



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

APRIL 2011

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President

By: Ron Hedberg

The sure signs of spring - the spring melt and the potential for flooding, preparing for the annual audit, and of course the annual CAFR Review. With the potential for flooding in many of our communities- I join everyone in wishing for a continued slow melt to mitigate damages from the floods.

Thank you to Peggy Moeller and Dave Mol from HLB Tautges Redpath, Ltd. for their presentation at the March monthly meeting on the CAFR Update. Again this year the CAFR review was held at two separate locations in an effort to reach out to as many members as possible. I hope you were able to attend one of these sessions. I look forward to this session each year because it provides an in depth review of improvements to our financial reports. This year also included a separate session on GASB updates. Some of the recent GASB updates require action for our 2010 financial reports or in updates to our policies. One GASB pronouncement effective this year for many of us is GASB 51 – Accounting for Intangibles, the intangibles include permanent easements such as drainage easements cities obtain often as part of the platting process. If you haven't started addressing this already you will want to work with your auditors and how to approach the valuation of the easement. GASB 54 – Fund Balance Reporting will be effective next year but depending on your approach to designating fund balance you will want to review your fund balance policy to align it with GASB 54 requirements.

Thanks again to Peggy and Dave for all the work on preparing for the session and in preparing the outstanding reference materials that attendees bring back to the office with them.

I just returned from a family vacation to a location much warmer than here. While there, I heard little

news of Minnesota but I noted the governments in that State are having similar budget issues to what we are experiencing here in Minnesota. But while there, I noticed more “discussion” in the news of the legislature “working together” to find a solution to their budget problem. I can only hope for us here in Minnesota that the parties in our own legislature can find a way to set aside differences to work together to solve our own problems.

CAFR Review Session Review

Thank you to all that participated in this year's CAFR Review sessions. Once again these sessions were a big success, with 14 participants attending the March 9th session in Baxter and 50 participants attending in Lakeville on March 16th. Thank you to the City of Lakeville for hosting the March 16th session and a huge thanks to Peggy Moeller and Dave Mol of HLB Tautges Redpath for putting together and presenting the CAFR Review and GASB Update. The Education Committee's next training opportunity will be ***In-Depth Training of Excel Modeling*** in June. Please watch future newsletters and the MnGFOA website for more details in the coming months.

National GFOA On-line Training Opportunities



Train without the travel with GFOA's Internet Offerings – ALL courses take place from 1:00 to 3:00 pm (CT) and will earn you 2 CPE credits with your participation. The registration fee for most seminars is \$85.00 for Active/Associate GFOA Members and \$160 for Nonmembers. Upcoming training events include the following:

- Essential Policies for Budgeting and Financial Management – April 13, 2011

Visit www.gfoa.org for additional information and to register for these and any other training opportunities offered by GFOA.

MONTHLY MEETING



CONGRATULATIONS TO ~

Katie Reed. After 5 years as the utility billing clerk for the City of Chanhassen, Katie has accepted a position with the City of Jordan as the Accounting/Billing Clerk and will be working with Finance Director Tom Nikunen. Katie started with the City of Jordan on March 28th and will continue her dedicated service to the MnGFOA as the Conference Committee Chair for 2011. Congrats Katie!

Bill Elrite. Congratulations to Bill Elrite who is retiring from the City of Columbia Heights after many years of service to the Community as Finance Director. Bill's retirement is June 1, 2011.

Joseph Kloiber. Joe has served as the Assistant Finance Director for the City of Columbia Heights for the past seven years. With the retirement of Bill Elrite, Joe has been promoted to Finance Director, effective June 1, 2011. Congratulations Joe on your dedication and service to Columbia Heights and on your promotion.

Gregg Voxland. Gregg started working as the Finance Director in the City of Shakopee in October of 1978. After 32+ years, Gregg has finally decided it is time to REALLY enjoy that cabin. Gregg's last day with the City is March 31st. Congratulations Gregg and ENJOY your retirement but don't be a stranger.

