



UDOT COMPTROLLER'S OFFICE NEWSLETTER

April 2012

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Message From the Director

The mission of the Comptroller's Office is to provide accurate financial data and to share our knowledge in the successful management and accounting of the Department's financial resources.



Becky BradshawFinance Director
UDOT Comptroller's Office

A few months ago, we sent out a customer service questionnaire to find out if our customers knew what we do and what we have to offer, and how they feel about us. Here are some of your comments:

"Service is good once you get to the correct person required to resolve a particular problem.... A good contacts list posted online that is easy to get to and kept current would help."

This newsletter is the first step in our renewed commitment to sharing knowledge and improving access to our resources.

"My job requires cooperation from this group. At times, I feel I don't have the cooperation needed to do my job efficiently."

"It's difficult for someone outside the accounting world to quickly grasp the details of the federal aid accounting process. It would be great to develop some guides, templates, and other resources to help new contracting staff get up to speed more quickly and better manage our funds and stewardship."

Sharing knowledge is the way in which we progress to being an empowering organization rather than one that exists solely for its own benefit. In the Comptroller's Office, we have a wealth of knowledge to share, as evidenced by the CPA licenses, undergraduate and graduate degrees in accounting and business, decades of real-world experience, and vast amounts of institutional knowledge that you'll find among our employees.

This newsletter is the first step in our renewed commitment to sharing knowledge and improving access to our resources. In this issue, you will learn about the four groups within the Comptroller's Office — who they are, what they do, and how they are working to improve their service to you. Future issues will feature the groups in more detail, highlight specific issues, and share accounting news that affects you.

(Continued on page 3)

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The staff of the Comptroller's Office

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Another way that we plan to disseminate knowledge is through UDOT University training courses. In conjunction with Project Management and Program Finance, we are

"Today, knowledge has power. It controls access to opportunity and advancement."

Peter Drucker

Recipient, 2002 Presidential Medal of Freedom

currently developing a financial training course for project managers. This course will be a useful orientation tool for new project managers, as well as an easy-to-use reference guide for experienced project managers. Future courses will explore other accounting topics and provide UDOT-specific guidance to enhance the effectiveness of the Division of Finance's existing training modules.

Lastly, there is something special about the personal touch, even in a discipline like accounting that strives to be as objective and measured as possible. In the coming year our employees will be traveling to all regions and divisions to meet with you, our customers. We want to know your concerns and your needs; and more importantly, we want to know you.

did you know?

UDOT's Educational Assistance
Program pays up to 100% of tuition
and required fees for successfully
completed classes that award
college credit. For Calendar Year
2012, the maximum annual benefit
per participating employee has
been raised to \$5,250.

For program details, eligibility, and requirements, please refer to UDOT Policy 05-80 or contact Jamie Torres, the Educational Assistance Program Administrator, at (801) 965-4003.



Liz Olschewski (801) 965-4034 Manager



Darcy Brantly (801) 965-3852 Right of Way Accountant



Kristi Barney (801) 964-4435 *Payables Supervisor*



Laurie Howard (801) 965-4019 Payroll Coordinator



Jamie Torres (801) 965-4003 Cash Receipts, Educational Assistance



Amber Pace (801) 964-4475 Service Center (4th Floor), Cell Phone Orders



Julie Anderson (801) 965-4020 Service Center (1st & 2nd Floors)



Linda Fenn-Stokes (801) 965-4306 Service Center (3rd Floor, Equipment Ops)



Tracey Mulder (801) 965-4260 Service Center (Ports of Entry)

General Ledger & Service Center

The Comptroller's Service Center is responsible for many of the day-to -day financial transactions in the Calvin Rampton building. We process a wide variety of entries and are always willing to help.

Contact your Service Center Representative for the following:

- Travel arrangements and reimbursements
- P-card problems, policies, and reconciliation
- Vendor invoice inquiries and payment
- Purchase order numbers
- Payroll assistance
- Cell phone support
- Trip log entry
- Employee reimbursements
- Materials lab reconciliation issues
- Customer billing questions

Our Cash Receipts accountant is responsible for all UDOT monies received at the Complex. She also manages the Educational Assistance program.

Our Payroll Coordinator deals with

complex payroll problems and leave issues. She is available to meet with employees to discuss retirement options and concerns.

