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COLORADO STATE TREASURY INFORMATION MANAGEMENT PLAN FISCAL YEAR 1999

STATE TREASURER'S OFFICE Summary of Accomplishments For FY 97-98

Administration

Consistent with our asset management policy only one computer in administration was replaced in FY 98. However, we have continued to replace or upgrade printers and have been able to discontinue use of almost all dot matrix printers through incorporation of Windows based software for all applications. Use of Windows NT networking also allows us to share printer resources and files more efficiently.

Unclaimed Property

The Unclaimed Property office has converted its database from Dos to Windows based software. This will greatly improve user access and allow more reporting capabilities. In conjunction with this change, the office was able to replace twelve old 386 and 486 computers with Dell Pentium computers during FY 98. This acquisition will ensure that all equipment in that office will be Year 2000 compliant and able to process the new database format.

Training

Once again in FY 98, Treasury received an additional appropriation for training. Personnel were trained on several software applications as well as Windows NT administration. This later training has relieved our office of the need for outside technical systems support.

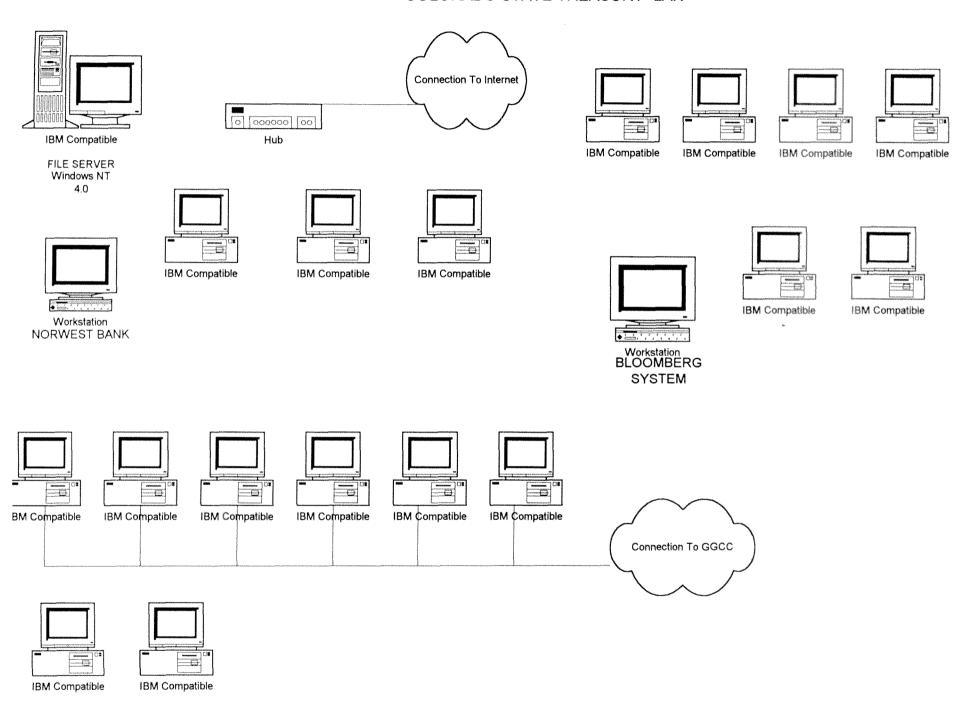
Format 1010 IS Organization Skills Inventory Department of Treasury

