

Financial Services

Department of Administration



Small Agency Resource Team

Our Mission

To provide business support services that enable customers to focus on their core business

Our Goals

To provide customers with valuable business support services

To be recognized for our customer service and expertise

To provide accurate, timely and compliant services

Let's face it...

Resources are tight.
Expectations are huge.
Every day we do more with less.

What if you could
**maximize your
potential**

by focusing more
on what is most
important to you?

Think of it...

You're upfront
**focusing on
your core business.**

We're in the background
providing support.

Sound like a


idea to you?

SmART Services

Depending on needs and interests, the SmART program can offer one or more of the following services.

Financial Management Services

MAPS/SEMA4 Transactions

- Purchasing
- Payment processing
- Cash receipts
- Report distribution and review assistance
- Employee expense report processing
- Expenditure corrections/expense transfers

Budgeting

- Annual budget assistance
- Biennial budget assistance
- Report distribution and review assistance

Other financial services may be available as requested. Please contact us!

How we'll meet our goals

- By learning and understanding our customers' operations, we will provide financial leadership, guidance and be a valued resource.
- By offering sound policy advice, our customers will be able to make wise and informed decisions.
- By assisting our customers in developing and monitoring budgets, financial accountability will be enhanced.
- By providing timely, accurate and efficient transaction processing, customers will be able to focus on their core business operations.

For more information about SmART, please call Financial Services at 651.201.2533.

This document can be made available in alternative formats, such as large print, Braille, or audio tape or disk by calling 651.201.2533. Consumers with a hearing or speech disability may call us through the Minnesota Relay Service at 711 or 800.627.3529, or via email (admin.info@state.mn.us).