

PROGRAM DESCRIPTION

Department	Office of Administration	HB Section(s): 5.015
Program Name	Accounting Operations	
Program is found in the following core budget(s):	Accounting Operating	

1a. What strategic priority does this program address?

Increase efficiency in accounting functions.

1b. What does this program do?

The Office of Administration, Division of Accounting, performs the controllership function for the State of Missouri. The Division of Accounting provides some of the following functions:

-Central Payroll Services: Produces state employee's payroll checks or direct deposits, and issues W-2 and Affordable Care Act (ACA) forms to employees in accordance with IRS requirements.

-Central Accounting Services: Issues vendor payment checks; submits vendor payments via Automated Clearinghouse House (ACH); and provides vendors their 1099 tax form. In addition, assists with maintaining the Statewide Accounting System (SAM II) and MissouriBUYS system by maintaining the general ledger and monitoring system assurance reports.

-Financial Reporting: Prepares the State's Annual Comprehensive Financial Report (ACFR) and other legally required reports, such as the annual Appropriation Activity Report and the Statewide Cost Allocation Plan (SWCAP); and monitors general revenue cash flow activity on both a daily and monthly basis.

-Debt Management: Provides continuing disclosure information for outstanding debt to the Municipal Securities Rulemaking Board, issues annual State Debt Reports for transparency and accountability, and issues new or refunding bonds as needed.

-Accounts Payable: Process and oversight of Office of Administration purchase orders, payments, journal vouchers, and budget documents.

-Social Security: Administration of social security coverage for employees at state and local public entities.

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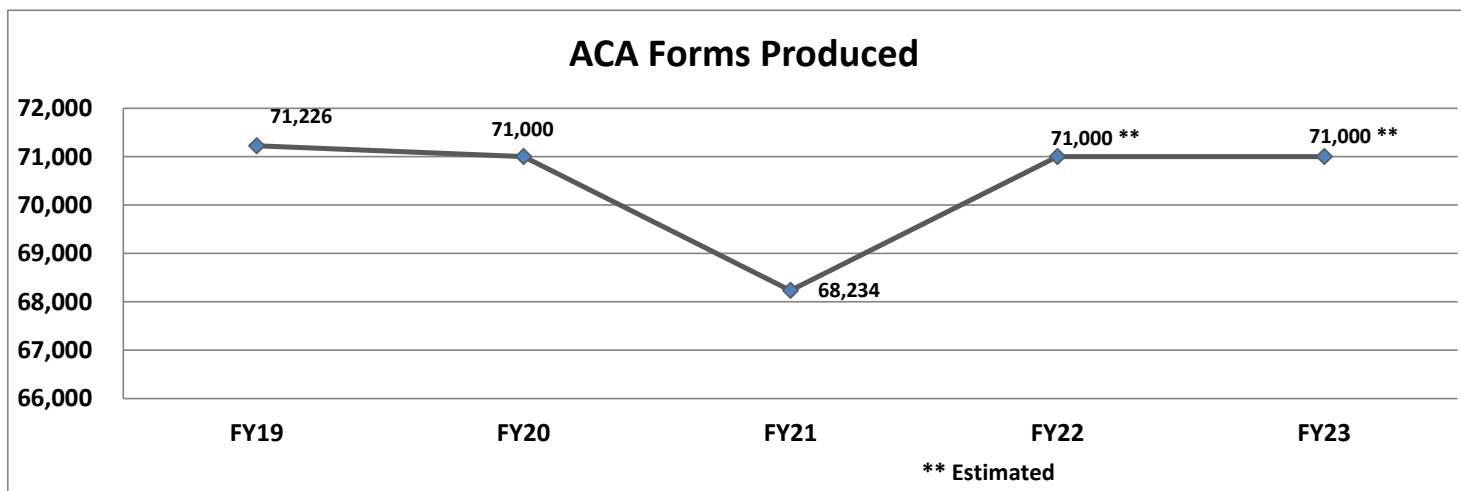
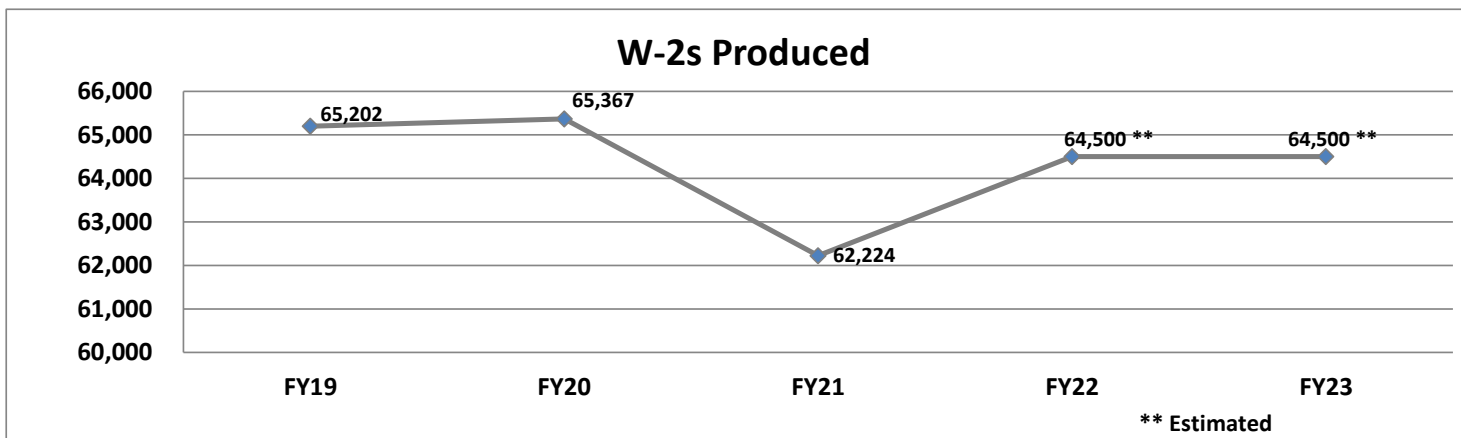
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HB Section(s): 5.015

