DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

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Program ID/Title: AGS-102/Expenditure Examination

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I. Goal

The primary goal of the program is to ensure that the State's payments conform to established standards of propriety and legality and are made promptly.

II. Objectives and Policies

A. To ensure that payments conform to existing laws, administrative rules, executive orders, and are proper.

B. To ensure that payments are made promptly, the program will explore various options that may expedite the payments to contractors, vendors, employees, and third party payees.

III. Action Plan with Timetable

A. Objective/Policy #1 – The program has determined that knowledge of existing laws, administrative rules, and executive orders is not the standard in all departments due to staffing reductions and retirements.

1. Required Action – The program will update training materials for contract processing.

a. Meet with State Procurement Office staff to confirm program's application of the Hawaii Administrative Rules as they pertain to source selection, use of HEPS, etc.

b. Meet with the Department of Attorney General's staff responsible for contracts and contract forms for the purpose of replacing existing Comptroller's Memorandums related to contracts.

c. Meet with the Department of Accounting and General Services Administrative staff to determine issues that should be addressed in the updating of the training materials.

2. Required Action – The program will review State and Federal laws for any changes to reporting requirements.

   a. Determine if Comptroller's Memorandums need to be issued to inform departments and agencies of any changes to implement any new requirements.

   b. Determine if changes in reporting requirements involve form revisions to allow for new reporting requirements which would be met by AGS 101 – Accounting System Development and Maintenance Program.

3. Implementation Timetable

   a. Past Year Accomplishment – The program has been reviewing problems/issues relating to contract processing.

   b. One Year – Begin meetings with the Department of the Attorney General's staff and review the revised contract forms to determine if any changes to contract encumbrance, payment and reporting procedures are required.

   c. Two Year – Implement any changes that may be required and provide training, as required.

   b. Five Year – Perform global review of existing contract and vendor payment processing procedures to confirm existing laws, rules, and orders are being complied with and reporting procedures are met.

B. Objective/Policy #2 – Prompt payment of the State's contractors, vendors, third party payees, and State employees.

1. Required Actions – The program will continue to maintain five working day turnaround for the State's contractors and vendors.

   a. Determine whether current pre-audit procedures need to be revised for any changes impacting the program's "Objective/Policy #1".

   b. Implement any changes in pre-audit procedures that do not negatively impact pre-audit responsibility.

2. Required Actions – The program will continue to participate in the EPCS project as they relate to payroll and payroll processing.

a. Determine how current pre-audit procedures will need to be revised for any changes due to the EPCS.

b. Implement any changes in pre-audit procedures that do not negatively impact pre-audit responsibility.

3. Implementation Timetable

a. Past Year Accomplishment – Continued review to determine how prompt payment was negatively impacted by staffing reductions due to retirements and non-filling of vacant positions in departmental fiscal operations.

b. One Year – Implementation of ACH payments of net pay to financial institutions receiving electronic data completed. Meet with Department of Labor and Industrial Relations for implementation of ACH of Unemployment Benefits.

Met with ICSD staff to plan conversion to paperless payroll change schedules and with departments on departmental requirements for paperless payroll change schedules.

c. Two Year – Implement paperless payroll change schedules.

d. Five Year – Meet with Systems Accounting Branch and other agencies to determine whether other forms of payment including extension of the ACH method would be appropriate to the FAMIS contract and vendor payments.

IV. Performance Measures

A. Customer Satisfaction measure – Departmental personnel responsible for contracting and vouchering will be provided clear and consistent guidelines and hopefully reduce frustration from rejected contracts and payments.

B. Program Standard measure – Number of "Audit Correction Slips" issued after issuance of new policies and procedures.

C. Cost Effectiveness measure – Timely contract encumbrances and reduction in late interest payments.