Julie Linnihan. Julie Linnihan recently accepted the position of Finance Director for the City of Shakopee. Julie will be replacing Gregg Voxland who decided to retire. Julie was most recently the Finance Director with the City of Dayton and served many years as the Finance Director in the City of Waseca. Congratulations Julie on your new position!

DATE: Wednesday, April 20, 2011
LOCATION: Ramada Plaza, Minneapolis
TOPIC: Fraud Prevention
SPEAKERS: Anita Wohlk, Treasury Management Sales Consultant, Wells Fargo
TIME: 11:30 am – Speaker
12:00 pm – Luncheon
LUNCH: Open-faced Turkey Sandwich
Vanilla Cheese Cake with Strawberries
COST: \$15.00

Topic

Fraud Prevention: Fraud facts and protection strategies; including online and check. Online fraud covering malware and phishing attacks and how to minimize the risk. The types of check fraud and how to reduce the risk. Important protection tips on how to combat fraud.

Speaker Bio

Anita Wohlk: Anita is a Treasury Management Sales Consultant in the Government & Institutional Banking (GIB) team. She joined Wells Fargo in 1983 and has been a Treasury Management Sales Consultant since 1996. Anita has over 27 years of banking experience. Her specialized industry portfolio consists of Government, Higher Education, and Non-Profit clients. She is an active member of the Minnesota Government Finance Officers Association and Minnesota Treasury Management Associations. Anita has a bachelor's degree in economics from the University of Minnesota.

Reservations: It is preferred that you register on the MnGFOA website (www.mngfoa.org) – there is a link on the home page to register for the luncheon event. You can pay for the luncheon online also!! You could also send an email to Dan Jordet at djordet@ci.brooklyn-center.mn.us or leave him a voice mail at (763) 569-3345 **NO LATER THAN Friday, April 22, 2011.** Please remember to pre-register for the luncheon to provide that enough meals are ordered and tables set up for the meeting. Thank you for your cooperation.

COMMITTEE

Executive Committee Update

The Executive Committee did not meet in March. They will meet at the Ramada Plaza after the monthly luncheon on Wednesday, April 20, 2011.

Cinco de Mayo Celebration

The Social Committee would like to invite you to an impromptu gathering for Cinco de Mayo on Thursday, May 5, 2011. This gathering will provide a chance to network with colleagues and friends in a relaxed atmosphere.

DATE: Thursday, May 5, 2011

LOCATION: Ol' Mexico Restaurante
1754 Lexington Avenue North
Roseville, MN 55113
(651) 487-2847
www.olmexico.com

TIME: 4:00 pm – 7:00 pm



It will be a cash bar and they will have Happy Hour specials. Check their website for additional details. Please RSVP to Lynn Cornwell by May 2nd at lynn.r.cornwell@wellsfargo.com. Hope to see you there.



MnGFOA Scholarships DEADLINES APPROACHING

Lori A. Webster Advanced Government Finance Institute Scholarship – Applications continue to be accepted for the Lori A. Webster Advanced Government Finance Institute (AGFI) Scholarship with the **application deadline extended to April 30, 2011**. Every other year GFOA partners with the University of Wisconsin-Madison to hold a week-long program that explores emerging trends, professional and personal development tools, and selected issues in government finance. This year's AGFI will take place on July 24-29, 2011, and will be attended by 50 GFOA members through an application process. More information can be found on the GFOA website at www.gfoa.org. The MnGFOA provides up to 2 scholarships for members of our organization that serve as public finance officers.

John Lilja Undergraduate Scholarship – Applications are also being accepted for the John Lilja Undergraduate Scholarship through April 15, 2011. This scholarship provides opportunities to undergraduate students of accounting or government finance attending any college or university located in Minnesota. The amount of each scholarship is \$1,000, and the MnGFOA awards at least one a year, up to a maximum of four.

Springsted Scholarship Program – Starting in 2011, The MnGFOA, along with Springsted Incorporated, will award a scholarship to two MnGFOA members for the purpose of funding their registration to the annual state-wide conference. The Scholarship honors Springsted's found, Osmond R. Springsted, a pioneer in the field of municipal finance. His mission was simple: to provide expert, independent advice to public issuers that needed to borrow money for capital projects. He strove for excellence in the level of service he provided and encouraged others to do the same. Applications are being accepted for this Scholarship through April 30th. Members may apply for themselves, or nominate another member. Scholarships will be awarded in June.

