

Office of the State Comptroller

At a Glance

KEVIN LEMBO, State Comptroller

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Established - 1786

Statutory authority - State Constitution

Central office - 55 Elm Street, Hartford, CT 06106-1775

Average number of full-time employees – 235

Recurring operating expenses – \$ 25,615,224

Mission

To provide accounting and financial services, to administer employee and retiree benefits, to develop accounting policy and exercise accounting oversight, and to prepare financial reports for state, federal and municipal governments and the public.

Statutory Responsibility

The responsibilities of the Office of the State Comptroller (OSC) were first charged in the State Constitution in 1786, and have been expanded over the years in the Connecticut General Statutes. According to Article Fourth, Section 24 of the State Constitution, the State Comptroller "shall adjust and settle all public accounts and demands, except grants and orders of the general assembly. He shall prescribe the mode of keeping and rendering all public accounts."

In addition, state law charges the office to adjust and/or settle all demands against the state not first adjusted and settled by the General Assembly; to prepare all accounting statements relating to the financial condition of the state; to provide for the budgetary and financial reporting needs of the executive branch through the Core-CT computerized system; to pay all wages and salaries of state employees; and to administer miscellaneous appropriations including the procurement of medical, dental and pharmacy benefits. The bulk of the Comptroller's statutory requirements are detailed in Conn. General Statutes Secs. 3-111 through 3-123.

Public Service

Accounts Payable Division

The Accounts Payable Division within the Office of the State Comptroller manages the centralized accounts payable function for the state, maintains the 192,000-plus record vendor profile database that properly identifies vendors providing goods and services to the state, initiates and monitors the pay cycle process, issues IRS forms 1099-MISC, 1099-S, and 1099-G in accordance with federal regulations, conducts post transactional examinations of encumbrances and expenditures for compliance, conducts pre-audits of procurement requests for \$1 million or more, and performs a variety of necessary processing activities to satisfy federal or state requirements and Freedom of Information requests.

The division also processes special payments such as tax-exempt bond funds, debt service, state legal settlements, land condemnations, human resource benefits, federal pass-through and state grants through various methods such as checks, Automated Clearing House (ACH, also known as electronic funds transfer or EFT), wire transfers, and interagency transfers.

The division enforces the statutory, regulatory and accounting provisions mandated by state and federal law; facilitates the execution of statutory grant programs for payment to municipalities and/or not-for-profit organizations; generates summary and detailed reports of payments to municipalities and provides assistance to the municipalities' independent auditors in the reconciliation of such payments; monitors financial system security to maintain segregation of duties; and maintains financial records, including garnishments/offsets through the vendor file database within the state's Core-CT administrative and financial system; manages the Statewide P-Card program, including monitoring transactions and workflow and reconciliation of the statewide account; manages eSupplier enrollment and provides technical assistance for users; assists agencies in processing transactions and troubleshooting problems with such transactions in Core-CT; offers vendors online access to their financial information, and develops manuals and provides training to the agencies' business office staff.

Active & Pension Payroll Services Division

The Active Payroll Services section pays all state employees, coordinates all payroll deductions, maintains records on payroll taxes and deposits federal and state income tax withholding and social security contributions. The division pre-audits and issues state employee and corresponding vendor payments on a bi-weekly basis; submits deduction reports; administers wage execution records and direct deposit programs.

The Core-CT HRMS payroll module accommodates unique state payroll requirements including interfaces with central agencies, mass salary changes, collective bargaining information, complex accounting transactions and extensive management

reporting. Most recently, the electronic W-2 option was implemented as an option to active state employees and will continue to be offered for each new/prospective tax year.

The division staff also produces information requests for state employees, state agencies, outside organizations, and the general public, including the media.

Each active payroll bi-weekly pay period, approximately 4,453 checks and 70,957 direct deposits are issued.

