

MINNESOTA GOVERNMENT FINANCE
OFFICERS ASSOCIATION
MnGFOA NEWSLETTER

July 2003

Excellence and Leadership in Government Finance

www.mngfoa.org

MESSAGE FROM THE PRESIDENT

By: Tom Kelly

Summer is finally here. For most of us it not only means warm weather and vacations, but the completion of our CAFR's and the beginning of the next year's budget cycle. It seems like we just completed the 2003 budget and its time to start over again. Time does fly. As you all begin working on your 2004 budgets I encourage all of you to consider formatting and applying for GFOA's Distinguished Budget Award. In tight budget times it is important to communicate to our citizens and councils that our organizations are fiscally responsible and the budget award is one tool that will do this.

Last months luncheon speaker was Sharon Lee Stark from Legg Mason, who spoke on the economy. Ms. Stark said that the economy will remain slow into 2004 and that interest rate will also stay low. To get the economy moving we need businesses to start spending more and that the last round of tax cuts were geared to do that. She also demonstrated that historically the Minnesota economy has preformed the national economy and this is true today. Ms. Stark felt this was do to our diverse and skilled work force. Finally she thought that once the economy starts moving again, the Fed's will move quickly with large interest rate increases. Once again I would like to thank Joe Huss and the program committee for securing such great speakers and topics for the monthly meetings.

Speaking of great jobs, the Conference Committee has been hard at work and once again has a great line up of topics and speakers for the annual conference in September. The fall conference has always been one of my favorite MnGFOA events. It's not only full of great informative sessions, but a great opportunity to socialize and share information with old friends and colleagues. Look for conference registration materials included in this newsletter and I look forward to see every one there.

I hope to see every one at the July monthly luncheon and I hope every one has a safe and fun 4th of July and summer.

JULY MEETING NOTICE

Date: Wednesday, July 16, 2003
Location: Minneapolis Sheraton 4 Points
Topic/Speaker: 2004 Budget – Roundtable discussions
Meal: Caesar Salad with Grilled Chicken
Time: 11:30AM – Welcome and Program
12:20PM - Lunch & Business Meeting
1:00PM - Executive Committee Meeting
Cost: \$ 15.00

Reservation: Please leave your reservation with Chris Miller at the City of Roseville at 651-490-2210 or on our website at www.mngfoa.org by THURSDAY, JULY 10, 2003. (Vegetarian meal choice is available).

2004 TREASURER NOMINATIONS

It is time again for the 2004 treasurer nomination process. The Selection Committee would like to encourage all members to consider making a nomination this year. Officers of the Association provide direction and ongoing support for the organization. They are key to keeping this one of the most highly respected state organizations. Please help us maintain the high quality of officers by nominating someone who is committed to the government finance profession and can provide leadership to the organization. Nominations are due by August 15, 2003. Please send all nominations/applications to:

Lori Johnson, City of Elk River
13065 Orono Parkway
Elk River, MN 55330-3212
(763)-441-7425
ljohnson@ci.elk-river.mn.us

The rules for nominations are:

- Members may apply themselves or nominate others.
- Associate members may make nominations.
- Candidates must be active members for at least three years.

The Selection Committee will also consider the candidate's willingness to make the necessary time commitment to the position, demonstrated leadership in government finance, and commitment to the MnGFOA organization.

2003 MnGFOA DATES

Monthly Meeting Dates:

July 16
August 20
October 15
November 19
December 17

Conference/Training:

2003 Fall MnGFOA Conference	Alexandria MN	September 16 – 19
2004 GFOA Annual Conference	Milwaukee, WI	June 13 - 16

ANNOUNCEMENTS/CONGRATULATIONS

Congratulations to The City of Big Lake - Moody's has recently upgraded their rating to A3 from Baa1 Way to go!

Congratulations to Joe Huss on his acceptance of the Finance Director position at the City of Blaine.

GFOA INTERNET TRAINING USING THE GFOA CHECKLIST

TO IMPLEMENT THE NEW MODEL

Monday, September 15, 2003 , from 2 p.m. to 4 p.m. EST

This live, interactive training features Stephen Gauthier, GFOA's director of technical services. The material covers:

- Putting the new checklist to work—preparer perspective
- Avoiding common deficiencies and properly interpreting frequently misunderstood requirements
- Profiting from special transition provisions available to Certificate Program participants.

All you need is a speakerphone and a separate Internet connection. For more information, contact GFOA at 312/977-9700 or check their website at www.gfoa.org.

