



**Minutes**  
**January 23, 2008**

**Advisory Committee on Financial Management, Accounting and Reporting**

The Advisory Committee met on January 23, 2008. Members in attendance: Darin Jensen, Michelle Knutson, Jodie Zesbaugh, Jaber Alsiddiqui, Beth Heinze, Jody LeBlanc, Deborah Medlin, Karsten Anderson, Elaine DeWenter, Janet Halonen, Tom Wieczorek, Jeffrey Yeager and Rita Poulton. MDE Staff: Tom Melcher, Janna Duffy, Ken Moos, Mary Weigel, Keri Lewis and John Moorse.

Janna Duffy opened the meeting at 12:05 p.m. A committee chair Jaber Alsiddiqui and vice chair Jody LeBlanc were elected.

Jaber asked the committee members to review the agenda. Ken Moos requested the addition of one agenda item pertaining to UFARS Course codes for Title I AYP. Jeffrey Yeager made a motion to approve the agenda seconded by Jody LeBlanc. Unanimous approval by the committee.

The committee reviewed the November 14, 2007 meeting minutes. Jody LeBlanc made a motion to approve the November 14, 2007 minutes seconded by Deborah Medlin. Unanimous approval by the committee.

Jaber directed the committee members to the next agenda item – review committee charter. The committee identified a few minor wording changes and felt the charter overall provided an accurate description of the committee purpose.

Janna Duffy discussed the Federal Indirect Cost Sub-Committee – MN LEA Agreement (Draft). Janna gave the committee a brief history of the federal audit. Janna walked through the draft document discussing the Indirect Cost Matrix for restricted and unrestricted rates, highlighting the differences between the two charts. Janna also discussed the effect of terminal leave costs and post retirement health benefits on the numerator and denominator of the indirect cost rate. Janna emphasized the importance of proper coding financial transaction and the effect on the indirect cost rate. The committee recommended the draft MN LEA Agreement should be sent to the federal government for approval. After the approval from the federal government, it will replace the current indirect cost documentation in the UFARS manual. The committee will discuss at the next meeting how the new indirect cost rate calculation will be communicated to the appropriate entities.

Ken Moos introduced John Moorse to discuss Course Codes for the Title I – AYP. John provided a handout summarizing AYP tracking requirements and wanted the committee's assistance on how these financial activities could be tracked through UFARS. The committee discussed the course code option and EDRS. The department will explore the EDRS option and provide information to the committee.

Ken provided the committee with a handout of FY08 UFARS changes and gave an overview of the dimension code additions, deletions and changes.

Janna will be contacting subcommittee members to set up a meeting to define sub-awards and sub-grants. Committee members should send to Janna, by February 5<sup>th</sup>, the name of individuals they think should be on the committee.

The committee will discuss the following items at the next meeting: Follow-up discussion on Title I – AYP course codes, GASB 34 Residual Fund Balance Transfers, and an update from the Sub-committee discussing Sub-awards and Sub-grants.

The next Advisory Committee meeting is scheduled for Wednesday, March 19, 2008 at the Minnesota Department of Education at 12:00 p.m.

Meeting adjourned at 2:40 pm.