
MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

October 2004

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President(-Elect)

By Tom Pepper

Wow, what a wonderful conference ... again! Each year I come away from Arrowwood thinking, *well, that was a pretty great conference; it can't get much better than that.* And then it does!

So many sessions were excellent; a favorite of mine was Stevie Ray's "Thinking on Your Feet." For those of us lucky enough to participate with Stevie on Friday—and believe me, *everyone* attending participated—we learned communication skills that can serve us in every facet of our lives. All we have to do is practice. (There's always a catch, isn't there?) I wonder if this will spawn a game of Wordball during our Thursday afternoon activities next year. ☺

Mr. Ray—no, that doesn't sound right, he's "Stevie"—offered plenty of nuggets of communications wisdom, although we didn't have a chance to write them down because we were all so busy participating! Fortunately, Stevie provided us with session notes, which we've posted on our Quick Links at www.mngfoa.org.

Congratulations and many thanks to Robin Roland and her Conference Committee members for a fantastic job planning and organizing the sessions! The conference book Cathy Shuman and Jessie Hart put together was also terrific. Serving on the committee were Liz Berger, David Blumberg, Jessie Hart, Terri Heaton, Sue Iverson, Cory Kampf, Rosemary Masloski (great food!), Kathleen McBride, John Sander, Cat Shuman, Lois Spear, Greg Sticha, Sue Virnig, Julie Vogel, and Bob Winthrop. They teamed together to line up a top-notch slate of presenters. Way to go! (or is that Wray to go? or Ray to go?)

Lynn Cornwell and her Social Committee hit another home run with the evening social activities. The entertainment was both fun and funny, but what pleased me most was seeing people getting to know one another better during the meals and social times. The relationships we build at the conference and other trainings/meetings open up the "avenues for sharing knowledge" that are part of our mission.

Thanks to all who serve on the Social Committee, including Gayle Bauman, Brenda Davitt, Jim Eichten, Ron Hedberg, Larry Jacobson, Mike Kloos, Bobbie Leitner, Roxanne Matson, Ian O'Connell, Joan Rutten, Tony Shelstad, and Tonya Weinert!

And, one more congratulations to Robin Roland, who was named MnGFOA Treasurer for 2005 at the annual business meeting! When she's not organizing the conference, Robin serves as the Finance Director for the City of Farmington. Robin's energy and creativity make her a wonderful addition to the MnGFOA leadership! Yea, Robin!

Finally, check out the full-size Arrowwood group photo on our web site. Where's Waldo, you ask? ... well, happy hunting. ☺ (hint: like his books, you'll find him "in the black.")





October Meeting



Date: Wednesday, October 20, 2004

Location: Minneapolis Sheraton 4 Points

Topic/Speaker: To be announced

Meal: Lasagna

Time: 11:30 a.m. – Welcome and Program
12:15 p.m. – Lunch & Business Mtg
1:00 pm–Executive Committee Mtg.

Cost: \$15.00

Reservations: Please leave your reservation with Liz Berger at the City of Minnetonka at 952-939-8252 or on our website at www.mngfoa.org by Thursday, October 14. (Vegetarian meal choice is available.)

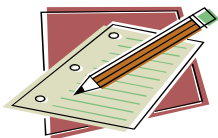
2004 MnGFOA Dates

Monthly Meetings:

November 17

December 15

Make a Note ... for Charity's Sake



Open up your calendar right now and mark down what to bring to our last two 2004 MnGFOA lunch meetings. Don't come empty-handed! Thank you!

November 17 Bring a couple cans of food for our local Food Shelf.

December 15 Bring to bring a toy (unwrapped) or write a check for Toys for Tots.

Committee

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Executive Committee Update

The Executive Committee met at Lori Webster's house on September 16 to review the results of the recent membership survey. Peter Leatherman of Decision Resources presented the raw survey data to the Committee. The Committee plans to further review the survey results at upcoming meetings. No official business was conducted.

MnGFOA Education Committee to Offer Training on November 3 and 4

The Education Committee of the MnGFOA will be offering two identical day-long training seminars in November. The classes will be held at the Bloomington Civic Plaza on Wednesday, November 3 and at the St. Cloud Civic Center on Thursday, November 4. The topics this year are **'Maintaining Capital Asset Records' (or GASB 34 Never Ends!)** and **'Incorporating Internal Controls—Combating Errors and Fraud.'**

The morning session will review the accounting and reporting requirements related to capital assets by reviewing a capital asset policy and applying that policy to transactions and fixed assets records. The afternoon session is important if you are involved with establishing or monitoring financial internal control procedures, including those related to preventing and detecting fraud. A registration form—including details about locations, dates, and cost—is attached at the end of this newsletter and is also available on the MnGFOA website. If you have questions, contact Jylan Johnson, City of Victoria, at jjohnson@ci.victoria.mn.us or 952-443-2363, or Bonnie Burton, City of Shorewood, at bburton@ci.shorewood.mn.us.

