



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

April 2009

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President

By Larry Jacobson

April is here already! Seems like time goes by quicker every year I'm working in the finance department. It must be all the fun we have this time of year. For many of us the auditors are amongst us. If not, than they will be arriving shortly, or you are lucky to have that behind you. Another factor this year was that the budget cycle was extended as the result of the economic climate and the impact on our funding sources for 2009 and 2010.

I would like to thank Peggy Moeller and Dave Blumberg from HLB Tautges Redpath, Ltd., for their presentation at the March monthly meeting on the CAFR Update. This is always a great session to get prepared for drafting your CAFR. I noted several areas that I can enhance my report along with special actions to correct comments that I received.

For many of us, a new addition to our footnotes for 2009 will be the implementation of the GASB 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions. Sample footnotes were distributed at the session. The footnotes were tailored for common situations that may apply. One version was for City's with the Implicit Rate Subsidy and Disabled Police Officers. Contact either Peggy or Dave if you would like a copy.

I was recently contacted by a fellow finance director who was trying to figure out how to most effectively collect comparative data on fees and charges from Cities to see where they rank and which ones they could increase without "pricing ourselves out of the market." He wanted to know if this would be something that could be run through MnGFOA.

I discussed it at the March Executive Board meeting to see if there were any options, or what others thought of the idea.

It turns out that a solution already exists that is currently being coordinated by Metro Cities, Association of Metropolitan Municipalities. They do a survey every two years of fees and charges, utilizing a consulting group to assist with the survey. If your City participates in the survey the results are available for review. If you have an interest in this, and don't have direct contact, check with your City Manager or City Clerk. The website is www.MetroCitiesMN.org. Each participating City is assigned a City username and password to access the results.

This is one of the great things about the MnGFOA. A member, (or members) have a common question, we do some checking and find that other members know of a solution.

It reminds me of the flocks of geese that I now see that are flying north. The geese can fly great lengths by taking turns up front and working together. The same holds true for MnGFOA members; we are much stronger working together than flying solo.

Have great month.

2009 Important Dates

MONTHLY MEETINGS/EVENTS:

- April 15, 2009 – Monthly Luncheon, Sheraton Four Points
- May 20, 2009 – Monthly Luncheon, Sheraton Four Points
- June 2009 – Quarterly Training: "Generating Non-Tax Revenues" (date and place TBD)

- June 28-July 1, 2009 – National GFOA Conference, Seattle WA
- July 15, 2009 – Monthly Luncheon, Sheraton Four Points
- July 20-24, 2008 – GFOA National Training, Hyatt Regency Minneapolis
- August 19, 2009 – Monthly Luncheon (boat ride)
- September 23-25, 2009 – Annual Conference, Alexandria, MN
- October 21, 2009 – Monthly Luncheon, Sheraton Four Points
- October 2009 – Beginning Governmental Acctg, St Cloud MN
- October 2009 – Advanced Governmental Acctg, Metro Area
- November 18, 2009 – Quarterly Training (topic TBD), Sheraton Four Points
- December 9, 2009 – Monthly Luncheon & Holiday Social, Sheraton Four Points

April Meeting



DATE: Wednesday, April 15, 2009
LOCATION: Sheraton Four Points, Minneapolis
TOPIC: “Document Imaging”
SPEAKER: Sue Kotchevar and Steve Hauer
TIME: 11:30 am – Speaker
 12:00 pm – Luncheon
LUNCH: Cashew Breaded Chicken Breast
COST: \$15

Reservations: It is preferred that you register on the MnGFOA website (mngfoa.org) – there is a link on the home page to go to register for the luncheon event. You could also send an email to Jessie Hart (jessie.hart@ci.white-bear-township.mn.us) or leave a voice mail for Jessie at 651.747.2760 no later than Friday, April 10th.

Topic: Document Imaging is an information technology category for systems capable of replicating documents commonly used in business. Document Imaging Systems can take many forms including microfilm, on demand printers, facsimile machines, copiers, multifunction printers, document scanners, Computer Output Microfilm (COM) and archive writers. In the last 15 years, Document Imaging has been used to describe software-based computer systems that capture, store and reprint images. Document Imaging is part of the set of technologies within the Enterprise Content Management category. Come and find out more about the world of

Document Imaging and how your entity could benefit from this technology.

