

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

JANUARY 2005 (FM07/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4 Dec 04 CA2 Proof 1 Run	5	6 Dec 04 CA2 Proof 2 Run Dec 04 OSPA Preliminary Cutoff	7 Dec 04 CA2 Post Run Clean-up IT File Closed 6:00am - 10:30 am Weekly Report Run	1 New Year's Day 
						8
9	10 Dec 04 OSPA Cutoff	11 Dec 04 OSPA Load SFMA	12 Dec 04 OSPA Post	13	14 EOM Close Dec 04 Run DAFJ793-Prints Final DAFR7940 Report, Populates 43M EOM Report Run	15
16	17 Martin Luther King Jr Holiday 	18 Run DAFJE099	19 Run DAFJ620	20	21 Weekly Report Run	22
23 INAE Oct 04	24 Final day for Agencies to Submit 1099-MISC Changes Jan 05 OSPA Preliminary Cutoff	25 Jan 05 CA1 Proof 1 Run Run DAFJ796 – Print 1099-MISC	26 Jan 05 OSPA Cutoff	27 Jan 05 CA1 Proof 2 Run Jan 05 OSPA Load SFMA	28 Jan 05 CA1 Post Run Jan 05 OSPA Post Weekly Report Run	29
30	31 ADPICS 250 Report Run					

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

FEBRUARY 2005(FM08/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Jan 05 CA2 Proof 1 Run	2	3 Jan 05 CA2 Proof 2 Run	4 Jan 05 CA2 Post Run Weekly Report Run	5
6	7 Jan 05 OSPA Preliminary Cutoff	8	9 Jan 05 OSPA Cutoff	10 Jan 05 OSPA Load SFMA	11 Clean-up IT File Closed 6:00 am – 10:30 am Jan 05 OSPA Post Weekly Report Run	12
13	14	15 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	16	17	18 EOM Close Jan 05 Feb 05 OSPA Preliminary Cutoff EOM Report Run	19
20	21 Presidents' Day Holiday 	22 Feb 05 CA1 Proof 1 Run	23 Run DAFJ620 Feb 05 OSPA Cutoff	24 Feb 05 CA1 Proof 2 Run Feb 05 OSPA Load SFMA	25 Feb 05 CA1 Post Run Feb 05 OSPA Post Weekly Report Run	26
27 INAE Nov 04	28 Print Corrected 1099-MISC Forms- DAFJ796 ADPICS 250 Report Run					

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

MARCH 2005(FM09/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Feb 05 CA2 Proof 1 Run	2	3 Feb 05 CA2 Proof 2 Run	4 Feb 05 CA2 Post Run Pmt Control/Pmt Cancel Archive – DAFJ600 Weekly Report Run	5
6	7 Feb 05 OSPA Preliminary Cutoff	8	9 Feb 05 OSPA Cutoff	10 Feb 05 OSPA Load SFMA	11 Clean-up IT File Closed 6:00 am – 10:30 am Feb 05 OSPA Post Weekly Report Run	12
13	14	15 Print Corrected 1099- MISC Forms- DAFJ796	16	17	18 EOM Close Feb 05 EOM Report Run	19
20	21	22	23 Run DAFJ620	24 Mar 05 OSPA Preliminary Cutoff	25 Weekly Report Run	26
27 INAE Dec 04	28 Mar 05 OSPA Cutoff	29 Mar 05 CA1 Proof 1 Run Mar 05 OSPA Load SFMA	30 Mar 05 OSPA Post	31 Mar 05 CA1 Proof 2 Run ADPICS 250 Report Run		
Easter						

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

APRIL 2005(FM10/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Mar 05 CA1 Post Run Weekly Report Run	2
3 Daylight Saving Time Begins	4 Final Date for Agencies to Send Requests for Corrected 1099-MISC Forms	5 Mar 05 CA2 Proof 1 Run Print Corrected 1099-MISC Forms DAFJ796	6	7 Mar 05 CA2 Proof 2 Run Mar 05 OSPA Preliminary Cutoff	8 Mar 05 CA2 Post Run Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	9
10	11 Mar 05 OSPA Cutoff	12 Mar 05 OSPA Load SFMA	13 Mar 05 OSPA Post	14	15 EOM Close Mar 05 DAFJIAUL EOM Report Run	16
17	18	19	20 Run DAFJ620	21 Apr 05 OSPA Preliminary Cutoff	22 Financial Table Archive DAFJIAUL Weekly Report Run	23 SFMA Closed
24	25 SFMA Closed Apr 05 OSPA Cutoff	26 SFMA Closed Apr 05 OSPA Load SFMA	27 Apr 05 CA1 Proof 1 Run Apr 05 OSPA Post	28 Apr 05 CA1 Proof 2 Run	29 Apr 05 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	30

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

MAY 2005(FM11/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 INAE Jan 05	2	3 Apr 05 CA2 Proof 1 Run	4	5 Apr 05 CA2 Proof 2 Run Apr 05 OSPA Preliminary Cutoff	6 Apr 05 CA2 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	7
8	9 Run DAFM355 Apr 05 OSPA Cutoff	10 Apr 05 OSPA Load SFMA	11 Apr 05 OSPA Post	12	13 EOM Close Apr 05 EOM Report Run	14
15	16	17 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	18 Run DAFJ620	19	20 Weekly Report Run	21
22 INAE Feb 05	23 May 05 OSPA Preliminary Cutoff	24	25 May 05 OSPA Cutoff	26 May 05 OSPA Load SFMA	27 May 05 OSPA Post Weekly Report Run	28
29	30  Memorial Day Holiday	31 May 05 CA1 Proof 1 Run ADPICS 250 Report Run				