Robert L. Ehlers, Sr. GFOA Scholarship – During 2010, the MnGFOA, along with Ehlers & Associates, began the Robert L. Ehlers, Sr. GFOA Scholarship to annually fund the registration fee for a MnGFOA active member to attend the National GFOA conference. The Scholarship honors Robert Ehlers, Sr. who formed Ehlers & Associates in 1955, an independent financial advisory firm serving public sector clients throughout the Midwest. Ehlers developed this scholarship to honor Mr. Ehlers for the contributions he made and his commitment to education in the world of finance. Applications are being accepted for this Scholarship through April 30th. Members may apply for themselves, or nominate another member. Scholarship will be awarded in June and would reimburse recipient after they attend the National GFOA Conference in San Antonio, Texas.

Scholarship application forms for all scholarships are available on the MnGFOA website or you can contact Secretary Cory Kampf for information application information. Completed applications should be emailed to Cory Kampf at cory.kampf@brooklynpark.org or hard copies mailed to Cory Kampf, City of Brooklyn Park, 5200 – 85th Avenue North, Brooklyn Park, MN 55443.

Job Announcements

ASSISTANT FINANCE DIRECTOR CITY OF COLUMBIA HEIGHTS

Assists the Finance Director with the ongoing operations of the Finance Department. A majority of the work performed is financial reporting/period closing activities. Provides direction and/or assistance to staff processing day-to-day transactions, so that those staff functions support an efficient, effective financial reporting process. Work performed requires the independent application of both technical accounting skills and general management knowledge to a variety of individual and team tasks within established laws, policies, and time limits.

REQUIRED QUALIFICATIONS: Bachelor's degree in accounting or related field, three years work experience in accounting, and three years training and/or experience in the operation of a computer.

DESIRED QUALIFICATIONS: Four years governmental accounting work experience, experience preparing or auditing a comprehensive annual financial report (CAFR), and two years supervisory experience.

SALARY: \$5,902-\$6,707/month plus fringe benefits.

DEADLINE: 4:45 P.M., Wednesday, April 13, 2011.

Applications are available from the City Hall Information Window, by requesting one from our Personnel Line (763) 706-3616, or by downloading one from our city website, www.ci.columbia-heights.mn.us.

DEPUTY TREASURER/ ADMINISTRATOR'S ASSISTANT CITY OF COLUMBUS

The City of Columbus is accepting applications for a Deputy Treasurer/Administrator's Assistant (28-32 hours) position in the Administration Department. This is a non-supervisory position, which is responsible for the overall management of the City's financial system. Duties include: accounts payable, payroll, journal entries, and analysis of general ledger accounts, budget reporting, escrow accounts, regulatory reporting, payroll reporting and monthly,

quarterly, and year-end financial statements. In addition, this position will assume lead responsibility for payroll, benefits administration and other duties as assigned.

This position requires a bachelor's degree in accounting or finance and must have at least two years of municipal accounting or governmental finance experience. Also requires computerized financial recordkeeping, proficiency in using spreadsheets, excellent organizational-analytical skills, and precision in working with details. Deadline for applications is 4:30 p.m. April 5th, 2011. To obtain an application packet please visit the City of Columbus website www.columbusmn.com or call 651-464-3120 to request an application packet by mail. All applications must be returned to the City of Columbus, 16319 Kettle River Blvd., Columbus, MN 55025. AA /EEO