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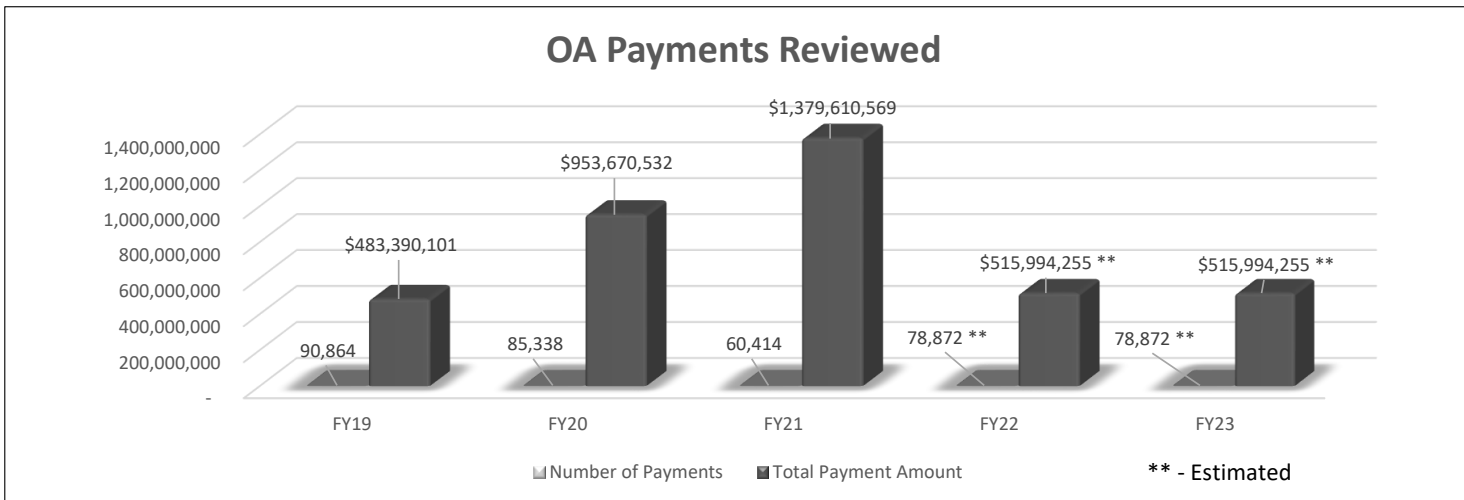
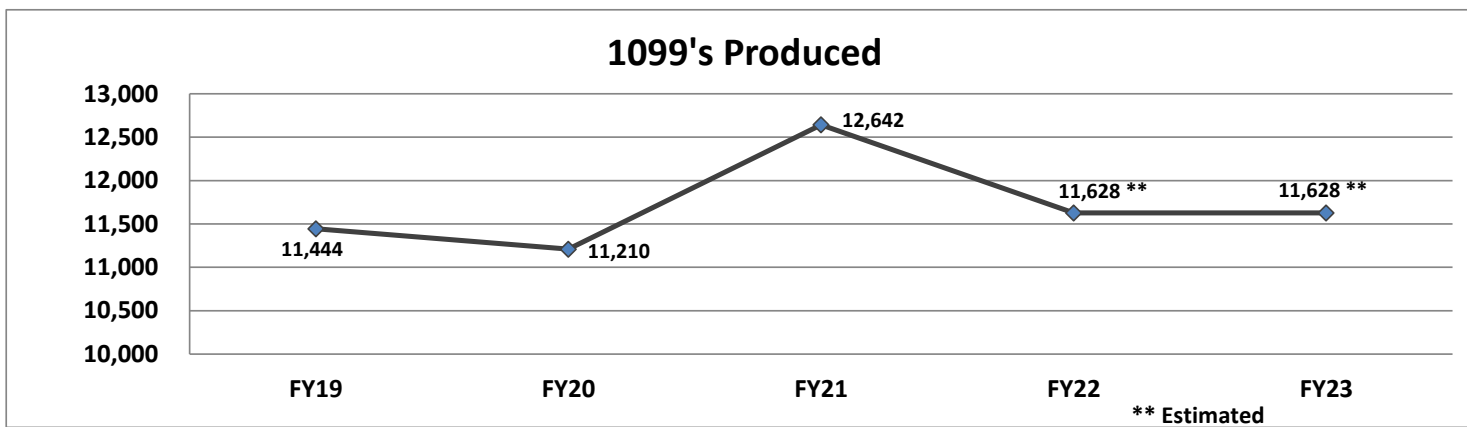
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2a. Provide an activity measure(s) for the program.



