

Jeremiah W. (Jay) Nixon
Governor



Doug Nelson
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@oa.mo.gov

Stacy Neal
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: April 1, 2014
RE: Missouri Accountability Portal (MAP) Changes

Senate Substitute No. 2 for Senate Committee Substitute for House Bill No. 116 (2013) created new requirements for reporting information on MAP including information on:

- **Federal Grants**
- **Budget Restrictions**
- **Bonds**

Federal Grants

Federal grant information for MAP is provided by each applicable agency in the State to the Office of Administration in an excel file. All federal grants awarded to a state agency in the amount of a million dollars (\$1,000,000) or more in its name must be reported. Each agency is responsible for reporting grants. Each agency has 30 days to report any cash received from a federal grant or money transferred to another state agency. All federal grants should be reported in the name of the receiving agency name rather than by division.

Federal Grant information (Receipts and Transfers) will be reported beginning with FY14 receipt and transfer data.

The following data is required to be reported:

1. Any amount of cash the agency receives from the federal government by state fiscal year (to include all federal grant awards of \$1 million or more regardless of the fiscal year of the award).
2. The name of the federal agency from which the funds were received.
3. The name of the federal grant received.
4. The purpose for which the funds are being received.
5. Any transfers between state agencies. Transfers are defined as occurring when one state agency/division receives the federal grant award and another state agency/division spends the federal grant money. Examples of transfers include: money spent by OA Leasing and OA ITSD.
6. The agency from which the funds were transferred to shall report to the Office of Administration, in an excel file, an accounting of how the transferred funds were used and any statistical impact that can be discerned as a result of such usage as reported to it by the department or division receiving the transferred funds pursuant to Section 33.087, RSMo. An internet link to a report required by or prepared for the federal agency disbursing the funds that describes expenditures and measures outcomes shall be sufficient.

The file transfer instructions for Federal Grant excel files are as follows:

1. The files will need to be saved as .csv files with all fields/columns formatted as text.
2. The .csv files should not contain headers.
3. The format for the excel files can be found in the SAMII Document and Table Interface Information (<http://samii.mo.gov/fin/map/>). Data in the .csv files should be in the exact order specified in the spreadsheets.
4. Amount fields should not contain commas or dollar signs.
5. In order for the files to be picked up in the automatic load, file names must be named:
 - a. Receipts file: MAPGrantsRev.csv
 - b. Transfers file: MAPGrantsExp.csv
 1. When a transfer is made, only the agency transferring the grant money reports the transfer. The agency which receives the transfer does not report the receipt.
 2. Agencies may transfer money from the same grant to a particular agency for multiple reasons, thus a unique transfer number should be assigned for each reason.
 - c. File transfer contact is Carolyn Aggeler (Carolyn.Aggeler@oa.mo.gov, 573-522-5831).
6. Information needed for the grant files automatic load:
 - a. Provide ITSD (Carolyn) with the location of the grant files.
 - b. ITSD will be using ID OAMOV2DMZ for the file loads. This ID will need to be granted access to your Federal Grant files to be loaded onto MAP.
 - c. Coordinate with ITSD the disposition of the existing files (i.e. leave as is, rename, or delete).
 - d. Files must be available to be loaded 10:00 pm on work days.

7. Updates to federal grants will be cumulative data. Agencies will submit the data as it should appear on MAP. Updates can be made in either of the following two methods:
 - a. Submit the entire file of all grants.
 - b. Submit a file with only the grants and/or lines that need updating.

Note: The unique identifier assigned to the grant will indicate which grant to update on MAP.

Note: When submitting updates, it is important that the same state agency assigned unique number for a particular grant is used to indicate which grant should be updated. This is the same for transfers.

Budget Restrictions

Budget Restriction information is being reported by OA Budget & Planning to be displayed on MAP. Restrictions include expenditure restrictions not including the 3% Governor's Reserve.

Bonds

OA Accounting will have oversight over the bonds reported on MAP. A web-based, password protected data entry system has been created for those entities required to report bond or debt issuances pursuant to Section 37.850.2, RSMo.

The data entry system is comprised of the following fields:

1. Name of Political Subdivision
2. Date of Issuance
3. Face Amount of Issuance
4. Description of Revenue Stream for Repayment of Bonds Issued Pursuant to Section 99.820, RSMo
5. Interest Rate (optional)
6. Outstanding Balance (optional)
7. Description of Project / Purpose (optional)

Reporting entities will be able to report and update outstanding debt on an ongoing basis. Debt may be removed if outstanding balance is zero for one year or more. Reporting entities are solely responsible for the timeliness and accuracy of the content.