Others on our team provide technical support for UDOT accounts payable management, Right-of-Way accounting issues, and General Ledger account oversight.

Our goal is to provide the financial services you need to make your job easier. Please feel free to contact us with any suggestions, questions, or concerns.

2011 Accomplishments

- Over 8000 contract and non-contract payments made
- Payroll for 436 employees processed
- Over 550 travel trips processed

TIPS & TRICKS

For benefits information and retirement tips, visit Utah
Retirement Systems at

https://www.urs.org

The State Division of Fleet Operations has prepared a mini guide to travel policies and procedures. View it at

http://fleet.utah.gov/travel/documents/findit2011.pdf

Setting up a travel profile will make travel planning faster and your information more secure. Register with

https://www.cbtravel.com/business/ profile/udot

2012 Goals

- Continue emphasis on customer service
- Provide training on travel policies
- Quick response
- Assist with project closure

Control Group

The Control Group maintains the systems and framework for UDOT's accounting and provides full-cycle accounting services for certain specialized areas. Our responsibilities include:

- Interfaces to and from the State's financial and payroll systems
- ESS security and support
- FINET maintenance, security, and support
- SuperTanker design, maintenance, security, and support
- Comptroller policies
- Contract administration

- Construction & Utility accounting
- Consultant Services accounting
- Inventory accounting
- **OCIP** accounting
- Risk Management receivables
- Fixed asset accounting
- ISS budget and forecasting
- IT procurement

Contacts



Brent Laulusa (801) 965-4010 Manager



(801) 965-4801 Contracts, Encumbrances, Inventory, OCIP

Cherise Young



Jim Gorac (801) 965-4014 Interfaces, ESS support, FINET security, **UDOT University**



Henry Johnston (801) 964-4562 Fixed Assets, Access Utah County



(801) 964-4541 Contracts, Construction & **Utility Accounting**

Shauna Sisneros



(801) 965-4020 Accounting, **Surplus Property**

Nicole Jaramillo



(801) 965-4020 Consultant Services Consultant Services FINET requests Accounting, **Surplus Property**

Nickie Rees



Julie Preece (801) 965-4016 and maintenance, IT purchases

2011 Accomplishments

- Decreased staffing levels while increasing services (on-call contracts, IT procurement), allowing other groups and agencies to reallocate resources and/or to realize cost savings
- Reduced duplicate manual entry by interfacing 27,888 transactions to FINET and over 200,000 time entry records to SAP
- Executed 2,224 contracts and contract amendments
- Reviewed and processed 6,062 payments for a total of \$1.228 billion
- Reconciled and reported on fixed assets valued at \$12.452 billion

2012 Goals

- Improve cross-training to ensure uninterrupted customer support across all functions
- Improve existing interfaces and begin development on a new FINET/Materials db interface
- Improve verification of fixed assets
- Assist with project closure surge

Important Dates

Jun 1 Begin planning yearend invoicing schedule with agencies, vendors, contractors, and consultants

Jun 30 **FY 2012 ends**

Aug 3

Final day for FY 2012 transactions to be entered into FINET

Federal Aid & Project Accounting

The Federal Aid & Project/Rate Accounting Section provides technical accounting expertise in maximizing the Department's financial resources for federal aid and state highway programs. The Section includes three primary functional responsibilities:

- Federal Aid Reimbursement
- **Project Accounting**
- Rate Accounting

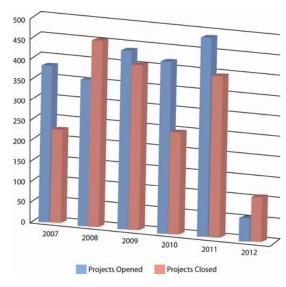


Figure 1. Projects Opened and Closed by Calendar Year as of 2/13/12

Table 1. UDOT Federal Reimbursement FY 2007 through FY 2011

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
FHWA	\$ 273,057,154	\$ 293,512,210	\$ 299,157,288	\$ 250,049,606	\$ 251,307,773
FTA	3,408,714	2,143,534	4,906,546	6,413,820	2,748,829
FMCSA	2,125,529	2,049,141	2,154,411	2,015,938	2,709,992
FAA	67,008	337,050	341,587	235,821	188,039
NHTSA	613,009	305,891	262,450	432,589	1,695,580
BIA	360,906	593,296	19,327	544	716
Subtotal	\$ 279,632,320	\$ 298,941,122	\$ 306,841,609	\$ 259,148,318	\$ 258,650,929
FHWA (ARRA) FTA (ARRA)			\$ 16,552,967	\$ 162,249,642 421,481	\$ 28,435,868
Subtotal (ARRA)			\$ 16,552,967	\$ 162,671,123	5,931,941 \$ 34,367,809
Total	\$ 279,632,320	\$ 298,941,122	\$ 323,394,576	\$ 421,819,441	\$ 293,018,738