**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

JUNE 2005(FM12/FY05)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 May 05 CA1 Proof 2 Run	3 May 05 CA1 Post Run Profile Table Archive – DAFJA20 Weekly Report Run	4
5	6	7 May 05 CA2 Proof 1 Run May 05 OSPA Preliminary Cutoff	8	9 May 05 CA2 Proof 2 Run May 05 OSPA Cutoff	10 May 05 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am May 05 OSPA Load SFMA Weekly Report Run	11
12	13 May 05 OSPA Post	14	15	16	17 EOM May 05 EOM Report Run	18
19	20	21	22 Run DAFJ620	23 June 05 OSPA Preliminary Cutoff	24 Weekly Report Run	25
26 INAE Mar 05	27 June 05 CA1 Proof 1 Run June 05 OSPA Cutoff	28 June 05 OSPA Load SFMA	29 June 05 CA1 Proof 2 Run June 05 OSPA Post	30 June 05 CA1 Post Run ADPICS 250 Report Run Run DAFJ353/356B Year End Rollover Weekly Report Run END OF FY05		

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

JULY 2005(FM01/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 System Unavailable - SFMA Closed for DAFM353/356 Validation Zero Row Purge – DAFJ610 Weekly Report Run FY06 BEGINS AY07 BEGINS	2
3	4 July 4th Holiday 	5 June 05 CA2 Proof 1 Run	6	7 June 05 CA2 Proof 2 Run June 05 OSPA Preliminary Cutoff	8 June 05 CA2 Post Run Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	9
10	11 June 05 OSPA Cutoff	12 June 05 OSPA Load SFMA	13 June 05 OSPA Post	14	15 EOM Close June 05 EOM Report Run	16
17	18	19 CAFR Report Run	20 Run DAFJ620	21	22 July 05 OSPA Preliminary Cutoff Weekly Report Run	23
24 INAE Apr 05	25	26 July 05 OSPA Cutoff CAFR Report Run	27 July 05 OSPA Load SFMA	28 July 05 OSPA Post	29 ADPICS 250 Report Run Weekly Report Run	30
31						

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

AUGUST 2005 (FM02/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 CAFR Report Run	3 Receipt Table Archive – DAFJ605	4	5 July 05 OSPA Preliminary Cutoff Weekly Report Run	6
7	8	9 July 05 CA1 Proof 1 Run July 05 OSPA Cutoff CAFR Report Run	10 July 05 OSPA Load SFMA	11 July 05 CA1 Proof 2 Run July 05 OSPA Post	12 July 05 CA1 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	13
14	15	16 CAFR Report Run	17	18	19 EOM Close 13/05 EOM Report Run	20
21	22	23 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	24 Run DAFJ620 Aug 05 OSPA Preliminary Cutoff	25	26 Aug 05 OSPA Cutoff Weekly Report Run	27
28	29 Aug 05 OSPA Load SFMA	30 July 05 CA2 Proof 1 Run Aug 05 OSPA Post	31 ADPICS 250 Report Run			

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

SEPTEMBER 2005 (FM03/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 July 05 CA2 Proof 2 Run	2 July 05 CA2 Post Run Run DAFM351 Weekly Report Run	3
4	5 Labor Day Holiday 	6	7 Aug 05 OSPA Preliminary Cutoff	8	9 EOM Close July 05 Aug 05 OSPA Cutoff EOM Report Run	10
11	12 Aug 05 OSPA Load SFMA	13 Aug 05 CA1 Proof 1 Run Aug 05 OSPA Post	14	15 Aug 05 CA1 Proof 2 Run	16 Aug 05 CA1 Post Run Run DAFJ793M Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	17
18 INAE May 05	19	20	21	22 Sep 05 OSPA Preliminary Cutoff	23 EOM Close Aug 05 EOM Report Run	24
25	26 Sep 05 OSPA Cutoff	27 Sep 05 CA1 Proof 1 Run Sep 05 OSPA Load SFMA	28 Run DAFJ620 Sep 05 OSPA Post	29 Sep 05 CA1 Proof 2 Run	30 Sep 05 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

OCTOBER 2005 (FM04/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 INAE Jun 05	3	4 Sep 05 CA2 Proof 1 Run	5	6 Sep 05 CA2 Proof 2 Run Sep 05 OSPA Preliminary Cutoff	7 Sep 05 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	1 <hr/> 8
9	10 Run Expiration Programs Columbus Day – Bank Holiday NOT State Holiday Sep 05 OSPA Cutoff	11 Sep 05 OSPA Load SFMA	12 Sep 05 OSPA Post	13	14 EOM Close Sep 05 EOM Report Run	15
16	17	18	19 Run DAFJ620	20	21 Weekly Report Run	22
23 INAE 13/05 INAE July 05	24 Oct 05 OSPA Preliminary Cutoff	25 Oct 05 CA1 Proof 1 Run	26 Oct 05 OSPA Cutoff	27 Oct 05 CA1 Proof 2 Run Oct 05 OSPA Load SFMA	28 Oct 05 CA1 Post Run Vendor Table Purge – DAFJA15 Oct 05 OSPA Post Weekly Report Run	29
30 Daylight Saving Time Ends	31 ADPICS 250 Report Run					