The Retirement Payroll (pension) section administers state pension plans serving more than 61,926 retirees/optionees, including retirement benefits to retired members of the State Employees Retirement System, the Judges, Family Support Magistrate and Compensation Commissioners Retirement System, the Probate Judges and Employees Retirement System, the State Attorneys Retirement System, the Public Defenders Retirement System, the State Judges Retirement System as well as the Municipal Employees Retirement System. Each month, over approximately 7,875 checks and 55,870 direct deposits are issued.

Budget and Financial Analysis Division

The Budget and Financial Analysis Division performs statewide accounting and financial reporting functions. The division posts, analyzes and reports state expenses and revenues by fund, department and account category inclusive of federal and other funding sources. The division also reports on the state's assets and liabilities.

At the State Comptroller's direction, the division prepares a monthly analysis of the state's budget condition that contains the financial statements for the latest month and projects the budget position to year's end.

The division performs all statewide cost accounting functions. It computes and reports direct and indirect costs associated with major state programs in order to obtain reimbursement of those costs from federal and other sources. The division is responsible for preparing and negotiating the Statewide Cost Allocation Plan with the U.S. Department of Health and Human Services on an annual basis. In addition, it manages the requirements of the federal Cash Management Improvement Act.

The division publishes two of the Comptroller's annual financial reports – a Generally Accepted Accounting Principle (GAAP) budgetary based report that details and analyzes state expenditures, receipts, and capital budget activities for the fiscal year on a GAAP budgetary basis; and a Comprehensive Annual Financial Report (CAFR) prepared in accordance with GAAP financial reporting standards that analyzes the state's overall fiscal position and provides audited financial statements for state and state-supported fiscal activities.

The division also coordinates closely with the OSC Information Technology Division by providing testing and support for upgrades and major configuration changes to the state's Core-CT financial system.

Healthcare Policy & Benefit Services Division

The Healthcare Policy & Benefit Services Division administers benefits programs for all state employees, retirees, and their dependents. The largest programs are the medical, pharmacy, and dental benefit programs covering over 240,000 lives. These programs are also extended to non-state public employees through the Connecticut Partnership Plan. The division is responsible for the contract procurement, administration, and evaluation of these programs.

The division provides administrative support to the Health Care Cost Containment Committee (HCCCC) and provides leadership for statewide value-based payment initiatives such as patient-centered medical homes and accountable care organizations.

The division implemented and manages a statewide Health Enhancement Program (HEP) that covers more than 160,000 state employees, new retirees and their dependents as well as non-state public employees participating in the Connecticut Partnership Plan. HEP is designed to encourage preventive care and better maintain chronic conditions – with the ultimate goal of reducing more costly emergency care.

The division provides substantial support to the State Innovation Model initiative, a national effort supported by the Center for Medicare and Medicaid Innovation. The goal of the initiative is to transform health-care delivery in the state.

The division is responsible for administration of the state's deferred compensation plan and 403(b) defined contribution plan. Along with the Retirement Division and the State Employees Retirement Commission, the division is responsible for overseeing over \$5 billion in investments in the deferred compensation plan, the 403(b) plan, and the Alternate Retirement Plan.

The division oversees collection of contributions to the Retiree Health Fund, which provides funding for post-retirement health benefits, and is also responsible for group life, unemployment insurance and supplemental benefits.

Information Technology Division

The Information Technology Division is an inter-agency team that maintains Core-CT, the statewide financial, human resource, and payroll system. Core-CT performs the state's accounting, accounts payable, accounts receivable, purchasing, billing, project

management, human resource, time and attendance, payroll, benefits and pension administration functions and is used by over 40,000 state employees. In total there are approximately 60 employees of the Office of the State Comptroller who work full time on supporting the system's operation.

The division is responsible for the maintenance and upgrade of Core-CT, and provides analysis for the Comptroller regarding strategic information technology issues impacting the state.

The division's Technology Support Unit develops and maintains the Comptroller's technical infrastructure and is responsible for web development and maintenance for the Comptroller's Intranet and Internet web sites.