2011 Accomplishments

- \$293 million federal reimbursement
- Financial closure of 62% of ARRA projects
- Reduction of financial project closure backlog
- Improved FHWA inactive obligations management coordination
- **Locally Funded Agreements Collection Management**
- Federal project funding overruns maintained under target amount

2012 Goals

- Continue reduction of number of completed projects pending financial closure
- Improve financial tools for project management and reporting
- Continue to partner with FHWA Utah Division Financial Team
- Enhance reports for development of rates



Kelly Garner (801) 965-4006 Manager



Beth Iba (801) 965-4365 Region 1, FAA Grants,

(ICAP, Aeronautics)



(801) 965-4031 Region 2, FMCSA Grants,



Kim Robins (801) 965-4069 Region 3,



Donna McNew (801) 965-4011 Region 4

Contacts

Rate Accounting

The Budget Office is responsible for the annual UDOT budget request, annual work programs, and budget monitoring. We work closely with internal accounting personnel, division administrators, human resource personnel, and region

Budget & Reporting

personnel to develop, manage, and make necessary budget adjustments. We have the responsibility to provide timely and accurate information to the Governor's Office of Planning and Budget (GOPB), the Legislative Fiscal Analysts office (LFA), and State Finance. We are responsible for disbursing Mineral Lease Funds and B&C Road Funds. We also prepare the annual Highway Statistic Reports for Federal Highways, which are used in the allocation process for the Federal Funds received by the Department.

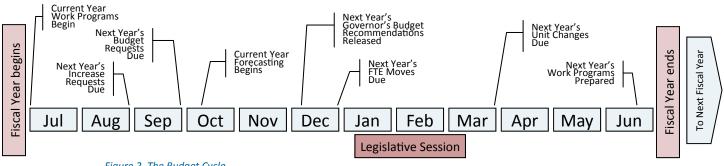


Figure 2. The Budget Cycle

2011 Accomplishments

- Budget request prepared and submitted within required time frame
- Work programs prepared and entered into FINET in a timely manner
- New process established for disbursing Mineral Lease Funds

2012 Goals

- Continue to be customer-focused
- Continue to provide accurate information in a timely manner
- Continue to monitor budgets

An ounce of prevention is worth a pound of cure.

— Benjamin Franklin

The Budget Office can enhance your decision-making by analyzing financial data, explaining budgetary implications, and presenting alternatives. From FTE moves to capital expenditures to joint funding arrangements with other groups, contacting the Budget Office ahead of time can save you time, effort, and frustration.

Contacts



Janet Steadman (801) 965-4004 Manager



Kevin Anderson (801) 964-4542 Reporting



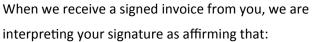
Gregg Evans
(801) 965-4311
Budget
(R3, R4, Admin, PD),
Rate Accounting
(Materials Lab)



Cindy Manchego (801) 965-4008 Budget (R1, R2, Ops, SP&P), Rate Accounting (Equipment)

What a *signature* means to us

As a State agency, we have the duty to utilize taxpayer dollars in the most effective and efficient way possible. Our internal controls are designed to ensure the responsible disbursement of funds, and a vital component of our controls is generating payment only from a signed invoice.





 $\sqrt{\rm All}$ procurement rules and laws were followed.

 $\sqrt{\text{You've received the goods or services}}$.

 $\sqrt{\text{The goods and services meet quality standards.}}$

 $\sqrt{\text{The invoice is ok to pay.}}$

By verifying these things, you're helping to fulfill our shared fiscal responsibility to the taxpayers of the state and of the nation.



The extra mile

Writing the FINET coding on an invoice helps us ensure that it is charged where you expect it. If you're unsure on the coding, your Budget Officer can assist you in selecting the most appropriate coding block.

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