

CWIP Working Group Meeting: CWIP Asset Document Submissions

11 Jun 2009 @ 11:00am

Judy Mickens-Murray brought the meeting to order.

There were three items distributed for discussion:

1. A Proposed Change to CWIP Policy and Procedures, 2
2. Review of a CWIP Activity Manager's Reconciliation Review Checklist and
3. A list of CWIP issues to be discussed.

The first item discussed was a proposed change to CWIP Policy and Procedures, modifying the method in which supporting documentation is certified and forwarded.

Current Policy:

“Once NF 37-6 is accepted/certified by the FO & signed copy is received, the CWIP Activity Manager must forward NF 37-6 & CWIP documentation file supporting the cost on the NF 37-6 to the appropriate Real/Personal Property Office for review/certification.”

“Once NF 37-6 is reviewed/accepted/certified by the Property Office, the asset is entered in the appropriate property system & depreciation begins.”

Change to read:

Once the NF 37-6 is accepted/certified and signed by the Finance Office, the NF 37-6 is returned to the Activity Manager who will attach the documentation supporting the cost on the NF 37-6. The CWIP Activity Manager will coordinate with the corresponding Property Custodian for the proper generation of related CD-509(s) and forward both documents and supporting documentation to the appropriate Real/Personal Property Office representative for review/certification.

Once the CD-509 and NF 37-6 are reviewed/accepted and certified by the Property Office, the asset is entered in the appropriate property system and depreciation begins.

Several changes were suggested:

It was suggested that some language be added to include the Property Manager in the distribution of the NF 37-6 once it has been certified by Finance.

There were questions regarding definition of the requested supporting documentation: What's the minimum amount of documents we should ask for?

It was pointed out that a 509 is used only by personal property and not for real property. The instructions should be rewritten to reflect the two different processing cycles.

2. A CWIP Activity Manager's Reconciliation Review Checklist was distributed but discussion was tabled. The committee should be reviewing the final CFO checklist, which is documented in Appendix I.1. Heather offered to locate and provide the necessary documents for discussion.

3. A list of proposed CWIP changes was distributed to be reviewed by Working Group.

3.1 The first item in the list, "Addition of block to the CFO's signature for revisions to the originally submitted NF37-6", was completed in May 2009: reference the CWIP Policy update.

3.2 The second item in the list, "Change "calendar quarter" to a specific number of days." Item discussed and tabled for discussion at a future meeting, once Working Group reviews comments submitted previously by PMs.

-A question was posed: What value is added by making the change? It was decided that the two different time requirements would require the same amount of processing.

-At issue are assets with processing cycles that closely cross the end of quarter.

-Many of the problems incurred are atypical and a standard approach may not be useful. It was decided to allow NESDIS and PPMB to put together some examples and a proposed approach for review by KPMG.

-Any changes won't help these problems at year-end; if a capitalized item is commissioned during the year, it must be entered into the system.

- Miguel pointed out that if an asset is not in the Sunflower catalog, it might take 7-10 days to get the item entered into the catalog. Until that happens, that asset cannot be entered into Sunflower. It would be helpful if the Activity manager submits any request for catalog changes early and cc PPMB.

3.3 Heather suggested that we prioritize the list of proposed changes, rank the responses and send the results to Judy before the next L/O meeting (only for those in the meeting and on conference call). The group will rank the importance of the issues and get their changes back to Paul Myers by 19 June. Judy will consolidate for distribution by Monday, 22 June

Open Discussion:

CWIP training is mandatory for Activity Managers if they were not trained in FY08. It was pointed out that the training package on the web site is badly outdated. Beverly said that there was an updated version of the Real Property training, but it needs to be blessed. She was asked to forward a version of the updated package to Lenore and Judy for review. Judy expressed doubt that the updated package will be available for FY09, so CWIP Activity Manager should still take the training. Judy said she will follow-up with Jamie on how to correct the module.

Candi informed the group that June 12, 2009 is the last day to correct unlink project codes.

Brancore (Contractor) agreed to modify Log of Proposed CWIP Policy Changes to add column to record priority.

Brancore also agreed to create a sign-in sheet for attendees to initial.

Attending the Meeting:

BELL, LORI

BUTLER, Teresa

CALLANDS, Herbert

CREEGER, Steven

DECKARD, Thomas

GARDNER, Megumi

MYERS, Paul

RODRIGUEZ, Miguel

SWEENEY, REBECCA

WILLIAMS, Lisa

WOODS, Lenora

ZHAO, LU

Teleconference:

POTTER, Heather

MOONEYHAM, Beverly

MILLER, Mark

SPENCER, Melvin

MYERS, Candi

HARBOR, Jones