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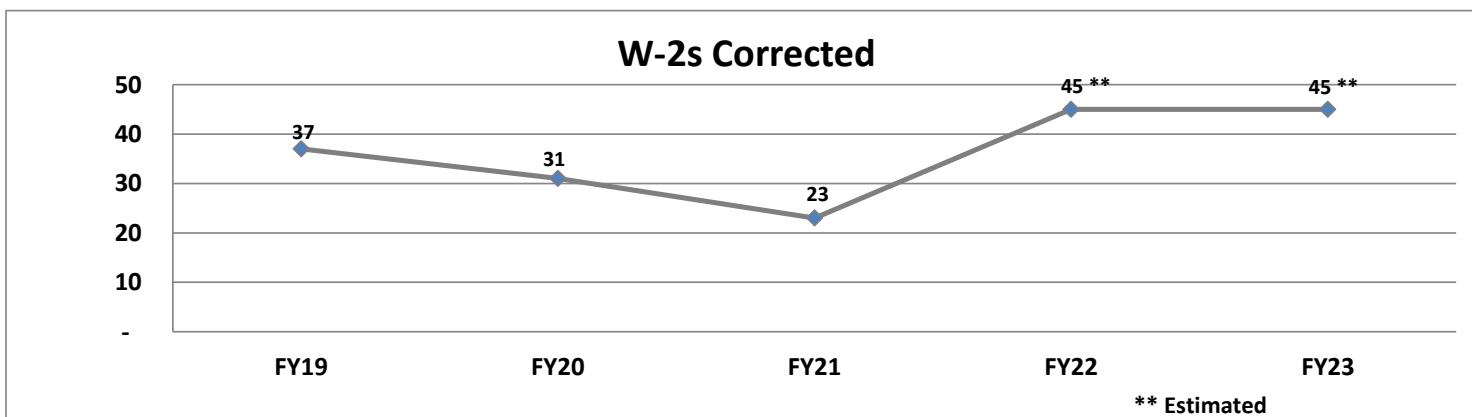
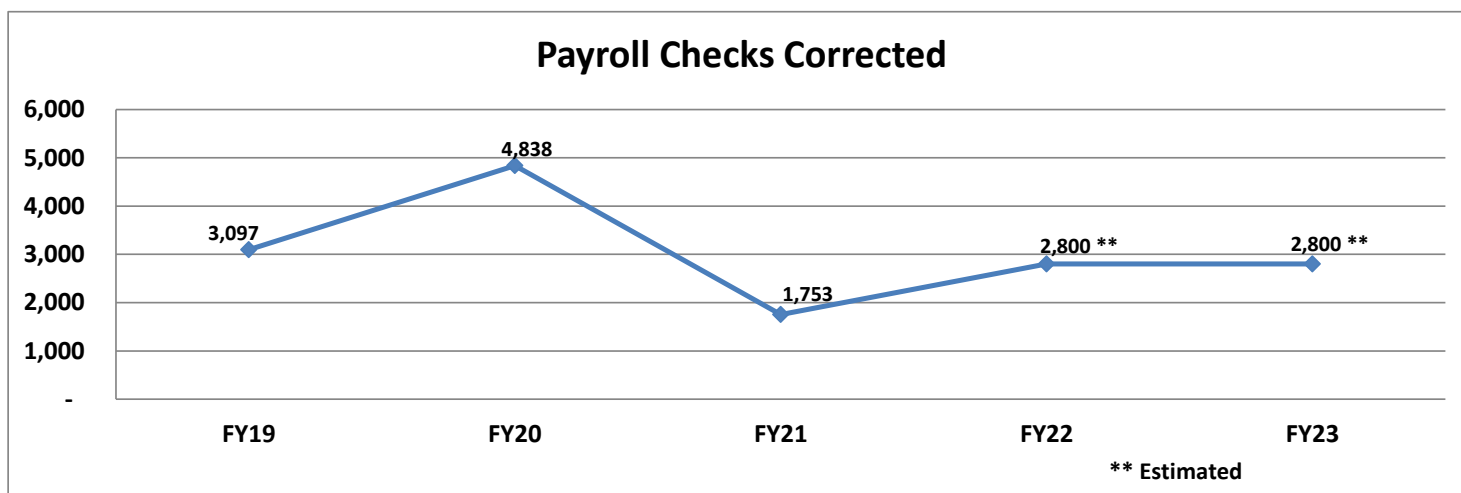
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2b. Provide a measure(s) of the program's quality.



