

MINNESOTA GOVERNMENT FINANCE  
OFFICERS ASSOCIATION  
**MnGFOA NEWSLETTER**

September 2003

*Excellence and Leadership in Government Finance*

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



**MESSAGE FROM THE PRESIDENT**

**By: Tom Kelly**

Hello every one. Where did the summer go? One of the good things about summer just about being over is that it is state conference time. The Conference and Social Committee has once again put together what promises to be an excellent event. As always it will be two and half days where the hardest decisions will be which session of the two or three offered to attend. I hope to see all of you in Alexandria.

Speaking of time flying, it seems like we just completed our 2003 CAFR and last month's speaker, Tom Hodnefield of HLB Tautges Redpath, Ltd. explained some of the audit procedure changes related to Statement of Auditing Standards (SAS) 99 that will be implemented beginning with December 31, 2003 audits. SAS 99 relates to fraud protection and will require auditor's to gather information, identify and access risk and respond to assessed risk related to the possibility of fraud. It means auditors will be asking more questions of both finance and non-finance staff and evaluating controls within an organization. Because of SAS 99 audits could take a little longer than in the past. Thanks to Tom for a great presentation.

Finally, the National GFOA is seeking applications for their seven standing committees (see separate article). Based on having just completed a term on the Committee on Governmental Budgeting and Fiscal Policy, I would encourage every one to consider serving on one of the standing committees. For me it has been a great opportunity to help GFOA set recommended practices and lead policy decisions, which promote government finance. Not to mention a great way to meet some wonderful individual from around the country.

Finally, I hope all of your 2004 budget preparation is going well and I hope Mango members will consider applying for the Distinguished Budget Presentation Award. To help with this there is a session on the criteria at the fall conference.

I hope to see every one in Alexandria.

**SEPTEMBER MEETING - ANNUAL CONFERENCE**

**"O3-D: DISCOVER, DREAM, DEDICATE"**

It's time to make your reservations for the 2003 Annual Conference to be held at Arrowwood Resort in Alexandria from September 16 to 19. Included in this month's newsletter are the registration forms for the conference registration and for the hotel reservation. Please make sure to send the proper forms and payments to the following: Conference registration form along with payment should be mailed to Robin Roland at the address indicated on the form; Hotel reservation form should be mailed or faxed to Arrowwood Resort at the address or fax number indicated on the form.

Also included is a tentative agenda of topics and speakers for the conference. We are very excited about this year's conference and hope that you will be there too! If you have any questions about the conference, please contact Michelle Pietrick at [michellepi@co.saint-croix.wi.us](mailto:michellepi@co.saint-croix.wi.us) or 715-381-4304.

NOTE: Those that are planning to attend the Wednesday afternoon session on Yoga/Stress Relief please bring along exercise wear or comfortable clothes as the instructor will be demonstrating some techniques that you will try in the session.

### **2003 MnGFOA DATES**

#### **Monthly Meeting Dates:**

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 to Ken Bauer, Controller - Dakota County Community Development Agency who just received his designation as a Certified Public Finance Officer (CPFO)!

Congratulations to Julie Vogel who has accepted the position of Finance Manager at the City of Bloomington.

Congratulations to MnGFOA Past President, Dick Schultz (July 1, 1978 – June 30, 1978) who retired from Hennepin County on August 22, 2003.

### **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](http://www.gfoa.org).

### **BEGINNING GOVERNMENTAL ACCOUNTING COURSE**

The Education Committee of the MnGFOA will be offering a one-day training session on beginning fund accounting in November. 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. A registration form with details including locations, dates, and cost will be available on the MnGFOA website in October and in the November newsletter. If you have questions, please contact Bonnie Burton

(952-474-3236 or [bburton@ci.shorewood.mn.us](mailto:bburton@ci.shorewood.mn.us)).

### **EXECUTIVE COMMITTEE UPDATE**

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

- Approval of the Check Register for June in the amount of \$745.00. Also the Treasurer's report as of June 30, 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.
- Ron Hedberg was awarded the MnGFOA Advanced Institute Scholarship. The Scholarship amount was also increased by the committee to reflect the increased cost of the Institute program of \$1,850.
- Chris Miller updated the committee on the Student Accounting Conference to be held October 21, 2003. MnGFOA is a co-sponsor this year and Chris is serving as the Treasurer for the event. So far, 15 exhibitors have registered.

### **INTERSHIP 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 September 30. 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.

### **GFOA STANDING COMMITTEE APPLICATIONS**

Applications are now being accepted for appointments to the seven GFOA Standing Committees. Appointments are effective for a three-year term beginning January 1, 2004. Standing Committees meet twice a year, once in connection with the Annual National Conference and at the winter meeting in Washington D.C.

Serving on a standing committee has many benefits including influencing the direction of GFOA leadership and guiding GFOA polices through recommended practices and is a great way to meet and work with finance professionals from around the country. Committee meetings are well organized and the time spent is very productive. To encourage participation by MnGFOA members the MnGFOA will provide financial assistance if requested.

For more information see the GFOA web site ([www.GFOA.org](http://www.GFOA.org)) or contact Deborah Reaves at (202)-393-8020. Application deadline is September 12, 2003.

**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**

**CITY OF CHASKA  
ASSISTANT FINANCE DIRECTOR**

The City of Chaska (population 20,000) is accepting applications for an Assistant Finance Director. The position is responsible for maintaining the financial system and supporting subsidiary systems in accordance with generally accepted accounting principles, managing the annual fiscal audit and compliance audits, preparing the Comprehensive Annual Financial Report (CAFR), and management of the day-to-day finance activities. The position is accountable to the Administrative Services Director and supervises a staff of four full-time employees, and two part-time employees.

Minimum qualifications include a bachelor's degree in accounting, finance, or related field, a sound understanding of municipal accounting, and three years of accounting or auditing experience. Desired qualifications include Certified Public Accountant (CPA), five or more years of governmental accounting experience (including local government), one year of supervisory experience, and demonstrated knowledge of the PACE Financial System. Starting salary range is \$50,424 to \$60,864 per year, plus excellent benefits.

To request a complete job description and required City employment application, please contact the City of Chaska at (952) 448-2851 Ext 7102. Applications must be received by 4:00 p.m. on Monday, September 15.

**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.

**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.

Contact: Lori A. Webster  
City of Hastings  
101 4<sup>th</sup> Street East  
Hastings, MN 55033  
E-Mail: [Lwebster@Ci.Hastings.MN.US](mailto:Lwebster@Ci.Hastings.MN.US)  
Phone: 651-480-2352  
Fax: 651-437-7082