N/A

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Name	State Job Classification Title	Contract / State Employee		rience ars)*	Skil	l Set	Educational Background**	Project & System
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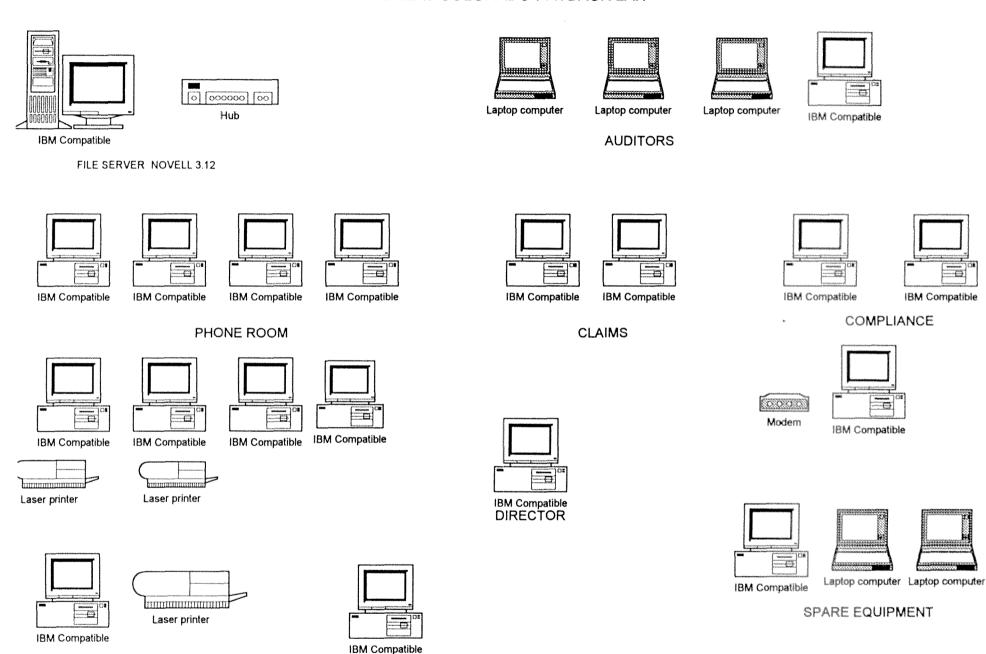
^{*} Columns "D" and "F" are Optional for Contract Employees

COLORADO STATE TREASURY LAN



SPARES

GREAT COLORADO PAYBACK LAN



VIRUS CHECKING

NON-NETWORKED

FRONT DESK

ALL COMPUTERS ARE NETWORKED EXCEPT
 SPARES AND WHERE NOTED
 AUDITOR'S LAPTOPS HAVE INTERNAL
 MODEMS

COLORADO STATE TREASURY ASSET MANAGEMENT PLAN FY 98-99

Acquisition of Assets

The Colorado State Treasury has not formulated any specific strategic business system objectives that address asset management preferring instead to maintain an informal approach. Our small size allows us to control our inventory directly and make acquisition decisions, upon approval of the Treasurer, in anticipation of needs. We are able to maintain up-to-date systems by purchasing upgrades when the opportunity arises and the budget allows.

Inventory Maintenance

The controller in Treasury administration and the network analyst in our Unclaimed Property division are responsible for maintenance of assets. Due to our small size, tracking is possible by way of Excel spreadsheets. Disposal of old or obsolete equipment is usually handled through surplus property.

With training and acquired knowledge of systems, we are able to manage all systems internally without outside technical assistance, although we have contracted for some software support on systems unique to Treasury.

Cost Analysis

Treasury policy is that equipment will be replaced only as needed and not under any useful life alternatives. We are not, therefore, planning any replacement purchases at this time nor does Treasury anticipate any projects requiring additional equipment. However, the new Treasurer taking office in January 1999 may set different priorities or may have specific projects that cannot be anticipated at this time.

Standards and Configurations

Treasury has made the decision to purchase only Windows based software and to upgrade this software to new versions as technology requires. We have converted all DOS-based programs to Windows and now use Excel spreadsheets instead of Lotus. Our Unclaimed Property database of holders now runs in a Windows environment as well. We have converted our network operating system to Windows NT and all computers run on Windows 95. The network operating system in Unclaimed Property is Novell based but will be changed to Windows NT in the future. An inventory of Treasury equipment is part of this report.

STATE TREASURER'S OFFICE STAKEHOLDERS - FY 98-99

The State Treasurer's office has a wide range of stakeholders in both the public and private sector. The general public is a major stakeholder of our Unclaimed Property section. The section holds millions of dollars in assets and makes that information available through television and newspapers annually. Additionally, Treasury has a Web page on the Internet that is used extensively to access the Unclaimed Property database.

Unclaimed Property provides banks, insurance companies and other businesses the opportunity to file their annual reports electronically and mails filing information guidelines and forms as well as making it available on the Web page. Filing assistance may be obtained in person or on the telephone.

State legislators are Treasury stakeholders. Our office is a source of information on the State's cash and investment position as well as a number of other statutory responsibilities.

Finally, Treasury has a fiduciary relationship with many other governmental, special district and non-profit stakeholders. Our office is responsible for recording and allocating funds as well as providing account information produced by spreadsheet or database or through COFRS.