Message from the Editor

Robin Roland delivered the "Get Well" card to Lori Webster that scores of you signed at Arrowwood. Lori was overwhelmed and touched by your sentiments! Thanks to all who signed it!

Lori had hoped to write a message to you all for this newsletter, but she remains weary from the chemotherapy. She just completed her fourth week of chemo. She'll have two weeks off now, followed by four more weeks of chemo. I know Lori wants to convey her thanks to all of you for your prayers and support, and hopefully she'll be able to personalize her message to us over the next couple weeks during her break from the treatments. In the meantime, the entire Webster family will covet your continued prayers and they are genuinely grateful for the support you have shown in so many ways.

Remember, you can write Lori and her family at www.caringbridge.org/mn/loriwebster.

Tom Pepper
City of Eagan
3830 Pilot Knob Road
Eagan, MN 55122



JOB POSTINGS

City of Bloomington - Accountant. Starting salary range is \$43,775 to \$54,590. Please visit their website @ www.ci.bloomington.mn.us or call 952-563-8710 for further information. The application, addendum, and Veteran's preference must be received by the HR department by 4:30 p.m., Wednesday, October 13, 2004.

As always, visit the www.mnqfoa.org website for a complete list of current openings.

MGFOA 2004 FALL TRAINING OPPORTUNITY!

WEDNESDAY, NOVEMBER 3, 9:00 a.m. – 3:30 p.m.
BLOOMINGTON CIVIC PLAZA
Police Training Room
1800 W. Old Shakopee Road, Bloomington, MN 55431

THURSDAY, NOVEMBER 4, 9:00 a.m. – 3:30 p.m.
ST. CLOUD CIVIC CENTER
Herberger Suite
10 Fourth Avenue South, St. Cloud, MN 56301

The Education Committee of the MGFOA will conduct two identical one-day courses on **Wednesday, November 3 at the Bloomington Civic Center; and Thursday, November 4 at the St. Cloud Civic Center.** Registration will be at 8:30 a.m. and training starts at 9:00 a.m. The cost of the session is \$65; the fee includes a continental breakfast and lunch. The topics this year will be:

Maintaining Capital Asset Records or GASB 34 Never Ends!

GASB 34 required major changes in the approach to capital asset reporting. Not only did it make more work for you as you prepared for its implementation it will continue to add to your duties going forward. The historical records have been built and you need to have a system to identify, maintain and dispose of fixed assets in the current year and going forward.

In this session Abdo, Eick and Meyers will review the accounting and reporting requirements related to capital assets by reviewing a capital asset policy and applying that policy to transactions and fixed assets records. When we are done you should have a better idea on how capital assets make it from your finance system transactions to the fixed asset list to the financial statements.

Incorporating Internal Controls–Combating Errors and Fraud

Internal controls – a familiar phrase to government finance officers. But why are they necessary? How do you incorporate them into daily routines and procedures? What potential fraud risks stem from the lack of internal controls? And what exactly is SAS 99, the new standard to which your auditors frequently allude, and how does it affect government finance officers?

If you are involved with establishing or monitoring financial internal control procedures, including those related to preventing and detecting fraud, you should attend Incorporating Internal Controls–Combating Errors and Fraud taught by HLB Tautges Redpath, Ltd. This course will tackle the internal control essentials when implementing efficient procedures. The session will also provide an overview of fraud related concerns, focusing on signs to detect fraud and controls to help deter fraud.

To register, please mail your registration form with a check for \$65 payable to MGFOA by *October 29* to:
City of Victoria, Attn: Jylan Johnson, MGFOA
7951 Rose Street,
Victoria, MN 55386

If you have any questions regarding this course or would like information about lodging or directions, please contact Jylan Johnson, City of Victoria, 952-443-2640, jjohnson@ci.victoria.mn.us or Bonnie Burton, City of Shorewood, 952-474-3236, bburton@ci.shorewood.mn.us.

REGISTRATION FORM

MGFOA 2004 FALL TRAINING

WEDNESDAY, NOVEMBER 3, 9:00 a.m. – 3:30 p.m.
BLOOMINGTON CIVIC PLAZA
Police Training Room
1800 W. Old Shakopee Road, Bloomington, MN 55431

THURSDAY, NOVEMBER 4, 9:00 a.m. – 3:30 p.m.
ST. CLOUD CIVIC CENTER
Herberger Suite
10 Fourth Avenue South, St. Cloud, MN 56301

TRAINING DATE: Wednesday, November 3 _____
(Choose one date)

 Thursday, November 4 _____

NAME: _____

JOB TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP _____

TELEPHONE / FAX: _____

Mail completed registration forms with a check for \$65 per person to:

City of Victoria
Attention: Jylan Johnson
7951 Rose Street
Victoria, MN 55386