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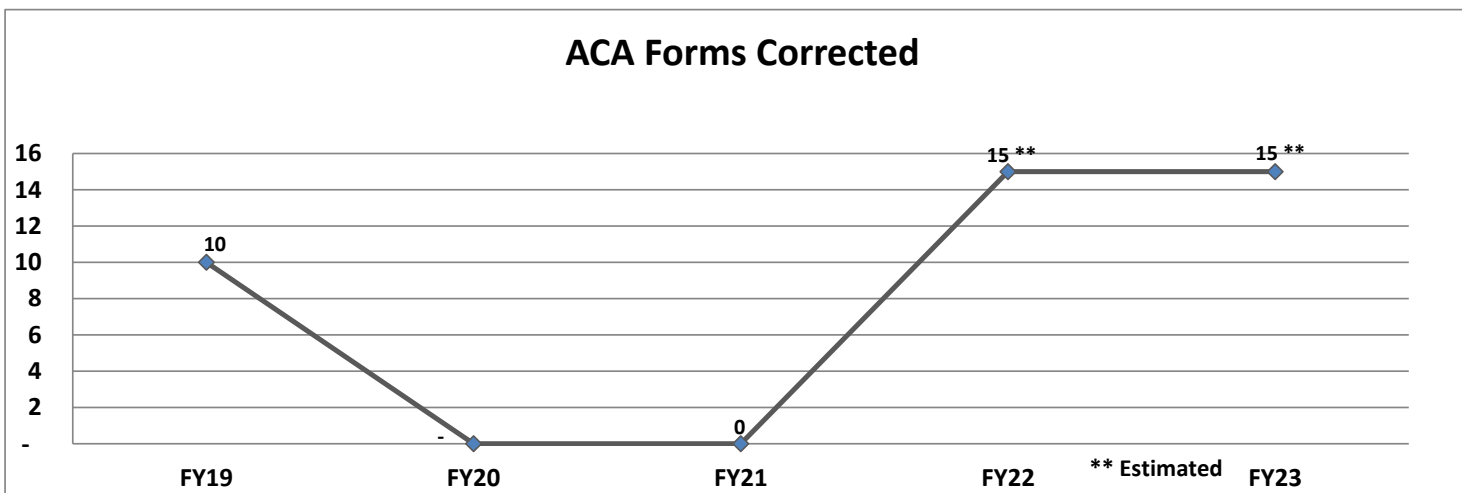
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HB Section(s): 5.015

