**Agency Uniform Grant Guidance Discussion-Agenda**

**Date/Time:** December 9, 2015- 9:00 am to 10:30 am

**Location:** Kansas State Board of Healing Arts Board Room

 800 SW Jackson, Lower Level

 Topeka, KS 66612

**Facilitated by:** Department of Administration’s Office of the Chief Financial Officer (OCFO)

**Topic:** Internal Controls

**OCFO Facilitators**

Roger Basinger, Team Lead, Federal Reporting Team

Jill Martin, Central Business Analyst, Federal Reporting Team

Annette Witt, Manager, Statewide Controls, Reporting, and Collections

**Guest Speakers**

Brett Bauer, Team Lead, Internal Controls Team

Kristie Courtney, Central Business Analyst, Internal Controls Team

**9:00-9:15 Welcome & Introductions**

**9:15-9:45 Internal Controls 101- PowerPoint Slide Presentation**

* Initiatives of the Internal Control Team
* Internal Control Framework and Policies
* Internal Controls Overview
* Next Steps
* Resources

**9:45-10:15 Discussion/Questions**

**10:15-10:30 Summary/Wrap up**

**10:30 Adjourn**