EXECUTIVE COMMITTEE UPDATE

The committee approved of the minutes for the April 16, 2003 meeting. A summary of the minutes is as follows:

- Approval of the Check Register for March in the amount of \$4,456.06 and the Treasurer’s report as of March 31, 2002.
- There was discussion regarding the Minnesota hospitality event in New York. A breakfast buffet get together will be planned for Sunday, May 18th.
- Tom P. updated the committee on the scholarships. To date he had received seven applications for the undergrad – but he has not at this point received any applications for the Advanced Institute scholarship.
- Chris Miller will serve as Treasurer this year for the Student Accounting Conference – MGFOA is the host for the 2003 conference.

SOCIAL OUTING --- ST. PAUL SAINTS

Remember to order your Saints tickets for the July 17th game and tailgate party. Tickets must be order by July 7th. Please call Tonya Weinert at Washington County at 651-430-6044 or email her at tonya.weinert@co.washington.mn.us. For more details refer to the June MGFOA issue for ordering details.

MnGFOA FALL CONFERENCE ADS

The 2003 annual conference will be at Arrowwood again this year, September 16-19. We are inviting all associate members to place an advertisement in the annual conference program. Your ad will be seen by hundreds of finance officers and help to defray conference costs for members.

There will again be no increase in prices this year. ***Please note we no longer offer the 1/8 page ad.*** The following table displays the advertising opportunities and related expense:

1/4 Page	(3 1/4 “ W X 4 1/2 “ L)	\$200
1/2 Page	(7 “ W X 4 1/2 “ L)	\$325
Full Page	(7 “ W X 9 “ L)	\$450

Please email a **clean** copy of your ad to ***jsander@springsted.com*** by **July 31, 2003**. The quality of your program ad can only be as good as what you send to us. Accepted formats are PDF (Adobe), DOC (MS Word), and PPT (PowerPoint). Mail the appropriate payment to:

John Sander
Springsted Incorporated
85 East Seventh Place, Suite 100
St. Paul, MN 55101-2143

**** Please make checks out to “MGFOA”. ****

This is an excellent way to keep your name before the membership and support the association at the

same time. Thanks to all of you who purchased ads last year. We're looking forward to a great conference and hope to see you at Arrowwood this Fall.

2003 EXECUTIVE BOARD AND COMMITTEE CHAIRS

The 2003 MnGFOA Executive Board is as follows:

President	Tom Kelly	651-429-5827
	White Bear Township	
President-Elect	Lori Webster	651-480-2352
	City of Hastings	
Secretary	Tom Pepper	651-675-5017
	City of Eagan	
Treasurer	Chris Miller	651-490-2210
	City of Roseville	
Past President	Sharon Legg	763-767-6433
	City of Coon Rapids	
At-Large	Cathy Shuman	763-271-3204
	City of Monticello	
At-Large	Rosemary Masloski	651-697-8530
	Ehlers & Associates	
State Rep.	Ron Hedberg	651-458-2832
	City of Cottage Grove	

COMMITTEE CHAIRS FOR 2003:

Conference	Michelle Pietrick	715-381-4304
Education	Julie Vogel	952-448-2851
Program	Joe Huss	952-563-4930
Social	Jim Eichten	952-545-0424
Selection	Lori Johnson	763-441-7420

If you have any questions, want to help out, or have suggestions for the Executive Board or for the committees for 2003, please feel free to give them a call.

JOB POSTINGS

ACCOUNTANT POSITION –CITY OF BURNSVILLE

The City of Burnsville will be posting a job opening for an Accountant position. The anticipated deadline for applications is August 4th. The information will be available on the city's website approximately July 18th. www.burnsville.org

FINANCE ANALYST – CITY OF BAXTER

The City of Baxter, MN (pop. 6,100+) a growing, progressive community in the heart of the Brainerd Lakes Area is recruiting a Finance Analyst to assist in maintaining the accounting functions of the City and providing assistance to the Assistant Finance Director and Finance Director. Salary \$35K - \$40K DOQ with benefits. Duties include: preparing monthly financial statements, analyzing financial questions, tracking city and private developer projects, preparing journal entries and other transactions, and preparing special, non-standard reports. The position will support the assistant finance director in reviewing department financial situations and assist with preparing and monitoring budgets, including the development of the Capital Improvement Plan and the annual budget. Assist in

preparation for annual audit and annual comprehensive annual financial report (CAFR) and support payroll, accounts payable, utility billing, and other functions as needed. Bachelors Degree (BA) in Accounting, Finance or closely related field. Two years of public sector accounting and financial experience in a similar position desired. Must be proficient with MS Word & Excel. Excellent writing, verbal, analytical skills required. For more information about this opportunity and/or to apply, visit our website at www.ci.baxter.mn.us. Applications may also be obtained by contacting the City of Baxter, P.O. Box 2626, Baxter, MN 56425, Phone: 218-855-5100. **APPLY BY:** Friday, July 18, 2003. EOE

