to use the 4th digit of new project codes to represent to fiscal year. She asked that an E-mail go out to the LO Reimbursable contacts from Finance formally asking for this standardization in new project codes. Mark said that AOD will take the lead on this.

The group was reminded that Friday, September 18th is the last day to post advances.