Format 2020 Hardware Baseline Inventory

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Format 2040 Software Baseline Inventory

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Mid-Range / Mainframes	,, ., .,					. 1-31.000-000-000-000-000-000-000-000-000-00		***************************************		7		
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			Actual	Inventory C	Changes				Disposition	of Deletions	Proposed Changes F	
	Beginning	Expe	ected	Unex	ected	*************	Ending	# of Units	Ac	tual	Plan	
IT Asset Category & Item Description	Inventory As of	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]	Net Change	Inventory As of _08/28/98_ Quantity	Cascaded / Transferred / Redeployed Internally	# of Units Surplus / Disposal	Department Inventory [Parts or Systems]	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
Graphics / Presentation			*********************************			**************************************		\$\ \text{\$\frac{1}{2}\}	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Time / Project Management				11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		**************************************	1997 ANN THE PERSON AND THE STATE OF THE STA		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Communication (Email, etc.)				.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					,			
Internet Access / Browsers NETSCAPE							15					
Other	1		***************************************			120011120111111111111111111111111111111						
Applications (Please List)						al-labhanlana	***************************************	MARIONALIA MARIONALIA SER AN SERVICIONALIA MARIONALIA MARIONA MA				
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Prepared by: Dhys Ja	1	<u> </u>	Telephone #:	C 8 2		Date: 9	19/9 8	- Arabassa a sa	Approved by:	<u> </u>		
repared by: Whitehallo	MAGC	<u> </u>	reiepnone #:	785	<u></u>	Date:	7/7 0		Approved by.			

Format 3040 **Staffing Requirements** N/A Department of Treasury A FY98-99 [Current] FY 99-00 [Request] FY 00-01 [Projected] Contractors / New FTE Requested Contractors / New FTE Projected **Project & System** Total Total Total Maintenance [Operations, Infrastructure, Format 7000EZ] Subtotal Enhancements [Operations, Infrastructure, Format 7000EZ] Subtotal Projects (Schedule 7000) Subtotal **Total Specific Assignment Staffing** IS Management **Total Staff** New FTE Request* New FTE Projected "NOTE: New FTE Request quantities should directly correlate with the FTE requested on the Schedule 7000 FY 99-00 FY 00-01 Telephone #: Approved By: Prepared By: Date:

Format 3040, påge 1 of 1

Format 5010 Base Budget Analysis

Department of Treasury

Date: 9/2/98

		United States and the		manada a sa		Jate: 9/2/98	
Cost Components (with COFRS codes)	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
I. Personal Services						Terket metric (Principals) (Universe Country Charles) and reference service and ability Charles are principal (Charles) (Charl	glikkalarin kasala laintaanin kuojn qoyyay ymii joo'n ji jirii yili ji ji ji na alah ki ji ji yaasala laintaanaa kasaanaa kasaa
State Employee - 1110, 1111, 1120, 1121		ē				Line approbability of the Control of	
1130, 1131, 1140, 1141	0						()
Contract & Consulting - 1221, 1230, 1231							
1910, 1920, 1930	0						
Total Personal Services	0	0	0	0	0	0	0
Total FTE	0.0						0.0
II. Operating Expenses							
Materials and Supplies - 3115	4,823	8,200	8,200	8,200	8,200	8,200	45,823
Maintenance:						and the control of th	
Equipment - 2231							
Large Systems					we we will not be a second	C-Francisco	()
LAN Systems						And the second s	f)
Desktops	1,415	3,000	3,000	3,000	3,000	3,000	16,415
Network							()
Software							
Maintenance - 2232					in the state of th		
Large Systems					en and an		()
LAN Systems							(1
Desktops	28,567	40,000	40,000	40,000	40,000	40,000	228,567
Network							()
Purchased - 3116					- Constitution of the Cons		
Large Systems							0
LAN Systems							0
Desktops	1,402	17,000	17,000	17,000	17,000	17,000	86,402
Network	300						3(8)
Leased - 3216				C. C			(
Large Systems							1
LAN Systems							1
Desktops			2 -1		-		1
Network						***	1.

