

Finance and Administration Cabinet
 Office of the Controller
 Office of Statewide Accounting Services

Cabinet	
Number	Name

Department <i>(Do Not Complete if administration is at the Cabinet level)</i>	
Number	Name

Pursuant to KRS 45.121, the Finance and Administration Cabinet hereby delegates to the budget unit (responsible cabinet or department) authority to, and the budget unit accepts such delegation, and assumes responsibility for the pre-audit examination and verification of the validity of claims against, expenditures by, and payment of documents originating in its component units, and so long as this delegation remains in effect, the Finance and Administration Cabinet shall rely on the pre-audit of such claims, expenditures, and documents performed by the budget units as the basis for issuing warrants authorizing payment of said budget unit’s lawful obligations.

The budget unit shall perform the pre-audit function in accordance with FAP-120-13-00 of the Finance and Administration Policies and Procedures Manual and shall maintain and keep all appropriate records supporting all expenditures made in reliance on the budget unit’s pre-audit of such expenditures and make said records available on request for review by the Finance and Administration Cabinet. The records shall be kept in a central location, which shall be identified as an addendum to this agreement.

The budget unit shall designate the following persons, which shall be identified as an addendum to this agreement:

- **A Fiscal Officer** per FAP-120-07-00, Fiscal Year Closing. Responsibilities include, but are not limited to, establishing and maintaining proper internal control structure (working with the Security Officer), establishing and maintaining the agency chart of accounts, providing assurances that agency financial reports accurately reflect underlying activity, conducting fiscal operations under GAAP, and acting as a single point of contact with the Office of the State Controller.

- **A Security Officer** per FAP-120-22-00, Electronic Records and Signatures. Responsibilities include, but are not limited to, designating authorized electronic signatures to the Finance and Administration Cabinet and controlling and maintaining assigned agency signature authority. Additionally, the Security Officer will be responsible for approving the agency's automated Workflow setup within the Commonwealth's central accounting system. The Security Officer will work with the Fiscal Officer to ensure that agency security settings create proper internal control structure.
- **A Property Officer** per FAP-120-20-01, Personal Property and Vehicle Inventories. Responsibilities include, but are not limited to, maintaining the agency's fixed asset records and taking an annual physical inventory.
- **A Procurement Card Administrator** per FAP 111-58-00, Procurement Card Program. Responsibilities include, but are not limited to, administering the procurement card program for the agency, ensuring timely payment to the issuing bank, ensuring all procurement card data is properly maintained and secured, and serving as primary contact for the Finance and Administration Cabinet in relation to any procurement card issues.

The budget unit is requested to designate the following agency contacts, which shall be identified as an addendum to this agreement:

- **An Agency Implementation Lead (AIL).** Responsibilities include, but are not limited to, serving as the liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, coordinating and monitoring efforts of the overall eMARS operation within the budget unit to include Technical, Financial, Procurement, Reporting, Budgeting, and Tasks associated with Agency Implementation, etc., and participating in eMARS User Group meetings as requested.
- **A Communication Lead.** Responsibilities include, but are not limited to, serving as a point of contact for all eMARS communication, ensuring two-way interaction between budget unit stakeholders, encouraging all impacted staff to take advantage of system Web pages (providing alternative access for requiring it), and monitoring the success of communication effort and providing feedback to all stakeholders (Example: Distribution of eMARS Newsletter).
- **A Training Team Lead (TTL).** Responsibilities include, but are not limited to, serving as the training liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, helping to determine agency training needs, training resources, and training logistics (scheduling, site identification, etc.), assisting with the coordination of prerequisite training, and participating in training design, delivery, and customization efforts as needed.

- **A Technical Lead.** Responsibilities include, but are not limited to, responsibility for network and desktop issues for the budget unit, ensuring the eMARS application operates on the desktop and local area network, and ensuring all agency desktops are updated with applications compatible with eMARS (i.e. Internet Explorer, MS Word, Java, Oracle) when software release occurs.
- **A Purchasing Officer.** Responsibilities include, but are not limited to, establishing and maintaining proper budget unit purchasing procedures in accordance with KRS 45A and the Finance and Administration Cabinet’s policies FAP-110-10-00 through FAP-111-59-00 and FAP-220-05-00 through FAP-220-18-00, and acting as the single point of contact with the Office of the State Controller.
- **An eMARS Interface Lead.** Responsibilities include, but are not limited to, serving as a point of contact for all interface issues for the budget unit, work to determine budget unit interface needs, and helping to monitor budget unit existing interface job(s) and working to resolve any issues.
- **An eMARS Report Lead.** Responsibilities include, but are not limited to, serving as a point of contact for all report related issues for the budget unit, developing custom reports to meet budget unit specific reporting needs, and attending eMARS Report Developers User Group meetings.

These delegations shall be effective until rescinded by the Finance and Administration Cabinet.

With this signature, I agree to abide by the delegation procedures set forth above.

Requested by:

_____, Agency Head

Date

Recommended by:

_____, State Controller

Date

Approved by:

_____, Finance and Administration

Date

The use of an electronic signature is stipulated under KRS 369.101-369.120.

- Addition
- Deletion
- Update

**ADDENDUM TO AUTHORITY DELEGATION AGREEMENT OFFICER
DESIGNATIONS AND AGENCY CONTACTS**

Completed form **must** be accompanied by the Delegation Authority Form (Section 1) signed by the Agency Head, **when required** and submitted to Finance Customer Resource Center, Attn: Anna Haydon at 702 Capital Ave, Rm 488, Frankfort, KY 40601; or may be faxed to (502) 564-5319; or scanned and e-mailed to: Anna.Haydon@ky.gov.

Employee Profile

Employee Name		Effective Date	
Cabinet		Department Number	
Department Name		Address	
City/State/ZIP		E-Mail	
Phone		Fax	

Officer Designation (Required)

NOTE: Future Changes **REQUIRE** a new, signed *AUTHORITY DELEGATION AGREEMENT (Attachment 1)*

Check all that apply

Fiscal Officer <i>FAP-120-07-00</i>	<input type="checkbox"/>	Property Officer <i>FAP-120-20-01</i>	<input type="checkbox"/>
Security Officer <i>FAP-120-22-00</i>	<input type="checkbox"/>	Procurement Card Program Administrator <i>FAP-111-58-00</i>	<input type="checkbox"/>

Agency Contact (Requested)

NOTE: Future Changes **DO NOT REQUIRE** a new, signed *AUTHORITY DELEGATION AGREEMENT (Attachment 1)*

Check all that apply

Agency Implementation Lead (AIL)	<input type="checkbox"/>	Agency Purchasing Officer	<input type="checkbox"/>
Communication Lead	<input type="checkbox"/>	eMARS Interface Lead	<input type="checkbox"/>
Training Team Lead (TTL)	<input type="checkbox"/>	Report Developer for infoAdvantge/Webi	<input type="checkbox"/>
Technical Lead	<input type="checkbox"/>	Report Developer for Business Objects <i>(must have already acquired a software license)</i>	<input type="checkbox"/>

**ADDENDUM TO AUTHORITY DELEGATION AGREEMENT
DOCUMENT RETENTION**

Section 3

Finance and Administration Cabinet
Office of the Controller
Office of Statewide Accounting Services

All records related to payment documents as outlined in Finance and Administration Cabinet policies FAP-120-13-00 and FAP-120-21-00 shall be maintained in a central location. In accordance with these policies, the following location is designated as the central repository for all related records.

Central Repository Information		
Address		
Address 2		
City, State, ZIP		
Responsible Party		
Phone		Fax
E-mail Address		