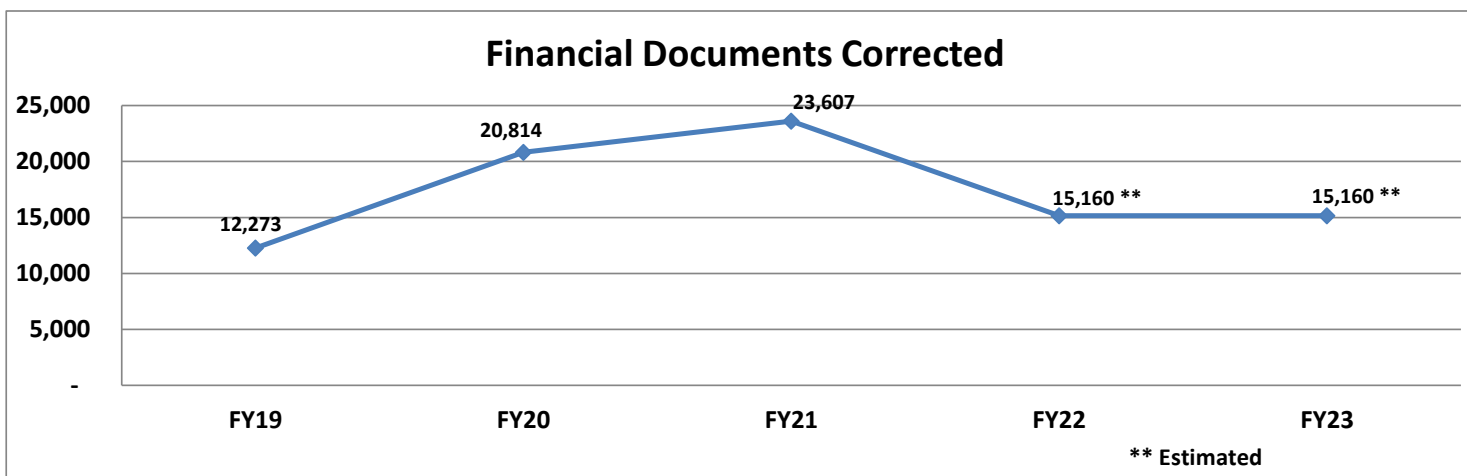
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ACA Forms Corrected