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

NOVEMBER 2005 (FM05/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Oct 05 CA2 Proof 1 Run	2	3 Oct 05 CA2 Proof 2 Run	4 Oct 05 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Oct 05 OSPA Preliminary Cutoff Weekly Report Run	5
6	7	8 Oct 05 OSPA Cutoff	9 Oct 05 OSPA Load SFMA	10 Oct 05 OSPA Post Weekly Report Run	11 Veteran's Day Holiday 	12
13	14	15 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	16	17	18 EOM Close Oct 05 Nov 05 OSPA Preliminary Cutoff EOM Report Run	19
20	21	22 Run DAFJ620 Nov 05 OSPA Cutoff	23 Nov 05 OSPA Load SFMA	24 Thanksgiving Day Holiday 	25 Run DAFJ793M Weekly Report Run	26
27 INAE Aug 05	28 Nov 05 OSPA Post	29 Nov 05 CA1 Proof 1 Run	30 ADPICS 250 Report Run			




**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

DECEMBER 2005 (FM06/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Nov 05 CA1 Proof 2 Run	2 Nov 05 CA1 Post Run Weekly Report Run	3
4	5	6 Nov 05 CA2 Proof 1 Run	7 Nov 05 OSPA Preliminary Cutoff	8 Nov 05 CA2 Proof 2 Run	9 Nov 05 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Nov 05 OSPA Cutoff Weekly Report Run	10
11	12 Nov 05 OSPA Load SFMA	13 Nov 05 OSPA Post	14	15	16 EOM Close Nov 05 EOM Report Run	17
18	19	20	21 Run DAFJ620	22 Dec 05 OSPA Preliminary Cutoff	23 Run DAFJ793M Weekly Report Run	24
25 Christmas Day Holiday 	26 Christmas Holiday Observed 	27 Dec 05 CA1 Proof 1 Run Dec 05 OSPA Cutoff	28 Dec 05 OSPA Load SFMA	29 Dec 05 CA1 Proof 2 Run Dec 05 OSPA Post	30 Dec 05 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	31

**CALENDAR YEAR 2005
SFMA CLOSING SCHEDULES**

JANUARY 2006 (FM07/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day Holiday 	2 New Year's Day Observed 	3 Dec 05 CA2 Proof 1 Run	4	5 Dec 05 CA2 Proof 2 Run Dec 05 OSPA Preliminary Cutoff	6 Dec 05 CA2 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	7
8 INAE Sep 05	9 Dec 05 OSPA Cutoff	10 Dec 05 OSPA Load SFMA	11 Dec 05 OSPA Post	12	13 EOM Close Dec 05 Run DAFJ793-Prints Final DAFR7940 Report, Populates 43M Run DAFJ348-Liquidate Enc/Pre-Enc AY05 EOM Report Run	14
15	16 Martin Luther King Jr Holiday 	17 Run DAFJE099	18 Run DAFJ620	19	20 Weekly Report Run	21
22 INAE Oct 05	23	24 Jan 06 CA1 Proof 1 Run Final day for Agencies to submit 1099-MISCChanges Jan 06 OSPA Preliminary Cutoff	25 Run DAFJ796 – Print 1099-MISC	26 Jan 06 CA1 Proof 2 Run Jan 06 OSPA Cutoff	27 Jan 06 CA1 Post Run Jan 06 OSPA Load SFMA Weekly Report Run	28
29	30 Jan 06 OSPA Post	31 Jan 06 CA 2 Proof 1 Run ADPICS 250 Report Run				

SFMS DISTRIBUTION DOCUMENT NUMBERS

<http://www.ost.state.or.us/divisions/finance/lqip/SFMS%20Distribution%20Document%20Numbers.doc>

Many state agencies are currently making non-tax distribution transfers to local government accounts at Treasury via the Statewide Financial Management Application (SFMA). The list below should help you better identify what these transfers are for, based on the document number. For example, if you noticed a credit to your pool account on your Treasury statement with a document number of 581LTSF0200, you could determine from the list below that the payment was for basic school support (LTSF).

TAX AND NON-TAX DISTRIBUTIONS

Doc #	Description	Doc#	Description
LTA0	CFAA Monthly Allotment	LTMT	Mass Transit Assessment
LTAV	P&R AVT Project	LTOE	OECD Community Development Funds
LTBC	BCD Contract Fees	LTOG	USFS Old Growth Funds
LTCC	Community College	LTOU	OUITF / SB710
LTCB	Community Dev Block Grant	LTPP	Port Planning & Marketing
LTCF	Commission on Children & Families	LTPR	Port Revolving Loan
LTCG	USFS Columbia Gorge	LTR1	Forestry - Qtrly Misc Revenue
LTC0	CFAA Special Payments	LTRA	City Cigarette Tax
LTCP	CSEPP (Chem stock pile Emerg)	LTRB	Mental Health Tax
LTCS	County Service Officers Qtrly Pymts	LTRC	Amusement Tax
LTEM	Oregon Emergency Management	LTRD	County Cigarette Tax
LTEQ	DEQ SRF Loan Distribution	LTRE	OLCC Tax (Liquor)
LTFE	FEMA Disaster Assistance	LTRF	Basic School Support Tax
LTFB	Federal Flood Control	LTRG	911 Tax
LTFL	5% Land Sales	LTRH	Revenue Sharing Tax
LTFM	US Fed Mineral Leases	LTRP	Regional Partnership
LTFR	25% Forest Reserve	LTRR	Rural Investment Fund
LTFT	US Taylor Grazing	LTRS	Regional Investment Fund
LTGA	Gambling Addiction	LTSC	SPWF Community Facilities Program
LTGF	AOCMHP	LTSD	SDDS
LTHD	Health Division General Fund	LTSF	Basic School Support
LTIS	OYA Individualized Services	LTSL	State Lands Common School Funds
LTJB	Juvenile Basic	LTSP	Special Public Works
LTJD	Juvenile Diversion	LTSR	Strategic Reserve Fund
LTJP	Juvenile Prevention	LTSS	Small Scale Energy
LTJT	JTPA Grant Frm Dept of Ed	LTSW	Safe Drinking Water
LTLB	Lottery Bonds	LTT1	OYA T1 Line
LTLG	Library Grant Funds	LTVG	VOCA Grant (Victim of Crime Act)
LTLO	Local Option Equalization Dept of Education	LTVP	Video Poker
LTLS	OYA Lease Payment	LTWA	Workforce Investment Areas
LTME	State Police Medical Examiner	LTWW	Water/Wastewater
LTMN	Marine Navigation Improvement	LT94	Oregon Housing and Comm. Serv.
LTMR	Forestry-Qtrly Misc Revenue		