Speakers: *Sue Kotchevar, CFO ~ City of Eden Prairie*
 Sue graduated cum laude with a bachelor of science in accounting and German from St. Cloud State University. She worked for six years at the Office of the State Auditor primarily auditing counties in the State of Minnesota. She worked for two years as an internal auditor for a national retail chain before returning to government. Sue has worked at the City of Eden Prairie since 1996 in various positions and is currently the Chief Financial Officer of the City.

Steve Hauer, Asst Finance Dir. ~ City of Maple Grove
 Steve Hauer is the Assistant Finance Director for the City of Maple Grove and has 25 years of experience in local government, primarily with the City of Maple Grove where he has been employed for the past 17 years. Steve has served as chair of several committees of the MGFOA and as President of MGFOA in 1998. Steve has also served as chair of the local government accounting and auditing committee of the Minnesota Society of CPA’s. Steve received his Bachelor of Science degree from Mankato State University and his MBA degree from the University of St. Thomas.



MnGFOA WEBSITE – CHECK IT OUT!!

Have you seen the new look of the MN GFOA website? Now is the time to check it out! Go to www.mngfoa.org and be ready to browse our great new website. You can register for the monthly luncheon, check out previous newsletters, download forms, send a listserv, and so much more.

MnGFOA Scholarship Announcements

MnGFOA provides scholarship opportunities to undergraduate students of accounting or government finance attending any college or university located in Minnesota. The application deadline for the **John Lilja Undergraduate Scholarship** is April 15, 2009. The amount of each scholarship is \$1000, and the MnGFOA awards at least one a year, up to a maximum of four. Please pass this on to potential applicants. Scholarship application forms are available on the MnGFOA website or you can contact Secretary Ron Hedberg for information. Completed applications should be emailed to Ron at rhedberg@cottage-grove.org.

Committee

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Executive Committee Update

The 2009 Executive Committee met on March 18 for the monthly board meeting. Discussion included:

- Approval of February 2009 minutes and Treasurer's reports from February 2009
- Membership Directory distribution update
- Website – feedback, updates, database
- Advertising options
- Review of TimeSaver's Services

Volunteer Opportunity – MnGFOA Representative

Looking for an opportunity to get more involved in the MnGFOA?

Do you enjoy working with recent graduates?

The MnGFOA is founding member of the **Accounting and Auditing Student Conference**. We are looking for a member to join Darin Nelson in serving on the managing board of this entity. The time commitment is not huge; there are approximately 8 meetings per year.

The Accounting and Audit Student Conference board plans an annual conference held at the Minneapolis Convention Center and attracts over 500 juniors and seniors each year. In addition to providing students knowledge about the accounting and auditing professions it also provides the students an opportunity to meet with a number of potential employers who have booths at the conference.

For information on the Accounting and Auditing Student Conference you can visit their website at www.studentconf.org or just call Ron or Darin.

If you are willing to serve on this board as the MnGFOA representative or if you have questions contact Ron Hedberg at 651-458-2832 or email Rhedberg@cottage-grove.org or Darin Nelson at 952-939-8254 or email dnelson@eminnetonka.com

National GFOA Training - A Look Ahead

The National GFOA will be offering a series of trainings from July 20-24, 2009 at the Hyatt Regency Minneapolis. For course descriptions and registration information, please visit their website at www.gfoa.org.

Springsted, Inc. to offer April Training Opportunities

- April 14, 2009 Virginia Public Library, Lower Level
215 Fifth Ave S, Virginia MN 55792
Presenter: Steinman
Contact: Media Center – 218.748.7529
- April 15, 2009 Mankato City Hall, Council Chambers
10 Civic Center Plaza, Mankato MN 56001
Presenters: MacGillivray & Green
Contact: Terry Risotti – 507.387.8690
- April 16, 2009 Chaska City Hall, Council Chambers
One City Hall Plaza, Chaska MN 55318
Presenter: MacGillivray
Contact: Matt Podhradsky – 952.227.7523
- April 16, 2009 Woodbury Central Park Building
8595 Central Park Pl, Woodbury MN 55125
Presenters: Heaton & Aho
Contact: Blain Beck – 651.714.3586
- April 22, 2009 Owatonna Fire Station, 3rd Floor
107 West Main St, Owatonna MN 55060
Presenter: Green
Contact: Kris Busse – 507.774.7340
- April 22, 2009 Alexandria Technical College, Room 606
1601 Jefferson St, Alexandria MN 56308
Presenter: Heaton
Contact: Jolene Doherty – 320.762.4490
- April 23, 2009 Bemidji City Hall, Council Chambers
317 4th St NW, Bemidji MN 56601-3116
Presenter: Green
Contact: John Chattin – 218.759.3565
- April 23, 2009 Brainerd Public Library, Meeting Room
416 S 5th St, Brainerd MN 56401
Presenter: Steinman
Contact: Reference Desk – 218.829.2906