Financial Documents Corrected



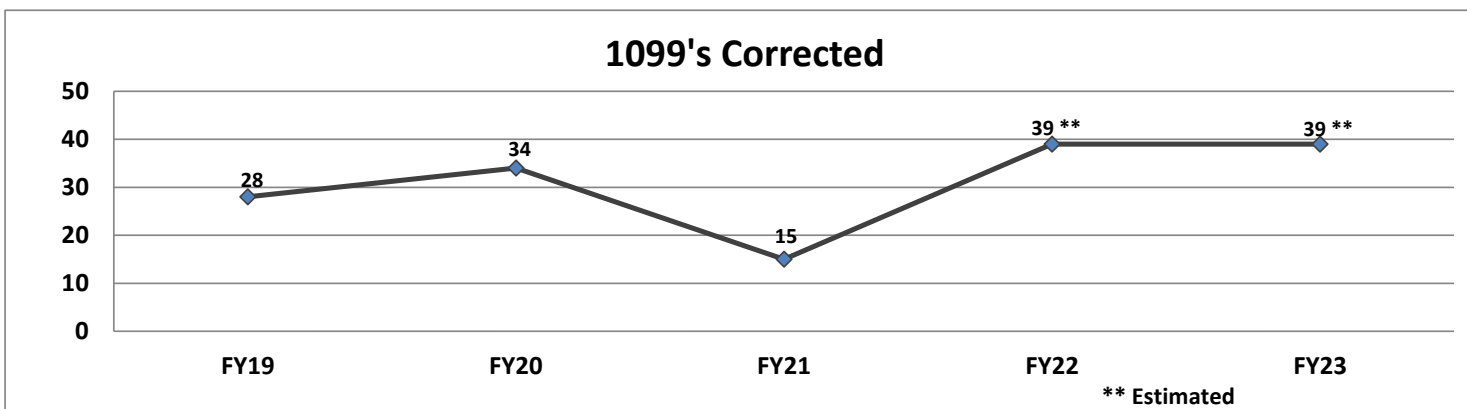
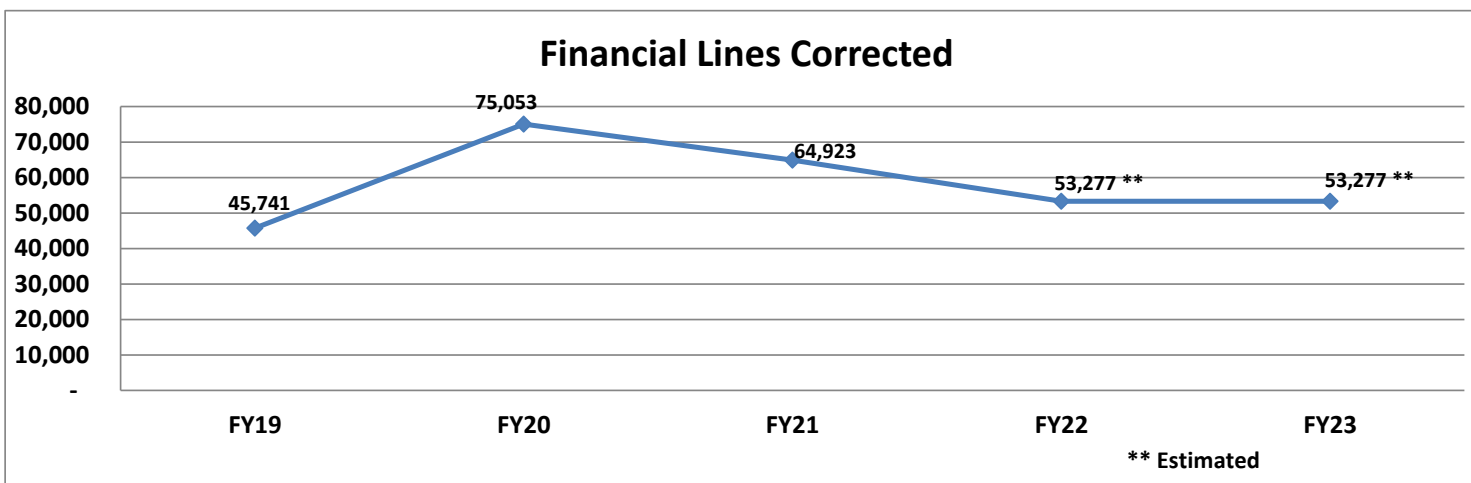
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