CERTIFIED FINANCE OFFICER (CPFO)
PROGRAM TEST SITE

The Education Committee of the MnGFOA will sponsor a test site for the fall CPFO on Tuesday September 16 up in Alexandria at the Arrowwood Resort. The test will be given between 1pm and 5pm and candidates are able to take one of the five parts of the test during this time, (cash, debt, pension, acctg, and budget). For more information contact the GFOA website at www.gfoa.org or contact Julie Vogel at 952-227-7552.

THOMAS J. MORAN AWARD

The Thomas J. Moran award is given by the Minnesota Government Finance Officers Association (MnGFOA) in recognition of extraordinary service rendered by an individual to advance the quality of public financial administration, promote the development and education of governmental accounting and accounting personnel, and promote high standards in the field of governmental finance in Minnesota.

This honor is awarded annually whenever, in the opinion of the Executive Board, an individual has clearly demonstrated by outstanding effort that he or she is dedicated to the improvement of public financial administration as best exemplified by our past member and president, Thomas J. Moran. Any member of MnGFOA may nominate a candidate for the award. Any person engaged in governmental finance or accounting in the State of Minnesota, including, but not limited to, active or associate members of MnGFOA, is eligible for the award.

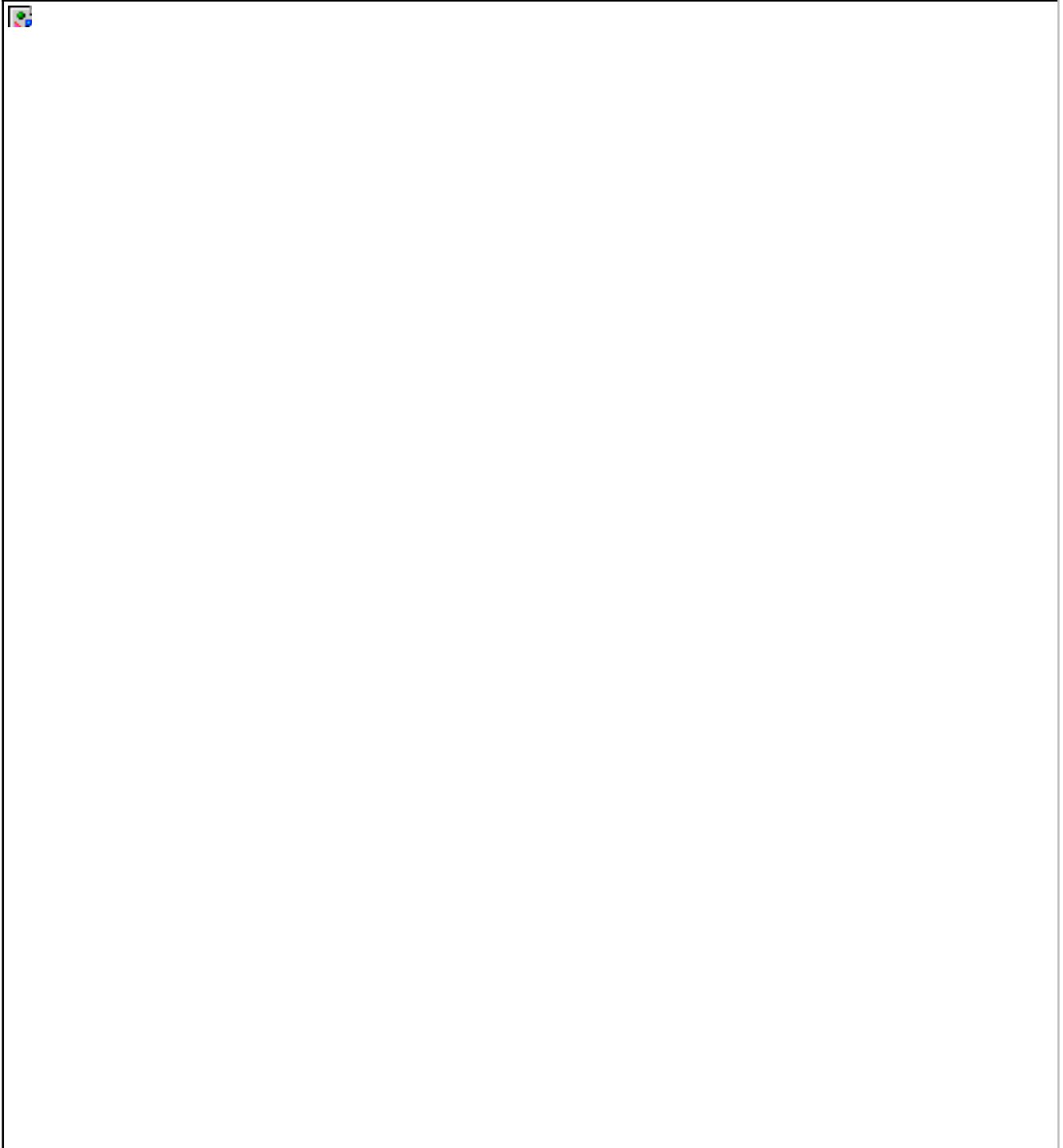
Information and nomination forms for the award are available in the MnGFOA Membership Directory or on the MnGFOA web site, www.mngfoa.org. Nominations must be remitted to Tom Kelly, White Bear Township, 1281 Hammond Road, White Bear, MN 55110; Fax (651)-426-2258; or e-mail tom.kelly@ci.white-bear-township.mn.us. If awarded, the recipient will be announced at the annual business meeting at Arrowwood.