<http://www.ost.state.or.us/divisions/finance/lqip/SFMS%20Distribution%20Document%20Numbers.doc>

Oregon's Local Government Investment Pool (LGIP) was created by Oregon Laws in 1973, Chapter 748. It is a diversified portfolio offered to eligible participants of the State of Oregon. The Local Government Investment Pool (LGIP or the "Pool") is an alternate investment vehicle offered to participants that includes, but is not limited to, any municipality, political subdivision or public corporation of this state that by law is made the custodian of, or has control of, any public funds. The LGIP is commingled with the State's short-term funds. Since its inception, over 900 local governments in Oregon have participated in the pool.

The LGIP is open every day that the Federal Reserve and Oregon State Government are open.

State agencies have three options for making payments to local governments – warrant/check, automated clearing house (ACH) directly to a commercial bank account, or by a balanced transfer through SFMA. State agencies need to work directly with the receiving local government to determine the appropriate option for making payment; however, agencies are **strongly** encouraged to make payment via ACH or balanced transfer through SFMA.

If the local government prefers to have the payment made to a Pool account, there are two things that need to occur. The first being the establishment of a Pool account by the local government, assuming the local government does not already have one. To establish an account, the local government should contact Oregon State Treasury at 1-800-452-0345 or (503) 373-1194 for assistance with the process or visit Treasury's web site at <http://www.ost.state.or.us/divisions/finance/index.htm> under the Local Government Services section. The second action is one that needs to be taken by the state agency wanting to transfer funds to a local government's Pool account. The state agency should review the list of "SFMS Distribution Document Numbers" (Attachment A) to determine whether there is an appropriate distribution document number description for the funds being transferred. If there is not an appropriate identifier, the state agency needs to contact Oregon State Treasury at 1-800-452-0345 or (503) 373-1194 to request a new distribution document number. This distribution document number is essential, because it helps the receiving local government identify what the funds are for and from which agency the funds are received.

In addition to establishing the Pool account and distribution document number, the agency should check the "Vendor Mail Code Profile" (SO51) in SFMA, mail code 001. In the middle of the screen on the right hand side is the "License" field. If the vendor is part of the pool, there will be a

nine digit entry, beginning with LGIP. The “001” mail code is required on the LGIP balanced transfers.

Once all of these things are done, an agency may transfer funds through SFMA to the local government’s Pool account using the balanced transfer T-Codes 291 through 294. T-Codes for expenditure transactions are 291 and 293, and T-Codes for revenue transactions are 292 and 294.

If an agency has questions about transfers to the Local Government Investment Pool, please call 1-800-452-0345 or (503) 373-1194.

INVESTING LOCAL FUNDS

293.820 Separate accounts for each local government; report; investment rules. (1) When the investment officer invests the funds of any county, municipality, school district or other political subdivision of this state, the investment officer shall keep a separate account for each such governmental unit the funds of which are being invested.

(2) The investment officer shall report monthly to each such governmental unit the changes made during the preceding month in the investments for the account of that governmental unit. The monthly reports shall be provided to the governmental units within 30 days after the end of the month to which they pertain.

(3) All funds invested by the investment officer shall be invested in accordance with rules adopted or readopted at least annually by the Oregon Short Term Fund Board and approved by the Oregon Investment Council. Such rules shall be published, shall be made available to all interested parties and shall be distributed at least annually to all local governments investing funds pursuant to ORS 294.805 to 294.895. [1981 c.880 §3]

INVESTMENT POOLS

293.822 Investment pools authorized. The Legislative Assembly recognizes that changes in federal arbitrage regulations have imposed substantial additional financial and administrative burdens on state agencies and local governments which issue tax-exempt obligations. The impact of these burdens is exacerbated by the fiscal restrictions placed on these agencies and governments by section 11b, Article XI of the Oregon Constitution. The Legislative Assembly finds that it will benefit the citizens of the state to authorize the State Treasurer to create one or more investment pools which are designed to reduce these burdens of compliance with federal arbitrage rules. [1991 c.902 §107]

293.824 Investment pool procedures; duties of State Treasurer. (1) As used in this section:

(a) "Council" means the Oregon Investment Council.

(b) "Governmental unit" has the meaning given the term under ORS 288.150.

(c) "Investor" means an entity which deposits proceeds with the State Treasurer for investment in a pool.

(d) "Pool" means a fund or account established by the State Treasurer for the investment of proceeds for one or more investors, pursuant to this section.

(e) "Proceeds" means funds obtained from the sale of tax-exempt obligations, and other funds which secure, or are held to pay debt service on, tax-exempt obligations.

(f) "Tax-exempt obligations" means bonds, notes, certificates or other obligations, the interest on which is excluded from gross income under the United States Internal Revenue Code.