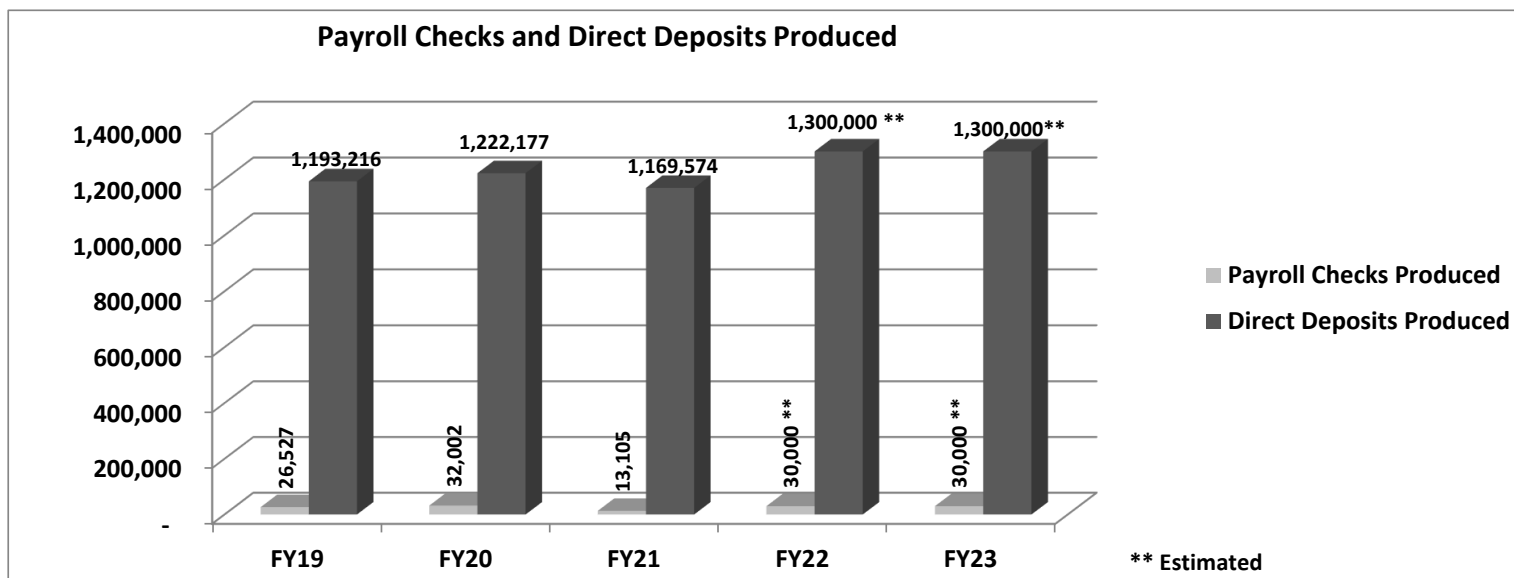
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2c. Provide a measure(s) of the program's impact.