MESSAGE FROM THE EDITOR

As always, we are looking for information to put in the newsletter of interest to the group. Please contact me with any retirements, job changes, promotions, certifications received or any other items you are willing to share with the group. Please give me a call or e-mail me by the 20th of the month to guarantee publication.

Contact: Lori A. Webster
City of Hastings
101 4th Street East
Hastings, MN 55033
E-Mail: Lwebster@Ci.Hastings.MN.US
Phone: 651-480-2352
Fax: 651-437-7082

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**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2003 ANNUAL CONFERENCE
“0-3 D: Discover, Dream, Dedicate**

<u>WHEN:</u>	September 17 – 19, 2003
<u>WHERE:</u>	Arrowwood Resort Alexandria, Minnesota FAX: 320-762-0133

CONFERENCE [9/17-19/03] REGISTRATION FEE	BY August 25	AFTER August 25
Member	\$ 200.00	\$ 225.00
Non-Member	\$ 260.00	\$ 285.00

MAKE CHECKS PAYABLE TO: Minnesota GFOA

MAIL REGISTRATION/PAYMENT TO: Robin Roland, Finance Director
City of Farmington
325 Oak Street
Farmington, MN 55024

NEW MEMBER POLICY: You may join MGFOA at the time you register. Rates are \$30 for regular members and \$50 for associate members. New members may remit membership dues with the conference registration fee.

LODGING: YOU MUST make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 17, 2003. YOU MUST MAIL OR FAX YOUR RESERVATION FORM. Reservations are on a first-come first-served basis and overflow lodging reservations WILL BE made for you by Arrowwood. You are encouraged to make arrangements to share a room.

REFUND POLICY: The registration fee (less expenses) will be refunded if written notice of cancellation is received anytime through September 11, 2003. Written notice of cancellation received on or after September 12, 2003 will be refunded after deducting expenses including meals. Requests for refunds will only be considered up to September 26, 2003.

THE ANNUAL CONFERENCE COMMITTEE INVITES ALL PARTICIPANTS TO DRESS CASUALLY AND ENJOY THIS YEAR'S CONFERENCE

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REGISTRATION FORM
[PLEASE RETURN WITH PAYMENT]
MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2003 ANNUAL CONFERENCE
“0-3 D: Discover, Dream, Dedicate

YOUR NAME WILL APPEAR ON YOUR NAME TAG AS SUBMITTED BELOW!!!

LAST NAME _____ FIRST NAME _____

POSITION _____

EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

MEMBERSHIP FEE: REGULAR [\$30] _____

ASSOCIATE [\$50] _____

CONFERENCE [9/17-19/03]

REGISTRATION FEE Member Non-Member

By August 25 \$ 200.00 \$
260.00

After August 25 \$ 225.00 \$
285.00

TOTAL PAID REGISTRATION _____

IS THIS YOUR FIRST MGFOA CONFERENCE? YES NO

IDENTIFY SPECIAL DIETARY NEEDS: _____

[SOMEONE WILL CONTACT YOU BY PHONE OR
EMAIL REGARDING YOUR NEEDS]