(2) In addition to the other powers granted to the State Treasurer, the State Treasurer may create one or more pools for the investment of proceeds. The pools shall be separate and distinct from the General Fund. Amounts in a pool shall be invested under the standards for investment of state funds which are provided in ORS 293.701 to 293.820. However, the investment objective for the pools shall be to make the amounts therein as productive to the investor as is administratively reasonable, taking into account restrictions imposed by the United States on the investment of the proceeds and the ability of the investor to retain investment earnings for its benefit. Amounts in a pool shall be invested according to policies established by the Oregon Investment Council. ORS 293.820 shall not apply to investments of amounts in a pool. The State Treasurer or the council may enter into agreements with investors regarding the investment of proceeds in a pool authorized by this section and may take other action reasonably required to establish and operate pools for the investment of proceeds in a manner which reduces the burden on investors of complying with federal arbitrage laws.

(3) The State Treasurer or the council may contract for trust, investment management, legal, accounting, financial advisory and other services with respect to the funds invested in a pool. Costs of the services may be paid from earnings on proceeds invested in a pool, from fees charged to investors or from any other legally available funds. The State Treasurer may charge investors fees for deposit or withdrawal of amounts from a pool. The fees shall not exceed the State Treasurer's reasonable estimate of the costs of creating and operating the pool.

(4) The State Treasurer shall establish policies and procedures for the allocation of pool expenses, earnings and losses among investors in a pool, and for the deposit and withdrawal of amounts in a pool. Net earnings on amounts in pools shall be distributed among investors in accordance with the policies and procedures established by the State Treasurer.

(5) The State of Oregon, its agencies, governmental units and trustees which hold proceeds may invest proceeds through the State Treasurer in a pool. [1991 c.902 §108; 1997 c.129 §3]

LGIP - Local Government Investment Pool

With the implementation of ACH in SFMA, there have been questions regarding the payments/transfers made through the LGIP process. LGIP payments/transfers made through SFMA as a balanced transfer, using TCodes 291 through 294, are not impacted by ACH.

So, what is LGIP? It is a chance for local governments to take advantage of the Treasury's investing expertise, and the increased benefits received when a very large pool of money is invested. For more information, please visit the Oregon State Treasury's web site:

<http://www.ost.state.or.us/divisions/finance/lqip/LGIP%20Info%20Statement.htm>

Balanced transactions were set up in the Statewide Financial Management Application (SFMA) to facilitate this process, and to limit the number of warrants created. The TCodes for expenditure transfers are 291 and 293. The TCodes for revenue transfers are 292 and 294. The document types for these transfers begin with LT or LI. The next two characters identify the type of distribution. A list of current document numbers is attached. To establish a new document number, contact Debbe Moore at the treasury, 503-373-1194.

How do you know if a vendor is part of the pool? Look on the 51 profile, mail code 001. Right in the middle of the screen, to the right, is the LICENSE field. If the vendor is part of the pool, there will be a nine digit entry, beginning with LGIP. Before the LGIP number was assigned, the vendor had to be part of a political subdivision, as indicated in the SEARCH NAMES field with a PSD number. This "001" mail code is required on the LGIP BT's.

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1 - Judy
File Edit Transfer Fcigs Options Macro View Window Help
LINK TO: STATE OF OREGON 02/18/03 10:20 AM
VENDOR NO: 1936002121 CITY OF BAKER CITY
MAIL CODE: 001 NAME: CITY OF BAKER CITY
SEARCH NAMES: CITY OF BAKER CITY PSD010510
                CCC0110                0LCC0105
ADDRESS: ROLAND C CAMPBELL, CITY RECORDER
                PO BOX 650
CITY: BAKER CITY ST: OR ZIP: 97814 0650
COUNTRY: REGION: TAX RATE: 000.00
UPDATE REASON: CONV OWNERSHIP CODE: G LICENSE: LGIP04063
VENDOR CONTACT: FAX: 541 523 2303
TELEPHONE: 541 523 6541 EXT: ALT VEND NAME: I LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 000 CONTACT: CONVERTED FROM EAS PHONE: 503 373 1044
                DIR DEP DATE:
HOLD REASON CODE: STATUS CODE: A
EFF START DATE: 04141994 EFF END DATE: LAST PROC DATE: 07281994
Z07 NEXT RECORD SUCCESSFULLY READ
F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
4-C A 1 - Judy 159.121.106.79 ET63A097 § 3/15
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If your agency has been making LGIP payments through STAN from a receipted account, we recommend that you start using balanced transfers in SFMA.

If you have further questions about LGIP, please contact your analyst at 503-373-1044.

Kathy Widby ext 233 Judy Cooper ext 256 Silver Rys ext 224 OR
Ann Davis ext 306 Trudy Vidal ext 286

1099-MISC Services/Materials

In the past, we have given State agencies the guidance that if a vendor splits their invoice between services and materials, the agency could also split the coding on the payment. In SFMA, the coding for services is 1099-MISC reportable and the coding for materials is not. Therefore, if an agency splits the coding only the services portion will be reported on the 1099-MISC at the end of the year. We have asked the IRS to give us specific guidance on including the parts and materials on a 1099-MISC when services have been performed.

First example: A contractor comes in and installs a new computer system. They split their invoice for the cost of the computer system and the labor to install it. They also provide training on the computer system. Would all of this be 1099-MISC reportable or just the labor and training, or just the training?

IRS's answer: If the computer was purchased from a 'computer dealer' who is engaged in the trade or business of selling computers, then only the payment for services (installation and training) would be reportable if they amounted to at least \$600 for the year.