Accounting is responsible for:

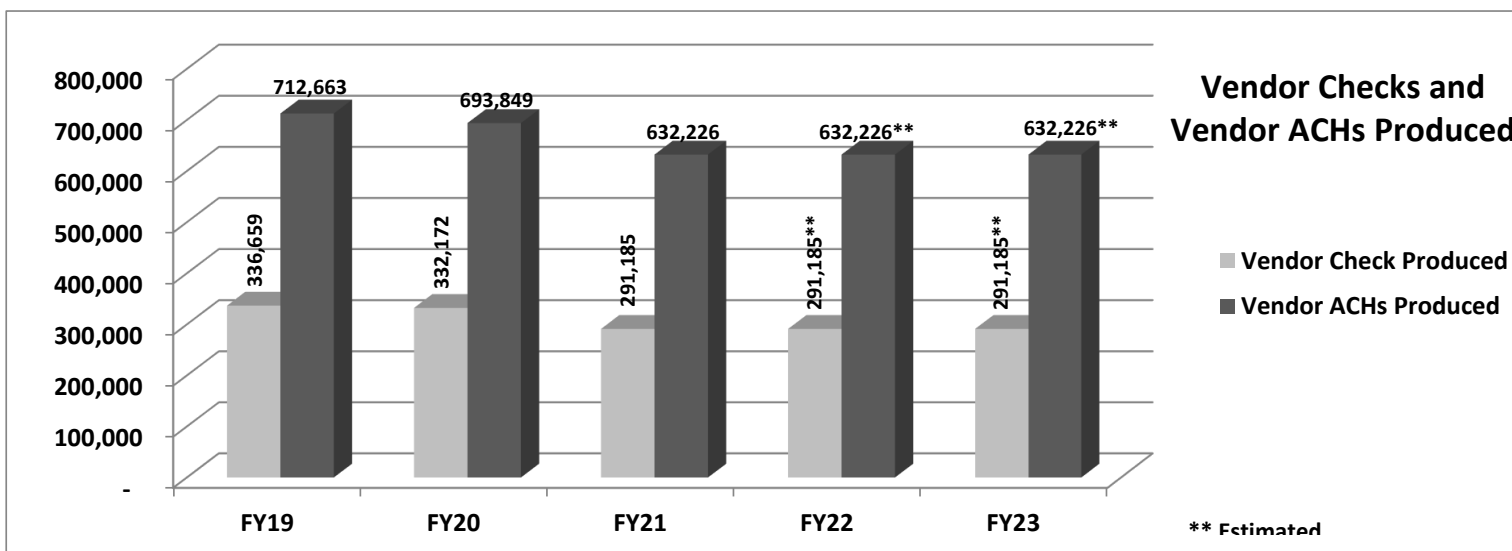
- Ensuring state employees are paid seamlessly and in a timely manner. The average number of active employees (both full-time and part-time) for FY21 was 51,724.
- Ensuring vendors are paid seamlessly and in a timely manner. The average number of active vendors for FY21 was 116,703.
- Management of the State debt. The State of Missouri was rated AAA, State Outlook by Moody's, Fitch, and Standard & Poors rating agencies. In FY21, 1 bond was refunded.

2d. Provide a measure(s) of the program's efficiency.

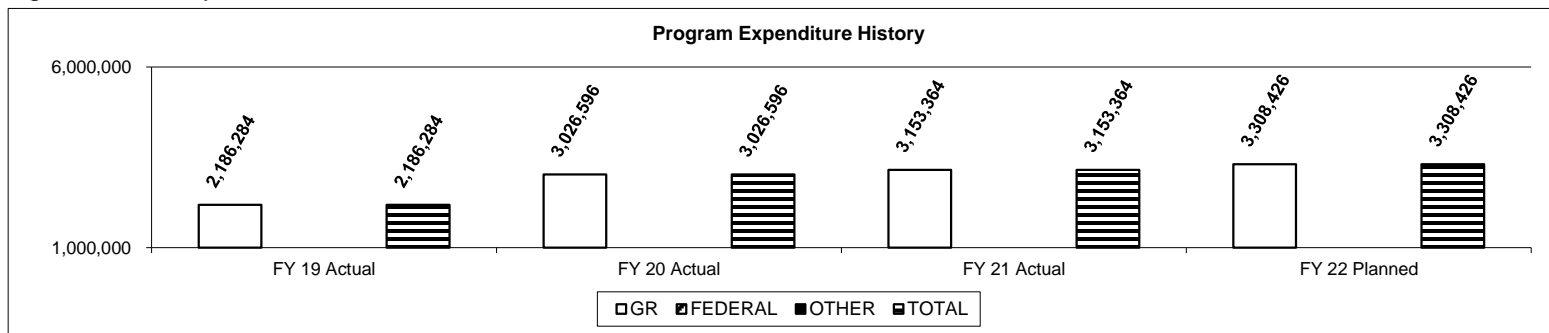


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3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



Includes personal service and expense and equipment costs for support staff for the Debt Management Program, CMIA, and Other Federal Payment Program. Not cost beneficial to break those cost out because of the overlap of staff duties.

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4. What are the sources of the "Other " funds?

N/A

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapter 33, RSMo, 32.060 RSMo, and SEC Rule 15c2-12

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No