2009 OFFICERS AND BOARD MEMBERS

JOB POSTINGS

<u>President</u> Larry Jacobson City of Robbinsdale 763.531.1215	<u>Past President</u> Robin Roland City of Farmington 651.280.6880
<u>President Elect</u> Cathy Shuman City of Monticello 763.271.3204	<u>At-Large</u> Daryl Sulander LOGIS 763.543.2607
<u>Secretary</u> Ron Hedberg City of Cottage Grove 651.458.2832	<u>At-Large</u> Jennifer Vucinovich US Bank 651.466.8750
<u>Treasurer</u> Jessie Hart Township of White Bear 651.747.2760	<u>State Rep</u> Jim Knutson City of Maple Grove 763.494.6321

State of Oregon Department of Human Services (DHS) is seeking to recruit and select a new Controller.

As you may be aware, DHS, is the largest Department in Oregon State government with a budget of about \$12.2 billion, and a staff of more than 10,000 in 170 locations throughout the state. The DHS Controller is an executive level position that works closely with the top leaders of the Department and is responsible for providing overall direction, management and leadership through a staff of about 130 in the areas of financial reporting, taxation, federal grant management and reporting, cash flow management, COP acquisition and monitoring, proprietary and governmental fund accounting, revenue application and cost allocation, accounting structure and account reconciliation.

Reporting to the DHS Deputy Director Finance, the Controller is also accountable for the Office of Financial Services budget and works closely with State and Federal auditors. The DHS Controller is a highly valued and important position in the Department of Human Services and the State of Oregon. We are grateful for whatever suggestion or recommendations you or your colleagues may have.

We have taken the liberty of including either a brief position announcement and/or Brochure which is attached to this e-mail. A brochure is also available for review online at: www.executivesearchneher.com **Please note the deadline for application is open until filled.** We would, however, suggest application and/or referral as soon as possible and anticipate discussion of leading candidates with the DHS in early April, 2009. All resume and referral information should be sent to: robertneher@executivesearchneher.com

2009 COMMITTEE CHAIRS

<u>Conference</u>	Dan Jordet, Brooklyn Center 763.569.3345
<u>Education</u>	Joel Merry, Blaine 763.785.6142
<u>Program</u>	Tammy Wilson, Eden Prairie 952.949.8376
<u>Social</u>	Tina Lannes, Albertville 763.497.3384
<u>Technology</u>	Mark Beer, Moundsview 763.717.4011
<u>Selection</u>	Tom Pepper, Eagan 651.675.5017

If you wish to know more about or help out on any of these committees, please contact the person listed above.

Cathy Shuman
City of Monticello
505 Walnut Street
Monticello, MN 55362



Are you aware of the new PCI Compliance Requirements?

Minnesota Statutes Sec. 325E.6-4 now requires financial institutions to protect from breach of security for clients/customers using “access devices.” Access devices are cards (usually plastic) that contain a magnetic stripe, microprocessor chip or other means for storage of information which includes a credit card, debit card or stored value card. Under this law, your entity would be required to ensure that all software and devices that accept access devices (plastic cards) are compliant with the new specifications. You may want to contact your credit merchant or software vendor to determine the status of your system. For more information, you could go to this website: www.pcicomplianceguide.org. There is a link to the Minnesota statute on this website. (Thank you to Brenda Davitt from Roseville for this information tip.)

Message from the Editor



Please send me any news for our newsletter: job openings, ads related to government finance, career moves, committee updates, or other noteworthy items. You are encouraged to submit general items of interest in any area of government finance. The cutoff date is the 20th of each month, and the newsletter will be emailed or mailed about the first day of the upcoming month. Thanks.

Cathy Shuman, City of Monticello
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