Second example: A contractor comes in to repair the HVAC system and some parts are replaced. Is the entire payment reportable even when the invoice is split? Does it matter how much the parts cost in comparison to the repair service?

IRS's answer: In your second example, it appears that you are actually purchasing a service -- repair of a HVAC system and the entire amount (including parts and materials used to provide the service) would be reportable if at least \$600 a year.

Third example: IRS was verbally asked if a contractor performs work such as building a structure, is the entire payment to the contractor reportable?

The IRS answered that the entire payment including services and materials should be reported. The guidance for this is cited below.

IR Reg. Section 1.6041A-1(a)(2) states that, "the aggregate amount of remuneration paid to any person for services rendered **includes any payments for parts or materials used by such person in rendering the services unless the trade or business of such person is primarily that of selling parts or materials.** Whether a person is engaged primarily in the trade or business of selling parts and materials rather than of providing services shall be determined on the basis of all the facts and circumstances, taking into account such factors as whether such person holds himself or herself out as a dealer in parts and whether, with respect to the type of services rendered, a service-recipient ordinarily would specify the type of brand of parts or materials to be used."

SFMA is currently not programmed to handle the third example since most agencies would split the payment between the cost of the materials and the labor if the invoice was split. Only the labor would be reported on the 1099-MISC. We will be reviewing SFMA for potential modifications to the 1099 programming to comply with the IRS guidance.

Information Technology Chart of Account Project Draft

Proposed IT-Related Chart of Accounts

Expenditure Reporting

Category	Object	Detail	Definition	Example
Services and Supplies	Telecommunications	Repair Services	Expenditures to have an outside organization bring back to an acceptable state or condition telecommunication equipment	Expenditures to Qwest to fix a telephone line into a building or replace a switch
Services and Supplies	Telecommunications	Maintenance/ Support Agreements	Expenditure to provide for additional support of the product beyond the original warranty or beyond the initial service list provided at the time of purchase	A meridian maintenance Agreement that provides repair services for 1 year
Services and Supplies	Telecommunications	Rent/Lease Agreement	The monthly/quarterly/annual expenditure for telecommunication products that will be returned to the vendor after a period of use. For this to be a rent or lease agreement, there must not be an option for ownership at the end of the term of the lease.	The lease of a PBX system that will be returned to the vendor at that end of the agreement.
Services and Supplies	Telecommunications	Voice/Long Distance Charges	The cost for the base voice services and long distance services as billed out by DAS	DAS Phone bill
Services and Supplies	Telecommunications	Other	Other costs for a telecommunications system	

Note: Costs of equipment that support the environment are input in Expendable Property or Capital Outlay

Category	Object	Detail	Definition	Example
Services and Supplies	Data Processing	Maintenance/ Support Agreements-- Hardware	Expenditure to provide for additional support of tangible devices beyond the original warranty or beyond the initial service list provided at the time of purchase	HP 24 Hour Repair Services
Services and Supplies	Data Processing	Maintenance/ Support Agreements-- Software	Expenditure to provide for additional support of the detailed set of instructions given to operates a personal computer, mainframe or server beyond the original warranty or beyond the initial service list provided at the time of purchase	Microsoft Premier Support
Services and Supplies	Data Processing	Software Licensing Agreements	Expenditures for software licenses. Software Licenses are legal rights to use the software. They may be either individual license purchases, enterprise agreements, or software seats.	Macroscopic License 3.5 for 15 users. Microsoft Enterprise License Agreements
Services and Supplies	Data Processing	Third Party Repair Services	Expenditure for an individual to repair a specific piece of equipment or software	Cascade Computer Maintenance to repair a printer
Services and Supplies	Data Processing	Rent/Lease Agreement (Hardware & Software)	The monthly/quarterly/annual expenditure for hardware/software products that will be returned to the vendor after a period of use. These have no options for ownership by an agency at the end of the lease term.	Lease for a color printer
Services and Supplies	Data Processing	Other	Other costs for a data processing or Information Technology system	

Note: Costs of equipment that support the environment are input in Expendable Property or Capital Outlay

Information Technology Chart of Account Project Draft

Category	Object	Detail	Definition	Example
Services and Supplies	Professional Services	Non-IT related professional services	Contractors hired to specifically work on Non-IT Problems	Contractor hired to solve an engineering problem
Services and Supplies	Professional Services	IT-related professional services	Contractors hired to specifically work on IT related issues	Contractor hired to develop or maintain hardware or software

Category	Object	Detail	Definition	Example
Service and Supplies	Expendable Property (<\$5,000)	WAN/LAN/ Telephone related hardware and Software	Cost of Equipment that is less than \$5,000 or has a useful life less than 1 year and supports the WAN/LAN and Voice Environment	Costs for routers, Switches
Service and Supplies	Expendable Property (<\$5,000)	PC Related Hardware	Costs of computers with a price less that \$5,000 or having a useful life of less than 1 year. This includes desktop and laptop systems (A CPU/ Monitor/ keyboard/ mouse)	PC's, Monitors
Service and Supplies	Expendable Property (<\$5,000)	Server Related Hardware and Software	Costs of servers with a price less that \$5,000 or having a useful life of less than 1 year.	Server, Print Server Cards
Service and Supplies	Expendable Property (<\$5,000)	Peripherals -- Separately Purchased	Cost of Tangible Data Processing Equipment that is less than \$5000 or has a useful life less than 1 year which enables increased functionality of the PC or Server	Printers, Scanners, Fax
Service and Supplies	Expendable Property (<\$5,000)	Other IT-Related	Costs of tangible IT equipment that is less than \$5000 or has a useful life of less than 1 year and does not fit into above equipment definitions.	In-Focus Projector
Service and Supplies	Expendable Property (<\$5,000)	Other Non-IT Related	Tangible products that have a cost of less than \$5000 or a useful life of less than 1 year and is not a direct IT related item	Office Desk Chair

