

MINNESOTA GOVERNMENT FINANCE OFFICERS  
ASSOCIATION

# MnGFOA NEWSLETTER

November 2003

*Excellence and Leadership in Government Finance*

[www.mngfoa.org](http://www.mngfoa.org)

## MESSAGE FROM THE PRESIDENT

By: Tom Kelly



Hello one and all. Boy this year has just breezed by. It seems like yesterday I was putting the finishing touches on our 2003 budget and here I am preparing for our on our 2004 property tax and budget hearing. I'm sure most of you are doing the same thing. Which gives me one more opportunity to encourage every one to consider formatting your budget documents to meet GFOA's Distinguished Budget Presentation Award criteria? Due to budget reductions from the State many of our service levels and budgets have changed over past budgets. These changes make it important to communicate what is being done within our organizations with our residents and leaders. The budget document is an important communication tool and the budget award is a useful way to demonstrate strong financial leadership to our residents and other community leaders.

Last months luncheon speaker was Mr. David Rodbourne of the Center for Ethical Business Cultures. Mr. Rodbourne stressed many interesting points including his top ten list on why I broke the law. My favorite was "It would be too costly in time and money to comply with that dumb law". He also share with us that employees who feel their employer has high integrity, 44% of employees say they are truly loyal versus only 5% when they do not believe in their organizations integrity. It was a very informative luncheon.

The Annual Accounting and Auditing Student Conference was held October 21<sup>st</sup> at the Minneapolis Convention Center. MnGFOA is one of the sponsors of this Conference. MnGFOA uses this conference to let college students know of the opportunities available in governmental accounting and finance. I have been privileged to represent MnGFOA in our booth over the last few years, and it's great to see and meet a number of fantastic young men and women entering the accounting and audit profession in the next few years.

Thanks to Chris Miller, who chaired the event this year and for all the work he has done over the years as our representative on the conference planning.

Finally, I look forward to seeing every one at the November luncheon and remind every one to bring food items for the food shelf.



## NOVEMBER MEETING

Date: Wednesday, November 19, 2003  
Special Event: ***Please bring non-perishable food items as part of our annual food drive***  
Location: Minneapolis Sheraton 4 Points  
Topic: Financing Light Rail Transit

Speaker: Mark Fuhrman  
Meal: Grilled Breast of 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](http://www.mngfoa.org) by THURSDAY, NOVEMBER 6, 2003. (Vegetarian meal choice is available).



**SPEAKER BIO**  
**Mark W. Fuhrman, Chief of Staff**  
**Hiawatha Light-Rail Project**

The Hiawatha Light Rail Line represents a \$715 million civil construction program that will bring the region's first light-rail transit line to the Twin Cities metro area. The line will link downtown Minneapolis with Minneapolis/St. Paul International Airport and the Mall of America and includes the state's largest contract involving design-build principles.

Mark W. Fuhrman, chief of staff of the Hiawatha Light-Rail Project, will outline the project's progress to date and explain some of the finer points that went into financing one of Minnesota's largest transportation projects.

Mark has 20 years of public transit management experience, serving most recently as director of finance at Metro Transit, which provides regular-route public transportation in the Minneapolis/St. Paul region. It is the nation's 11<sup>th</sup> largest bus system.

**MnGFOA DATES**

**Monthly Meeting Dates For 2004:**

December 17	April 21	October 20
January 21	May 19	November 17
February 18	July 14	December 15
March 17	August 18	

**Conference/Training:**

2004 GFOA Annual Conference  
Milwaukee, WI June 13 - 16  
2004 MnGFOA Annual Conference  
Alexandria, MN September 21 - 24

**GFOA'S ANNUAL GOVERNMENTAL GAAP UPDATE**

Annual Satellite Videoconference – Thursday, November 6, 2003 12pm – 4pm. Presented by Stephen J. Gauthier. For more information check online at [www.gfoa.org](http://www.gfoa.org) or contact GFOA. Please note that the following Satellite videoconference sites are available in Minnesota: Washington County– Stillwater, Blue Earth County – Mankato, and the City of Roseville.

**BEGINNING GOVERNMENTAL ACCOUNTING COURSE**

The Education Committee of the MnGFOA will be offering a one-day training session on beginning fund accounting on November 13th. The class will be designed to provide the basics of governmental accounting to individuals who work in the finance area, but have little or no governmental accounting

training. See registration form with details including locations, dates, and cost later in this newsletter and it is also available on the MnGFOA website. If you have questions, please contact Bonnie Burton at 952-474-3236 or [bburton@ci.shorewood.mn.us](mailto:bburton@ci.shorewood.mn.us).

### **STUDENT ACCOUNTING CONFERENCE**

On October 21, 2003, the MNGFOA participated in the 6<sup>th</sup> Annual Accounting & Auditing Student Conference at the Minneapolis Convention Center. Over 500 students stopped by the MnGFOA's exhibit booth to talk with members about careers in governmental accounting and finance. Thirty-eight (38) resumes were collected and are available on the MnGFOA's website at [www.mngfoa.org](http://www.mngfoa.org).

Many of these students are nearing graduation and have impressive GPA's and relevant work experience. Members are encouraged to consider these students for internships and entry-level positions.

Planning efforts for next year's Student Conference begins soon. The MNGFOA is looking for active members whom are willing to participate on the Planning Committee and help play a role in shaping future finance officers. If you would like to help, please contact Chris Miller at 651-792-7031, or by email at [chris.miller@ci.roseville.mn.us](mailto:chris.miller@ci.roseville.mn.us).

