

# ADMINISTRATION DEPT

## Program: ADMINISTRATIVE MGMT SERVICES

### Activity: FINANCIAL MGMT AND REPORTING

Narrative

#### Activity at a Glance

- Administers agency budget - FY 2010 approximately \$161 million
- Supports agency divisions in all aspects of financial management
- Produces 75 monthly, quarterly, and annual financial statements each year providing reporting on the financial condition
- Coordinates internal control activities

#### Activity Description

Financial Management and Reporting Division (FMR) provides financial management support, coordinates internal control activities, and performs the fiscal agent function for the Department of Administration (Admin).

#### Population Served

Financial support, information, and transactions are provided to all divisions within the agency, Minnesota Management and Budget (MMB), the Legislative Auditor, the legislature, and vendors.

#### Services Provided

FMR serves as the agency's financial liaisons and consultants conforming to Generally Accepted Accounting Principles (GAAP). Fiscally responsible utilization of available resources, as governed by applicable laws, policies, and procedures, are achieved through effective financial management. FMR provides the following agency services:

- annual, biennial, and supplemental budget preparation
- purchasing
- transaction processing
- financial reporting
- internal control coordination
- financial statement preparation
- business plan and rate review oversight
- fiscal note management
- policy and procedure development and training
- financial analysis
- assurance review
- financial verification
- state accounting/procurement system coordination, implementation, and maintenance
- quarterly operations review oversight and metrics reporting
- capital budget assistance

#### Key Activity Goals & Measures

##### Admin Goal – To provide our customers with valuable services, products, advice, and expertise

(<http://www.admin.state.mn.us/admin.html>)

Agency Prompt Payment: M.S. 16A.124 requires state agencies to pay valid obligations to vendors within the vendor's early payment discount period, or in the absence of a stated period, within 30 days following receipt of the invoice for the completed delivery of the product or service.

Measure: 98% of payments will be made within 30 days.

Fiscal Year	2007	2008	2009	2010	2011 (est.)
Prompt Payment goal - 98%	98.37%	98.37%	98.22%	96.85%	98.00%
Number of payment transactions	21,198	22,110	20,058	14,815	14,500

Measure: Purchase orders will be issued within two days of receipt of the purchase request from customers on no-bid purchases.

Fiscal Year	2007	2008	2009	2010	2011 (est.)
Days to Issue Purchase Order	1.7	1.7	2.2	1.4	1.5

#### Activity Funding

This activity is primarily funded through a general fund appropriation.

#### Contact

Director

Phone: (651) 201-2563

Web site: <http://www.admin.state.mn.us/fmr>

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Budget Activity Summary

<i>Dollars in Thousands</i>					
	Current		Governor's Recomm.		Biennium 2012-13
	FY2010	FY2011	FY2012	FY2013	
<b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
General	736	920	827	827	1,654
<b>Total</b>	<b>736</b>	<b>920</b>	<b>827</b>	<b>827</b>	<b>1,654</b>
<b><u>Expenditures by Category</u></b>					
Total Compensation	762	779	750	747	1,497
Other Operating Expenses	(26)	141	77	80	157
<b>Total</b>	<b>736</b>	<b>920</b>	<b>827</b>	<b>827</b>	<b>1,654</b>
<b>Full-Time Equivalents (FTE)</b>	<b>10.8</b>	<b>11.2</b>	<b>10.4</b>	<b>10.1</b>	