CONTROLLER CITY OF HUTCHINSON

City of Hutchinson seeks qualified candidates for the position of Controller. Duties include administration, coordination/control cash & financial accounting including utility billing, budgeting, audit, investments, fixed assets & personnel management. Requires Bachelor's Degree in Accounting, Public Finance or related field, 2 years progressively responsible accounting experience, governmental accounting knowledge, audit, budget preparation, & computer proficiency; ability to prepare comprehensive annual financial report according to GASB guidelines. Desire 3-5 years public/municipal accounting experience, JD Edwards Financial software package, cost accounting, & supervisory experience. Prefer a Master's Degree in Accounting, Finance, Business or Public Admin., CPA, or CPFO. Pay range is \$60,700 - \$87,250 plus benefits. All candidates are required to fill out an application packet. Including a Cover letter and resume are encouraged. Applications & full description available at the City Center, 111 Hassan St. SE, Hutchinson, MN 55350, and also online at: <http://www.ci.hutchinson.mn.us>. Tel: 320-234-5608, E-mail: snelson@ci.hutchinson.mn.us. Apply by April 15, 2011. This is the deadline date for the first review of applications. This position will remain open until filled. The City of Hutchinson is proud to be a "Veteran Friendly Employer" in partnership with the MN Dept. of Employment & Economic Development. - EOE-

FINANCE DIRECTOR CITY OF DAYTON

Dayton (pop. 5,013), located in northwest Hennepin County on the Mississippi and Crow rivers, is accepting applications for the full-time position of Finance Director. Responsibilities includes development of accounting procedures, maintenance of financial records ensuring conformity with government accounting principles, manages and oversees payments, utilities, escrow account billings, payroll, fixed assets and funds deposited, management and investment of City funds, and preparation and planning of the City's annual budget. The Finance Director will consult with the City's auditors and bond consultants in coordinating information and financial reporting. This position will supervise the City's Finance Clerk. Minimum qualifications include a bachelor's degree in accounting, business administration or finance, masters degree preferred, considerable experience in a local government finance position, extensive experience with finance software applications, and the ability to effectively communicate orally and in writing. Compensation will be \$73,852-\$93,447 annually, depending on qualifications plus a comprehensive benefits package. Send cover letter, resume and completed application to Erin Stwora, Assistant to the City Administrator, 12260 S. Diamond Lake Road, Dayton, Minnesota 55327. The full job description and employment application can be found on the City's website at www.cityofdaytonmn.com. The application deadline is 12:00 p.m., April 8, 2011.

FINANCE OFFICER CITY OF DETROIT LAKES

The City of Detroit Lakes is accepting applications for the fulltime position of Finance Officer. All candidates must complete an application packet along with a resume. A full position description and application packet is available at www.ci.detroit-lakes.mn.us or by calling 218-846-7122. Deadline for application packets and resumes is 5:00 P.M. Friday, April 15, 2011.

AA/EEO Employer

2011 Important Dates

MONTHLY MEETINGS / EVENTS (event times and locations could change so please check the website or the calendar in the monthly newsletters for updates):

- April 20, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- May 5, 2011 – Cinco de Mayo Gathering, Ol' Mexico Restaurante, Roseville
- May 18, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- May 22 – 25, 2011 – National GFOA Conference, San Antonio, TX
- June 15, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- June 2011 – Training: In-Depth Training – Excel Modeling (location and time TBD)
- July 20, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- August 17, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- September 21 – 23, 2010 – Annual MnGFOA Conference, Alexandria, MN
- October 19, 2011 – Monthly Luncheon, Radisson Hotel Roseville
- October 2011 – Governmental Accounting Sessions: Intermediate and Advanced (dates and locations TBD)
- November 16, 2011 – Extended Monthly Luncheon Topic: How To Communicate Effectively To The Public, Council and Staff, Ramada Plaza Minneapolis
- November 16, 2011 – Annual Food Drive in conjunction with November Luncheon
- December 14, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- December 14, 2011 – Annual Toys for Tots Collection in conjunction with December Luncheon

Jessie Hart
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110



Message from the Editor

By: Jessie Hart



It is always interesting to hear from our members regarding items which may be of interest to others. Retirements, job changes, promotions, certifications received, just to name a few. Don't be bashful; we will present the information appropriately. Please drop me an email, note or fax or even a phone call will work! The cutoff date for newsletter submissions is the 20th of each month, and the newsletter will be emailed or mailed about the first day of the upcoming month. Thanks.

Contact information: jessie.hart@ci.white-bear-township.mn.us
Phone: 651-747-2760
Facsimile: 651-426-2258