### **EXECUTIVE COMMITTEE UPDATE**

The committee approved of the minutes for the August 20, 2003 meeting. A summary of the minutes is as follows:

- Approval of the Check Register for July in the amount of \$7,512.03. Also the Treasurer's report as of July 31, 2003 was approved.
- The Committee approved the idea of a "thank you" reception for all the MnGFOA committee volunteers. The reception would be Tuesday evening at Arrowwood.
- A discussion on the MnGFOA website regarding various concerns the committee has had lately. The Executive committee agreed to convene on this issue again to discuss in further detail.
- CPA Licensing Requirements where discusses regarding the State Board of Accountancy's proposed changes. These changes may affect MnGFOA members' ability to retain an "active" CPA designation. It was decided that the Executive Committee would not take a formal position on the proposed changes but would inform the membership of these changes.

### **INTERNSHIP GRANT AVAILABLE**

Applications are now being accepted for the 2004 Internship Grant. Help a student gain some experience and him or her hooked on a government career and gain some assistance for your department at the same time. The Internship Grant is a 50/50 matching grant up to \$2,000. The grant is awarded by October 31 and may be used any time during 2004. Grant application deadline is extended to October 10th. You may select an intern to fill the position or if requested, the MnGFOA may assist by providing resumes of interested students.

Don't lose out on this opportunity. If you plan to have an intern in your department next year, take a few minutes and complete the very easy application form. The form can be found on MnGFOA web site

[www.mngfoa.org](http://www.mngfoa.org). Applications should be mailed, e-mailed ([tom.kelly@ci.white-bear-township.mn.us](mailto:tom.kelly@ci.white-bear-township.mn.us)) or faxed to Tom Kelly (651)-426-2258 at White Bear Township. If you need additional information, please call Tom at (651)-429-5827

**ANNOUNCEMENTS**

Congratulations to Ken Bauer and the Dakota County Community Development Agency on being awarded the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ended June 30, 2002. This was their first CAFR and it was also the first year for GASB 34.

Congratulations to Tom Kelly and White Bear Township on their recent bond upgrade from an A2 to A1 by Moody's Investor Services. They cited the Town's growing economy, historically strong finances expected to remain healthy, and low debt levels, which are well supported by special assessments.

**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	612-673-5122
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**

**FINANCE DIRECTOR - CITY OF CLOQUET**

The City of Cloquet, Minnesota (pop. 11,378) is seeking an experienced, service oriented, and progressive finance professional to become its Finance Director. This position reports to the City Administrator, heads the finance department, and will be a key member of the City's management team.

The Finance Director oversees and performs the following functions: financial planning and impact analysis; oversees all financial activities, including official fund accounting, cash management, receivables, payables, investments, payroll, selection of the City's banking services, preparation of annual budgets and

monitoring expenditures, insurance, debt management and issuance, annual audit, capital infrastructure, depreciation, purchasing, franchise agreements, and utility billings. Administers TIF and other economic development financing instruments used for projects and provides required reporting. Responsible for statutory Treasurer duties, and represents the City on various boards and committees as requested.

Minimum qualifications include a Bachelors Degree in Accounting, Finance, Business Administration or a related field; Five (5) years of relevant management experience in finance/accounting including specific governmental finance experience; Supervisory experience; and a knowledge/proficiency with Excel/Lotus, Microsoft Office products, and accounting software.

Desirable Qualifications include a Certified Public Accountant designation or Master's Degree; Experience with direct supervision of a municipal finance department; and knowledge of the Minnesota property tax system and information technology functions.

Annual salary range is DOQ with an excellent benefit package. Applications may be obtained by contacting the City of Cloquet, 1307 Cloquet Avenue, Cloquet, MN 55720. For more information please contact the City at 218-879-3347 or Submit completed application and resume by 4:30 pm, Friday, November 21, 2003.

**BEGINNING FUND ACCOUNTING COURSE**

**NOVEMBER 13, 2003 - 9:30 a.m. – 3:30 p.m.**

**ST. CLOUD CIVIC CENTER**

**Weidner-Clark-Edelbrock Suite**

**10 Fourth Avenue South, St. Cloud, MN**

The Education Committee of the MGFOA will be conducting a one-day Beginning Fund Accounting course on **Thursday, November 13** at the St. Cloud Civic Center in downtown St. Cloud. Registration will be at 9:00 a.m. and training starts at 9:30 a.m. There will be a one-hour lunch break and the session will end at 3:30 p.m. The cost of the session is \$45; the fee includes a continental breakfast and lunch.

The session is designed for individuals who work in the finance or government arena but have no formal governmental accounting training. The course will cover topics, which are intended to give participants a greater understanding of how their roles relate to the accounting and reporting of financial information. Topics will include: Basic Accounting Theory; Chart of Accounts; Accounting Records; Accounting for Revenues and Expenditures; Audit Issues; Year-End Closing Entries; Auditor's Reports; and more!

To register, please return this form along with a check for \$45 payable to **MnGFOA** by **November 5** to:

City of Shorewood  
5755 Country Club Road  
Shorewood, MN 55430  
Attn: Bonnie Burton, MGFOA

If you have any questions regarding this course or would like information about lodging or directions, please contact Bonnie Burton or Cathy Elke at 952-474-3236 (office) or 952-474-0128 (fax). **Please see the back of the newsletter for the registration form.**

**BEGINNING FUND ACCOUNTING COURSE**

**NOVEMBER 13, 2003**

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_

TELEPHONE / FAX: \_\_\_\_\_

Lori Webster  
City of Hastings  
101 Fourth Street East  
Hastings, MN 55033



**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 20<sup>th</sup> of the month to guarantee publication.

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