Category	Object	Detail	Definition	Example
Capital Outlay	Telecommunications	Voice--related Hardware and Software	Costs to acquire voice related software and hardware in which the cost of the individual equipment, including shipping, installation and making ready for use, is greater than \$5000 and has a useful live greater than 1 year	PBX System
Capital Outlay	Telecommunications	WAN/LAN (Data & Video) Related-Hardware & Software	Costs to acquire WAN/LAN (Data or Video) related software and hardware in which the cost of the individual equipment, including shipping, installation and making ready for use, is greater than \$5000 and has a useful live greater than 1 year	Video Conferencing Terminal
Capital Outlay	Telecommunications	Other	Costs to acquire other telecommunication related software and hardware in which the cost of the individual equipment, including shipping, installation and making ready for use, is greater than \$5000 and has a useful live greater than 1 year	Microwave Tower

Information Technology Chart of Account Project Draft

Category	Object	Detail	Definition	Example
Capital Outlay	Data Processing Software (+\$5000)	Server Related Software	Software purchased specifically to operate a server. The server is a computer in a network that is used to provide services to other computers in the network. The costs to acquire server software is greater than \$5000 and has a useful live greater than 1 year.	Microsoft Server 2003
Capital Outlay	Data Processing Software (+\$5000)	Mainframe-related Software	Software purchased specifically to operate a mainframe. A mainframe is a large-scale computer typically containing a large quantity of main memory and disk storage and is able to support thousands of simultaneous users. The costs to acquire Mainframe software is greater than \$5000 and has a useful live greater than 1 year.	IBM Mainframe Software
Capital Outlay	Data Processing Software (+\$5000)	Other	Software is the detailed instructions given to operate a personal computer, mainframe, server, or peripheral. The costs to acquire said products is greater than \$5000 and has a useful live greater than 1 year.	Specific Commercial Off the Shelf Software used for an agency process

Category	Object	Detail	Definition	Example
Capital Outlay	Data Processing Hardware (+\$5000)	Server Related Hardware	Hardware purchased specifically to enhance or as a server. It is tangible. The server is a computer in a network that is used to provide services to other computers in the network. The costs to acquire server hardware is greater than \$5000 and has a useful live greater than 1 year.	A Blade Server
Capital Outlay	Data Processing Hardware (+\$5000)	Mainframe-related Hardware	Hardware purchased specifically to enhance or operate as a mainframe. It is tangible, A mainframe is a large-scale computer typically containing a large quantity of main memory and disk storage and is able to support thousands of simultaneous users. The costs to acquire Mainframe Hardware is greater than \$5000 and has a useful live greater than 1 year.	A new disk stack for the mainframe
Capital Outlay	Data Processing Hardware (+\$5000)	Other	Hardware is the physical, touchable material parts of a computer or other system. The costs to acquire said products is greater than \$5000 and has a useful live greater than 1 year.	A double sided impact printer

R*Stars Electronic Reports

Over the years the concept of the electronic distribution of R*Stars control and requestable reports has been considered many times. In order to meet the Governor's sustainability mandate, we have partnered with SD&C to develop a possible means of delivering reports electronically through email. SFMA currently uses the 95 profile to determine the printed distribution of reports. The below screen represents the current configuration of the 95 profile.

S095 VER 2.0	STATE OF OREGON	11/15/04 05:14 PM
LINK TO:	REPORT DISTRIBUTION PROFILE	PROD
AGENCY: 000	REQUESTER: TERY	REQUEST NO: REPORT ID: DIST CODE: 4714
	MEDIA TYPE: SPL1	
	DEVICE ID:	
	COPIES: 01	
	NAME: TERRY POLSTON	
	ADDRESS 1: SFMS PROJECT, DAS	
	ADDRESS 2: 155 COTTAGE STREET	
	CITY: SALEM	
	STATE: OR ZIP: 97310 0310	MAIL CODE:
	PHONE: 5033731044	
	INSTRUCTIONS: PLEASE DELIVER X279	
		STATUS CODE: A
EFF START DATE: 04062001	EFF END DATE:	LAST PROC DATE: 11252002

By making modifications to this screen and the programs which run it, we may be able to provide reports electronically through an email distribution. The below screen print represents a possible format to achieve this alternative distribution method.

S095 VER 2.0	STATE OF OREGON	09/20/04 03:53 PM
LINK TO:	REPORT DISTRIBUTION PROFILE	PROD
AGENCY: 107	REQUESTER: CBED	REQUEST NO: 01 REPORT ID: DAFR6540 DIST CODE: 3201
	MEDIA TYPE: E	E-MAIL: Terry.S.POLSTON@das.state.or.us
	DEVICE ID: XXXX	RETAIN:
	COPIES: 01	EXPIRE: 09212004
	NAME: CAS BARRUGA	
	ADDRESS 1: DAS-TECH BUDGET SUPPORT SVCS	
	ADDRESS 2: 155 COTTAGE ST 3RD FL	
	CITY: SALEM	
	STATE: OR ZIP: 97310	MAIL CODE:
	PHONE: 378-2347	
	INSTRUCTIONS: DELIVER TO CAS 3RD FLOOR	
		STATUS CODE: A
EFF START DATE: 04111995	EFF END DATE:	LAST PROC DATE: 09132000
Z07	NEXT RECORD SUCCESSFULLY READ	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

These modifications would allow an email to be delivered to the state employee's email address specified on the 95 profile. This e-mail would be used to notify the users that their E-reports have been produced. The email itself would only contain a hot link, not the entire report. The below email is an example of a possible format.

