BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of Statewide Reporting and Accounting Policy

July 23, 2010

MEMORANDUM OSRAP 11-05

TO: Fiscal Officers
All State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Coding Expenditures and Tracking Lost Revenues Related to Tropical Storm Bonnie

Attached is a memorandum from the Commissioner of Administration, Ms. Angele Davis, requiring all agencies to track all expenditures and lost revenues relating to Tropical Storm Bonnie. Please read this memorandum and follow the instructions as indicated.

If this link does not work, please use the link for Commissioner Davis' memo on the OSRAP memorandums page.

If you have questions on any part of the memorandum, please call the contact number for the specific functional area in the memorandum.

AA/kd

Attachment

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BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Department Secretaries and Undersecretaries

FROM: Angele Davis
Commissioner of Administration

DATE: July 23, 2010

SUBJECT: Procedures for Coding of Expenditures, Emergency Procurement, Overtime Reimbursement, etc., Relating to Tropical Storm Bonnie

With the possibility of Tropical Storm Bonnie striking the Louisiana gulf coast in a few days, it is critical to review the required maintenance of emergency-related records and documentation and the required policies and procedures in the event of an emergency. Please communicate this guidance to your management and staff immediately.

EMERGENCY PROCUREMENT

Emergency procurement and contract procedures can be found in the Division of Administration's emergency procurement guide, which is available on the Office of State Purchasing website (www.doa.louisiana.gov/osp/publications/emergencyprocurement.pdf) and the Office of Contractual Review website (www.doa.louisiana.gov/ocr/emergencyprocurement.pdf), as well as in any executive orders that may be issued by Governor Jindal.

Any such emergency procurements and/or contracts should emphasize the following:

- Competition, where practical;
- Results-oriented contracts;
- Documentation for audit and reimbursement purposes; and
- Reporting on emergency procurements as soon as practical.

ISIS HR PAYROLL FOR 7/30/10

Payroll processing for the July 30, 2010, payday will be processed as usual. Direct deposit transactions will be transmitted via ACH as scheduled on Wednesday, July 28, 2010. Payroll checks will be mailed on Friday, July 30, 2010. If employees are evacuated and do not receive their check or deposit, agencies should contact the Office of State Uniform Payroll for instructions. Agencies should be prepared to get pertinent information, such as alternate mailing

addresses, phone numbers, banking information, and other contact information that may be useful to handle these problems and to make changes for future payroll payments.

Agencies are encouraged to have employees verify their contact information and to make updates through LEO or their Employee Administration Office. If employees relocate to a temporary address, the mailing address (not permanent residence address) should be changed in ISIS HR.

OVERTIME

Department and agency heads should review their overtime policies. All such policies should comply with Civil Service Rules, Executive Order No. BJ 2008-64, and the FLSA. Departments should have an overtime policy in place guiding both earning and compensation.

CODING OF EXPENDITURES AND TRACKING LOST REVENUES

It is critically important that all agencies accurately capture and maintain all records and documentation related to Tropical Storm Bonnie expenditures in order for the State of Louisiana to successfully request and receive full reimbursement from the Federal Emergency Management Agency (FEMA) or other designated agency.

Agencies should not, at this time, be concerned with what may or may not qualify for reimbursement; rather, any and all costs related to tropical storm preparations or disaster relief and recovery efforts should be reported to the "**BONI**" activity code. Full and complete documentation and justification of all expenditures will be critical to securing federal dollars. In addition to the impact on expenditure budgets, there will also be revenue impacts related to Bonnie – decreases to self-generated revenues, lost revenue streams, "savings" due to office closures, etc.

Expenditures

A new "Activity Code" has been established in ISIS to track expenditures related to Tropical Storm Bonnie. **If your agency incurs any expenditures related to this storm, you must enter BONI in the ACTV field of any AGPS or CFMS document or the payment document (PV, PVQ, P1, MW, reclassification of P3, etc.).** If you have already incurred expenditures related to Tropical Storm Bonnie that are not coded to this activity code, please prepare a journal voucher to include this activity code so that costs can be captured in an activity report for all state agencies. This procedure is being implemented to track all Tropical Storm Bonnie-related expenditures for the state to be used in future decisions. Invoices for these expenditures should be clearly marked 'Related to Tropical Storm Bonnie' and, if necessary, should have a brief explanation of why it was necessary to incur the expenditure. It is imperative that these expenditures be properly documented so we can provide substantiations during audit.

Agencies who do NOT utilize the State's Advantage Financial System (AFS) must develop their own mechanism to capture Bonnie-related expenditures and report this information, upon request, to the Division of Administration (DOA).

Lost Revenues

If your agency has incurred a loss of revenues as a result of Tropical Storm Bonnie, you must begin tracking this loss. Estimating will be acceptable and can be accomplished by using the last two years average revenue received during the same period (week/month) last year versus this year. This comparison should be made on a spreadsheet with a line for each type (source) of revenue. It should begin with the last period that had "normal" revenues and then continue with subsequent periods.

Payroll

- **Activity Code:** For ISIS HR Paid Agencies, the newly created activity code "BONI" must be utilized if the employee's overtime work is related to activity associated with Tropical Storm Bonnie. If the employee works overtime due to the effects of Bonnie, timekeepers MUST code these hours to activity "BONI." Refer to ISIS HR Help for assistance in entering this data.
- **Office Closure: Costs incurred** for employees that are being compensated during office closures due to Tropical Storm Bonnie **must be identified**. For ISIS HR-paid agencies, Special Leave Office Closure code "LSOC" must be entered in order to track these payments. The Division of Administration will execute reports to determine this cost. Agencies are NOT to enter the activity code "BONI" on these LSOC entries.
- Agencies are NOT to enter the activity code "BONI" on any regular hours worked or leave hours taken.
- **Non-paid agencies** must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation. Do not hesitate to contact me if you have questions or need further information.