Administrative Services Unit

The Administrative Services Unit provides policy and program direction for administrative functions of the Office of the State Comptroller, including developing and implementing the agency budget and statewide miscellaneous and fringe benefit accounts, monitoring legislative initiatives affecting the agency's budget and interpreting constitutional and statutory provisions affecting state financial expenditures and revenues. In accordance with statutory requirements, the unit is responsible for administering various programs.

The unit's services are delivered by four areas: Business Services, Support Services, Statewide Tuition, Travel and Training Reimbursement and Fiscal Policy Programs.

Business Services administers the agency accounting, accounts payable, accounts receivable, purchasing, asset management, budgeting, financial reporting and analysis and contract administration functions. It reconciles and posts the bi-weekly state employee payroll to the appropriate miscellaneous accounts to allow payments of fringe benefits, and accounts for the proper application and reporting of state monies to various state and federal agencies on multiple statewide accounts and programs. It oversees the agency's day-to-day operation and activities with Building Facilities and administers the records retention program. This area pays refunds of disability and death benefits to state firemen and policemen; death benefits to state employees; it coordinates fringe benefit recoveries and maintains the security retainer program associated with state construction projects.

Support Services administers and coordinates the operational functions related to mail services, facility management and asset management.

Statewide Tuition, Travel and Training Reimbursement processes reimbursement payments to all collectively bargained state employees for approved tuition, travel, training and conference costs, as well as union-sponsored training and conferences.

Statewide Fiscal Policy Programs develops and implements complex accounting systems and procedures for state agencies to maximize accountability, standardization and cost. It is responsible for the management of the state's real and personal property for insurance accounting purposes, as well as maintaining casualty loss records. In addition, this area monitors the activity on Trustee Accounts within State agencies. Staff members are available to provide assistance to state agencies in the implementation of and interpretation of accounting procedures.

Retirement Services Division

The Retirement Services Division administers state pension plans serving more than 97,500 active and retired members, providing a comprehensive package of services including retirement counseling and administrative support to the Connecticut State Employees Retirement Commission.

The division manages computer, accounting, investigatory, payroll, training, record-keeping, and compliance activities related to the state's complex retirement programs.

The Retirement Services Division analyzes and implements statutory, collectively bargained, and federally mandated revisions to the pension plans within its jurisdiction. It plans, researches and develops new products based on retirement conditions and trends.

The division has implemented several sections of a new pension module within Core-CT, which will provide updated technology, and self-service benefits for the members of all retirement systems within the purview of the office.

Improvements and Achievements 2018-2019

- **New Era of Prescription Drug Pricing:** Negotiated a new prescription drug contract that changes the paradigm of how pharmacy benefits are managed and established one of the most innovative and transparent pharmacy benefits contracts in the nation. Provisions of the new contract not only provide a new era of pricing transparency, but will significantly reduce the state's pharmaceutical costs by approximately \$33 million (10 percent).
- **OpenPension:** Launched a new feature in OpenConnecticut, the state's open government portal administered by this office. "OpenPension" provides up-to-date access to state compensation data for state retirees, including readily organized data about average pensions.

- **Quasi-Public Transparency:** Successfully incorporated checkbook-level financial data from all of Connecticut's state quasi-public agencies into OpenConnecticut, the state's open government portal administered by this office.
- **Workforce Equity Analysis:** Completed an analysis and report on representation and compensation equity across gender and race-ethnicity in the state workforce. The project was done in collaboration with the University of Connecticut's Department of Public Policy on behalf of the Governor's Council on Women and Girls.
- **\$1-Million Savings Milestone:** The state reached a \$1-Million savings milestone on postage in October 2018 after initiating a campaign to convert state vendors, municipalities and others from paper checks to electronic transactions.
- **Core-CT Upgrade:** Implemented a massive PeopleTools software upgrade for the statewide financial system.
- **Implemented Document Digitization System:** To reduce government waste and improve efficiency, implemented a document scanning system to digitize hundreds of thousands of documents.