Format 5010 Base Budget Analysis

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Cost Components	Total Costs	F771 00 00				Date.	
(with COFRS codes)	Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
Non-Capitalized Equipment - 3128	0	p rays of the second se					, , , , , , , , , , , , , , , , , , ,
GGCC Billings - 2640	2,134	3,500	3,500	3,500	3,500	3,500	19,634
Communications Services							
From Div. of Telecommunication - 2630							
Voice	22,545	26,200	26,200	26,200	26,200	26,200	153,545
Data		***************************************					0
From Outside Source - 2631							
Voice							()
Data	3,000	3,000	3,000	3,000	3,000	3,000	18,000
Utilities/Rent - 2110, 2150, 2160, 2170, 2180							
2190, 2255, 3940					and the state of t	es entre	
Administrative Expenses - 31xx, 41xx							0
IT/IS Training - 3117, 4220	6,900	5,000					11,900
Travel - 25xx	N	**** * * * * * * * * * * * * * * * * *	V 1000 (0.1)	70.00.7. 77			0
Other ADP Billings - 2641	11,440	20,000	20,000	20,000	20,000	20,000	111,440
Total Operating Expenses	82,526	125,900	120,900	120,900	120,900	120,900	692,026
III. Capital Outlay							
Equipment:						CO CO	
Purchased - 6210					distribution of the state of th		
Large Systems							()
LAN Systems		10 M / / 10 M					()
Desktops	21,728	15,000	15,000	15,000	15,000	15,000	96,728
Network		1 111 AM 1					()
Leased - 6410		. "				y and the state of	
Large Systems					Critical and Criti		()
LAN Systems							O
Desktops	V 21 W/	NO 7 11 NOT THE WORLD		. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			(1
Network							(1
Total Capital Outlay	21,728	15,000	15,000	15,000	15,000	15,000	96,728

788,754	135,900	135,900	135,900	135,900	140,900	104,254	
DRAFT	REVISED						

GRAND TOTAL COSTS

Format 5010 Base Budget Analysis

						Date:	
Cost Components	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
GRAND TOTAL COSTS	104,254	140,900	135,900	135,900	135,900	135,900	788,754
General Fund	104,254	140,900	135,900	135,900	135,900	135,900	788,754
Capital Construction Fund Exempt							0
Cash Funds							()
Cash Funds Exempt**					• • •		()
Federal Funds		,		* "		and the same of th	()
FTE				1.		- San Process	0.0

^{**}Including private grants, gifts, and donations

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Prepared by:	Ifrun!	My Cel Telepho	one #: 5826	Approved by:	11/5	Date:	9/4/98	,
1							17.0	

Format 5020 New Funds Analysis

Department of Treasury

N/A

						Date:	
Cost Components (with COFRS codes)	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
I. Personal Services							adiana Nindhalfan adiana, dian aliin alaaliyi baluurin ay ih yoʻjin iy i dayil ayor otu daa bib 60 ka surdin aaa
State Employee - 1110, 1111, 1120, 1121						administration of the second o	
1130, 1131, 1140, 1141							1
Contract & Consulting - 1221, 1230, 1231							
1910, 1920, 1930 Total Personal Services	0	0	0	0	0	0	1
Total FTE		· · · · · · · · · · · · · · · · · · ·					t en
						-	V.t.
II. Operating Expenses						THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	
Materials and Supplies - 3115							
Maintenance:							
Equipment - 2231							
Large Systems							
LAN Systems							
Desktops							
Network							
Software							
Maintenance - 2232							
Large Systems						***************************************	
LAN Systems		7.4				==	
Desktops	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	•					
Network		A.C.	78 11 11 11	\$ 1. QT-37 FX 27 LR 7	,-		
Purchased - 3116							
Large Systems					рефененция		
LAN Systems				* ***			
Desktops							
Network	- 124-4-4-4-4-1			——————————————————————————————————————			
Leased - 3216					онтупонти		
Large Systems					distance		
LAN Systems	10100-0-11000			· · ·		1	
Desktops							
Network							

Format 5040 Reallocation of FY 1997-98 Base Costs to Existing Systems Department of Treasury

N/A

	39.7		Later and the second				ate:	
Α	В	C	D	Е	F	G	Н	I
Project or System	Personal Services	Maintenance	Computer Processing Costs	Communication Services	Training	Capital Outlay	Other	TOTAL
C/LAN Support								
TOTAL		1					_	
repared by:	un Van Ora	(DK		Telephone #:	826	Approved by:	1	

Format 5040,

page 1 of 1

		Phase / Milestones Department of Treasury	Phase / Milestones Department of Treasury	equest is isury			V/N
Project Title:		Date:	New:		Decision Item	Budget	Budget Amendment
	The property of the second		Continuing:		Capital Construction	Supplemental	mental:
A	8	С	D	F	7	จ	#
Phase/Milestone Description	Estimated FTE	Actual FTE	Estimated Start Date	Actual Start Date	Estimated End Date	Actual End Date	Percentage Complete
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4		in the second					A A A A A A A A A A A A A A A A A A A
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7						овила почения в принцения в пр	t tre play and constitute play faith we distinguishment and a faith in particular distance of
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						ON GELLEN VARIANTE EN OUTBIANNA (A SAN TAN TAN TAN TAN TAN TAN TAN TAN TAN T	
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