From: <mvs10@columbia.das.state.or.us>
To: <Terry.S.POLSTON@das.state.or.us>
Subject: Your SFMA DAFR3832 E-report was produced on 09/20/2004

You requested the following SFMA E-report from the 95 screen:

AGENCY: 100
REQUESTER: CNTL
REQUEST NO: 01
REPORT ID: DAFR3832
DIST CODE: DORI

It's now available on the Intranet and contains 1,389 pages, 83,340 lines, in 11 MB.
Click on this hot link to view it. Then you can save it to your hard drive, if you wish, with SAVE AS on the FILE menu.

"<http://columbia.das.state.or.us/mvsds/'SFMS.USER.P.R2004264.R0000038'>"
This link will expire after 6:30 pm on 09/21/2004.

Return to the 95 screen to update the expiration date or to print this E-report.

Please do not reply to this e-mail. This account is not monitored.

SFMS would not encourage agencies to receive reports electronically and then print them on a local printer. We realize that there may be times when an agency requested a report electronically, then decided they needed a hard copy. The most cost efficient manner to print R*Stars reports hard copy is through the Print Plant. We therefore, have a concept to add a new SFMA screen (96) to allow agencies to request that a specific electronic report be printed at the Print Plant. This new screen would function in conjunction with the 95 profile to alter the request from electronic to paper. This screen is used to display the E-reports available for printing. The below screen is a newly proposed screen to accomplish these requests.

S096 VER 2.0		STATE OF OREGON			09/20/04 03:53 PM	
		E-REPORT SELECTION			PROD	
AGENCY: 107		REQUESTER: CBED	REQUEST NO: 01	REPORT ID: DAFR6540	DIST CODE: 3201	
S	CREATED	EXPIRES	PAGES	LINES	BYTES	
-	091704	092004	99,999	5,999,940	791,999 GB	
-	091604	092004	1,389	83,296	11 MB	
-	091504	092004	1,389	83,296	11 MB	
-	091404	092004	1,389	83,296	11 MB	
-	091304	092004	1,389	83,296	11 MB	
-	091004	092004	1,389	83,296	11 MB	
-	090904	092004	1,389	83,296	11 MB	
Z06 RECORD SUCCESSFULLY RECALLED						
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT						

This project is still in the concept and development stages. We would encourage agency feedback on the possible usage, convenience, and cost savings this may have.

SFMS Intranet

The SFMS web pages moved to the statewide Intranet on Monday, November 1, 2004 as part of the DAS required migration. Below is the link to access the SFMS Intranet website.

SFMS INTRANET

<https://intranet.egov.oregon.gov/sites/DAS/SCD/SFMS/index.jsp>

If you have not signed up to access the Intranet yet, please follow the below instructions:

Any State employee with an email address ending in "@state.or.us" can sign up for the Intranet. You will need the following information: Your State of Oregon email address, your name as it appears on your paycheck, the year of your birth, the last four digits of your Social Security Number, your 5-digit agency number.

1. Click this link <http://govnet.oregon.gov> , or copy/paste it into the "address" box on your internet browser and press enter.
2. Select the "Sign up for the first time" link.
3. Follow the on-screen instructions to complete the sign up/validation procedure.
4. When you successfully validate your account, an email will be sent to your state e-mail address with a temporary password. This email will direct you to return to the site, enter this password and change it to a password of your choice. This password will expire every 90 days.

SFMS User Group Meetings

Two years of SFMS User Group minutes and handouts are on the intranet at:

<https://intranet.egov.oregon.gov/sites/DAS/SCD/SFMS/meetings.jsp>

If you are missing any of our handouts or have new personnel who need handouts from previous meetings, the intranet is a good source of information.

**TIMELINE FOR 1099-MISC
PAYMENT YEAR 2004
UPDATED 10/18/2004**

OCTOBER 2004

- 10/15/04
 - Print agency report DAFR7940
- 10/19/04
 - 1099-MISC training

NOVEMBER 2004

- 11/26/04
 - Print agency report DAFR7940

DECEMBER 2004

- 12/23/04
 - Print agency report DAFR7940

JANUARY 2005

- 1/14/05
 - final day for agency on-line corrections
 - Print agency report DAFR7940
- 1/18/05
 - Run report of employee vendors with reportable payments
 - Distribute one copy to agencies, keep one copy for files
 - 43M Screen populated for agency viewing
- 1/18-24/05
 - Agencies submit corrections to SFMS for manual input
 - Agencies submit changes for survivor payments for deceased employees
 - SFMS central inputs manual corrections
- 1/26/05
 - 1099-MISC forms mailed to vendors from the Print Plant

FEBRUARY 2005

- 2/1-28/05
 - SFMS 1099-MISC form correction entries process continues
- 2/28/05
 - Print corrected 1099-MISC forms

MARCH 2005

- 3/1/05
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant

- 3/1 – 3/30/05
 - SFMS 1099-MISC form correction entries process continues
- 3/16/05
 - Print corrected 1099-MISC forms

APRIL 2005

- 4/4/05
 - Final date for agencies to send requests for corrected 1099-MISC forms
- 4/5/05
 - Print corrected 1099-MISC forms
- 4/7/05
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant