



Florida Government Finance Officers Association, Inc  
Meeting of the Board of Directors  
Monday, July 2, 2018

Conference Room  
11:00 a.m.

**Florida League of Cities  
125 East Colonial Drive  
Orlando, FL**

# ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

July 2, 2018

NOT  
PRESENT

PRESENT

## OFFICERS



Kent Olson  
Ken Burke  
Jamie Roberson

## DIRECTORS



Rip Colvin  
Nicole Gasparri  
Jonathan McKinney  
Shannon Ramsey-Chessman  
Frank DiPaolo  
Mike Gomez  
William Spinnelli  
Kelly Strickland

**1st Term**

**2nd Term**

**3rd Term**

2016-2019  
2015-2017  
2014-2017  
2013-2016  
2017-2020  
2017-2018  
2018-2021  
2018-2021

2017-2018  
2017-2020  
2016-2019

## COMMITTEE CHAIRS



Lorrie Simmons, Certification  
Laura Aker Reece, Conference Host  
Bryan Cahen, Conference Program  
Brandy Ferris, Education & Webinar  
Crystal Kinzel, Legislative  
Olga Rabel, Member & Leadership Development  
Sharon Almeida, 2018 SOGF  
Linda Benoit, Technical Resources

## CHAPTER PRESIDENTS



Jordan J. Steffens, Big Bend  
Kurt Petersen, Central Florida  
Judy Garard, Florida First Coast  
Cindy Nenno, Gulf Coast  
Justyna Swiebocki, Hillsborough  
Marge Strausbaugh, Nature Coast  
Claudia Rasnick, North Central Florida  
Leslie Harmon, Palm Beach  
Tatiana Abernathy, Panhandle  
Linda Logan Short, South Florida  
Karen Vivian, Southwest  
Milo Zonka, Space Coast  
Judith Browning, Treasure Coast  
Catherine Colwell, Volusia/Flagler

## OTHERS IN ATTENDANCE



Paul Shamoun, Florida League of Cities  
Jill Walker, Florida League of Cities  
Karen Pastula, Florida League of Cities

# **FGFOA BOARD OF DIRECTORS MEETING AGENDA**

**DATE/TIME:** Monday, July 2, 2018  
Meeting: 11:00 a.m.

**LOCATION:** Florida League of Cities - Orlando

Call to Order – Kent Olson, President

Roll Call

Consideration of Minutes – June 15, 2018

Report of Officers

1. President – Kent Olson
  - A. Conference Host Committee Direction
2. Executive Director – Paul Shamoun
  - A. March 31, 2018 Financials
3. 2018 School of Governmental Finance Session Topics and Descriptions
4. Other Business
5. Next Meeting – Friday, September 14, 2018 – Florida League of Cities Offices, Orlando

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 15, 2018**

The meeting of the FGFOA Board of Directors took place on June 15, 2018 at the World Center Marriott in Orlando, FL.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

Linda Howard, President, Florida Municipal Power Agency  
Kent Olson, President-elect, City of Tallahassee  
Ken Burke, Secretary/Treasurer, Pinellas County Clerk of the Circuit Court and Comptroller  
Rip Colvin, Director, Justice Administrative Commission  
Frank DiPaolo, Director, City of Lighthouse Point  
Mike Gomez, Director, Florida Auditor General Tallahassee  
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County  
Jamie Roberson, Director, Osceola County Property Appraiser

**COMMITTEE CHAIRS**

Sharon Almeida, 2018 SOGF  
Melissa Burns, Technical Resources  
Bryan Cahen, Conference Program  
Brandy Ferris, Education & Webinar  
Olga Rabel, Member & Leadership  
Lisa Snead, Conference Host  
Kelly Rae Strickland, Certification

**CHAPTER PRESIDENTS**

**STAFF**

Paul Shamoun, Florida League of Cities  
Jill Walker, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President Howard called the June 15, 2018 meeting of the FGFOA Board of Directors to order at 12:00 p.m.

**Agenda Approval**

President Howard reviewed the June 15, 2018 agenda with minor changes suggested.

**Mr. Olson moved, seconded by Mrs. Ramsey-Chessman, to approve the June 15, 2018 agenda with edits. Motion passed unanimously.**

**CONSIDERATION OF MINUTES**

The April 13, 2018 minutes were reviewed with minor changes suggested.

**Mr. Olson moved, seconded by Mr. Colvin, to approve the April 13, 2018 minutes with edits. Motion passed unanimously.**

## **PRESIDENT'S REPORT**

### **2017-2018 Goals & Assignments Update**

Mrs. Howard reviewed the status of each committee noting most goals have been achieved. It is recommended the Education and Webinar Committee request more participation from its members to reduce the workload on the Chair while giving them training to move into the Chair position.

### **Local Chapter Visits**

Mrs. Howard reported she has visited several of the chapters this year as she reaches for her goal of visiting 5 chapters. She attended the Gulf Coast Chapter on February 2, the South Florida Chapter on March 8, the Volusia Chapter June 8, and is working on a date for the Space Coast Chapter. Mr. Gomez will attend the Panhandle Chapter meeting in Mrs. Howard's place.

### **Meeting Planning Contract**

Mrs. Howard presented the final Meeting Planning Contract with the Florida League of Cities. The ending date is June 30, 2021. It was recommended the Meeting Planning contract and the Administrative Services Agreement be combined into one upon renewal.

**A motion was made by Mrs. Roberson, seconded by Mr. Colvin, to approve the contract with the intent to combine the Meeting Planning contract and the Administrative Services Agreement into one contract upon renewal. Motion passed unanimously.**

### **Appointment of 2018-2019 Conference Host Committee Chair**

Mr. Olson, as President-Elect, appointed Laura Aker Reece of the City of Ft. Lauderdale as the 2018-2019 Conference Host Committee Chair.

**A motion was made by Mr. Colvin, seconded by Mr. Gomez, to approve Laura Aker Reece as the 2018-2019 Conference Host Committee Chair. Motion passed unanimously.**

### **Chapter Presidents Conference Call**

Mr. Olson gave a brief report on the Chapter Presidents Conference Call held on June 1, 2018. The Conference Call was focused on an orientation for new chapter presidents.

## **EXECUTIVE DIRECTOR REPORT**

### **Check Register**

Mr. Shamoun presented the check register as of 03/31/2018.

### **Investment Report**

Mr. Shamoun presented the Investment Report as of 03/31/2018. Synchrony Bank CD, with a balance of \$80,708.90 and a rate of 1.39%, will mature September 4, 2018. American Commerce CD, with a balance of \$104,960.68 and a rate of 1.510%, will mature September 10, 2019. The Vanguard account has a balance of \$16,063.70.

### **2018 - 2019 Budget**

Mr. Shamoun presented the 2018-2019 budget for approval. There was much discussion regarding the Tuesday night event at the 2019 Annual Conference.

**A motion was made by Mr. Olson, seconded by Mr. Colvin, to approve the budget as presented with an amendment for the budget to be reviewed as an agenda item in September upon recommendation from the Host Committee. A vote was taken to approve the motion 6 to 2:**

Yes	No
Linda Howard	Shannon Ramsey-Chessman
Kent Olson	Jamie Roberson
Ken Burke	
Rip Colvin	
Frank DiPaolo	
Mike Gomez	

### **CGFO Review**

Mr. Shamoun presented a proposed scope for a CGFO review from the Carl Vinson Institute of Government at the University of Georgia. It is noted there is no break-down showing a specific “cost per piece” if it was decided not to take the full proposal. It is recommended staff research this option.

**A motion was made by Mr. Olson, seconded by Mr. DiPaolo, to approve Mr. Shamoun to negotiate an agreement, potentially creating 3 separate products (test bank, presentations and a study guide), attaining cost on each product with a cafeteria approach. Motion passed unanimously.**

### **2021 and 2023 Conference Site Updates**

Mr. Shamoun presented an addendum to the agenda, a summary of proposal from Boca Raton Resort & Club for the 2021 Annual Conference, with additional offers for 2023. After much discussion,

**A motion was made by Mrs. Roberson, seconded by Mr. Olson, to proceed in asking for a written contract from the Boca Resort for the 2021 Annual Conference for consideration at the next Board meeting.**

After reviewing the information regarding the 2023 Annual Conference,

**A motion was made by Mr. Olson, seconded by Mr. McKinney, to pursue West Palm Beach as a prime location, along with other locations such as Tampa, for the 2023 Annual Conference. Motion passed unanimously.**

### **Membership Update/List Serve/Conference Registrations**

Mr. Shamoun presented the current membership report and List Serve activity.

### **STANDING COMMITTEE REPORTS**

#### **Certification Committee**

Ms. Strickland presented the Certification Committee report giving the status of the committee and it's subcommittees, including the completed Certification Committee Policies and Procedures Manual.

**A motion was made by Mrs. Roberson, seconded by Mr. Gomez, to approve the report as presented. Motion passed unanimously. Note, Mr. Burke was absent for the vote.**

#### **Communication Committee**

Mrs. Howard presented the Communication Committee report.

#### **Conference Host**

Mrs. Snead presented the Conference Host report. Mr. McKinney noted section V. regarding the newsletter should be removed as FGFOA now has an e-bulletin instead of a newsletter. Staff will make this edit then give it to the 2018-2019 Conference Host committee for reference.

**A motion was made by Mrs. Roberson, seconded by Mr. Olson, to approve the Conference Host Policies and Procedures Manual with edits. Motion passed unanimously.**

### **Education and Webinar**

Ms. Ferris presented the Education and Webinar report along with its Policies and Procedures Manual. It was noted section III. Member Responsibilities, section A. Chairperson, has two number 1 sections. Staff will make this edit then give it to the 2018-2019 Education and Webinar committee for reference.

**A motion was made by Mr. Olson, seconded by Mrs. Roberson, to approve the Education and Webinar manual with edits. Motion passed unanimously.**

### **Member and Leadership Development**

Ms. Rabel presented the Member and Leadership Development report. Mrs. Roberson indicated her name was mis-spelled as "Robinson".

**A motion was made by Mr. Olson, seconded by Mr. Gomez, to approve the report with the spelling correction. Motion passed unanimously.**

### **2017/2018 School of Governmental Finance Update**

Ms. Almeida presented the School of Governmental Finance update. The committee has been diligently working on topics and speakers. The hospitality committee would like to have two nights of engaging activities and two nights of a more relaxed environment to meet the needs of all attendees. The goal is to promote the Leadership and CGFO programs. Mr. Olson recommends the committee does not pursue a scavenger hunt as this may cause people to scatter throughout the property.

### **2017/2018 School of Governmental Finance Session Topics and Descriptions**

Ms. Almeida presented the School of Governmental Finance update including a new class schedule. Risk Mrs. Roberson suggested proceeding with a practitioner rather than a government agency. Mr. Burke started a discussion about how to market SOGF in the future: who is it for? How do we define the program? Mr. Shamoun noted all FGFOA items will be rebranded in the coming year, including marketing pieces for individual programs such as SOGF and CGFO. New pop-up signs and flyers will be made so there will be a cohesive feel moving forward, clearly marketing and defining each program. Mr. Olson suggested these marketing ideas be brought before the Board for approval; he will speak with Ms. Almeida after the meeting with specific suggestions for the SOGF class schedule.

### **Technical Resources**

Ms. Burns presented the Technical Resources report highlighting the support provided to Mr. Olson at the GASB hearings. The committee was honored to prepare talking points for his testimony.

## **OTHER BUSINESS**

### **ACTION ITEMS**

### **NEXT MEETING**

The next meeting of the Board of Directors will be Friday, September 14, 2018 at the Florida League of Cities Offices, Orlando.

ATTEST:

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Ken Burke, Secretary/Treasurer





**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2018-2019**

**Agenda Item**

**2018-2019  
BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Kent Olson

**President-Elect**  
Ken Burke

**Secretary/Treasurer**  
Jamie Roberson

**DIRECTORS**

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

**Meeting Date: July 2, 2018**

**Title of Item: Conference Host Committee Direction**

**Executive Summary, Explanation or Background:**

The Conference Host Committee met on Monday, June 18 during the FGFOA Conference to get organized and begin work on the 2019 Conference. The Committee discussed a number of different options, including various museums, attending a play at a theatre, a concert, going to dining and entertainment districts in both Ft. Lauderdale and Hollywood, and attending a Marlins baseball game. The Committee determined that attending a baseball game would not be practical on a Tuesday evening due to the travel time required during rush hour to reach the Stadium from the Diplomat.

The Committee was directed to find venues that would either accommodate a food catering option at the location or would offer an opportunity to purchase food on-site at the location. The Committee was also tasked with determining the capacity of each potential venue. The Committee discussed providing more than one option for attendees to choose among as the Tuesday Night Event to allow some choice of venues for participation, with the FGFOA providing transportation to each choice of venues. The only truly definitive direction to the Committee was to hold the Tuesday Night Event offsite.

**Recommended Action:**

Review the direction provided to the Committee on June 18 and, if so desired, provide additional or different direction to the Committee regarding the planning of the Tuesday Night Event.

**Kent Olson, President**

June 26, 2018

**Date**

	<b>2016-2017</b> <i>Actual</i>	<b>2017-2018</b> <i>Approved October 2017</i>	<b>2017 - 2018</b> <i>PROJECTED</i>	<b>2018-2019</b> <i>Proposed June 2018</i>
<b><u>REVENUES</u></b>				
Membership Dues	\$101,535	\$97,000	\$103,000	\$105,000
Investment Income	\$1,772	\$1,500	\$3,000	\$4,000
Annual Conference	\$575,485	\$542,000	\$609,500	\$655,000
Boot Camps	\$33,320	\$39,600	\$28,640	\$52,800
School of Governmental Finance	\$64,300	\$73,840	\$78,802	\$78,230
Divergent Series	\$6,475	\$17,500	\$2,500	\$0
Leadership FGFOA	\$50,000	\$54,000	\$54,000	\$0
Pre-Conference Seminar	\$24,600	\$22,000	\$26,000	\$27,000
CGFO Fees	\$44,010	\$44,000	\$33,145	\$45,000
Miscellaneous Income	\$92	\$1,000	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$901,589</b>	<b>\$892,440</b>	<b>\$938,587</b>	<b>\$967,030</b>
<b><u>EXPENSES</u></b>				
<b>Training/ Education</b>				
Conference Expenses	\$509,069	\$539,800	\$533,900	\$589,700
Boot Camps	\$27,390	\$33,600	\$15,000	\$38,200
School of Governmental Finance	\$60,000	\$78,400	\$51,914	\$77,550
Leadership FGFOA	\$58,694	\$63,500	\$68,300	\$0
Divergent Series	\$6,695	\$17,500	\$4,500	\$0
Pre-Conference Seminar	\$23,596	\$24,000	\$24,000	\$25,000
CGFO Expenses	\$15,509	\$46,000	\$15,000	\$63,000
NASBA Fees		\$1,000	\$795	\$1,000
Local Chapter Support	\$0	\$0	\$0	\$0
<b>Total - Training/ Education Expenses</b>	<b>\$700,953</b>	<b>\$803,800</b>	<b>\$713,409</b>	<b>\$794,450</b>
<b>Standing Committees:</b>				
Standing Committee Meetings	\$2,329	\$1,000	\$848	\$2,000
All Committee Mtgs @ Conference	\$6,500	\$6,000	\$6,000	\$7,000
<b>Total - Standing Committees</b>	<b>\$8,829</b>	<b>\$7,000</b>	<b>\$6,848</b>	<b>\$9,000</b>
<b>Communication to Members</b>				
Internet Homepage	\$0	\$100	\$0	\$0
Postage & Mailing	\$277	\$1,000	\$275	\$500
Printing & Duplicating	\$1,455	\$1,000	\$1,100	\$1,500
<b>Total Communication to members</b>	<b>\$1,732</b>	<b>\$2,100</b>	<b>\$1,375</b>	<b>\$2,000</b>
<b>Professional Services:</b>				
Administrator	\$97,939	\$99,900	\$100,000	\$115,000
Auditor Fees	\$8,975	\$9,500	\$9,500	\$9,500
<b>Total - Professional Services</b>	<b>\$106,914</b>	<b>\$109,400</b>	<b>\$109,500</b>	<b>\$124,500</b>
<b>Meeting Expenses:</b>				
GFOA Reception	\$3,041	\$5,000	\$5,000	\$5,000
Board of Directors	\$13,173	\$8,500	\$10,000	\$21,500
Strategic Planning	\$3,273	\$3,500	\$3,000	\$3,500
GFOA Conference	\$2,360	\$5,000	\$3,500	\$4,000
<b>Total Meeting Expenses</b>	<b>\$21,847</b>	<b>\$22,000</b>	<b>\$21,500</b>	<b>\$34,000</b>
<b>Administrative Expenses:</b>				
Insurance Expense	\$4,412	\$4,200	\$3,976	\$4,500
List Serve - ongoing fees	\$3,395	\$5,000	\$4,000	\$4,000
Filings & Registrations	\$61	\$100	\$100	\$100
Staff Travel	\$2,907	\$3,000	\$4,000	\$3,500
Miscellaneous Expense	\$3,324	\$6,000	\$4,000	\$3,500
Depreciation	\$265	\$500	\$200	\$200
Credit Card Terminal	\$18,697	\$15,000	\$20,000	\$20,000
<b>Total - Administrative Expenses</b>	<b>\$33,061</b>	<b>\$33,800</b>	<b>\$36,276</b>	<b>\$35,800</b>
<b>TOTAL EXPENSES</b>	<b>\$873,336</b>	<b>\$978,100</b>	<b>\$888,908</b>	<b>\$999,750</b>
<b>Increase (Decrease) in Net Assets</b>	<b>\$28,253</b>	<b>(\$85,660)</b>	<b>\$49,679</b>	<b>(\$32,720)</b>
<b>Net Assets-Beginning of Period</b>	<b>\$243,814</b>	<b>\$272,067</b>	<b>\$272,067</b>	<b>\$321,746</b>
<b>Net Assets-End of Period</b>	<b>\$272,067</b>	<b>\$186,407</b>	<b>\$321,746</b>	<b>\$289,026</b>

Florida Government Finance Officer's Association  
2019 Annual Conference Proposed Budget  
Hollywood, FL

	2017 Approved Budget 02/03/2017	2017 Actual	2018 Budget Approved October 25, 2017	2018 Actual	2019 Proposed Budget	
<b>REVENUES</b>						
<b>REGISTRATIONS</b>						
Member Registrations	\$203,750	\$221,925	\$210,000	\$0	\$275,000	Registration increased by \$25.00
Member Late Registrations	\$6,500	\$7,560	\$6,500	\$0	\$9,000	
Associate Registrations	\$40,000	\$35,845	\$41,000	\$0	\$41,000	
Associate Late Registrations	\$4,000	\$2,250	\$4,000	\$0	\$4,000	
Non-Member Registrations	\$15,000	\$18,960	\$15,000	\$0	\$15,000	
Non-Member Late Registrations	\$2,000	\$1,740	\$2,000	\$0	\$1,000	
<b>TOTAL REGISTRATIONS</b>	<b>\$271,250</b>	<b>\$288,280</b>	<b>\$278,500</b>	<b>\$347,000</b>	<b>\$345,000</b>	
<b>OTHER REVENUES</b>						
Exhibitor Fees *	\$188,400	\$184,325	\$188,400	\$192,000	\$195,000	6 booths added 400 tickets to Tuesday night @ \$50.00 each
Tuesday Night Event Ticket					\$20,000	
Extra Tickets All Events	\$5,000	\$1,685	\$5,000	\$2,000	\$500	
Golf	\$6,000	\$0	\$6,000	\$5,000	\$6,000	
Hotel Commissions (1)	\$50,665	\$51,593	\$43,600	\$43,000	\$58,000	
Cancellation Fees	\$1,000	\$1,160	\$1,000	\$1,000	\$1,000	
Ethics Income	\$9,000	\$11,735	\$9,000	\$9,000	\$9,000	
Convention & Visitors Bureau	\$25,000	\$25,000	\$0	\$0	\$10,000	
Room Credits (2)	\$9,950	\$11,707	\$10,500	\$10,500	\$10,500	
<b>TOTAL OTHER REVENUE</b>	<b>\$295,015</b>	<b>\$287,205</b>	<b>\$263,500</b>	<b>\$262,500</b>	<b>\$310,000</b>	
<b>TOTAL REVENUES</b>	<b>\$566,265</b>	<b>\$575,485</b>	<b>\$542,000</b>	<b>\$609,500</b>	<b>\$655,000</b>	
<b>EXPENSES</b>						
<b>INSTRUCTIONAL</b>						
Equipment Rental	\$35,000	\$33,589	\$35,000	\$35,000	\$35,000	
Speaker's per diem/honorarium	\$10,000	\$8,249	\$10,000	\$10,000	\$10,000	
Refreshment Breaks	\$120,000	\$120,953	\$120,000	\$120,000	\$135,000	
Tuesday Business Luncheon	\$45,000	\$47,053	\$45,000	\$50,000	\$50,000	
Monday Lunch	\$0		\$20,000	\$20,000	\$20,000	
<b>TOTAL INSTRUCTIONAL EXPENSE</b>	<b>\$210,000</b>	<b>\$209,844</b>	<b>\$230,000</b>	<b>\$235,000</b>	<b>\$250,000</b>	
<b>SPECIAL EVENTS</b>						
Golf Tournament	\$6,000	\$0	\$6,000	\$5,000	\$6,000	
Opening Ceremony	\$500	\$1,240	\$500	\$500	\$500	
Association Night Reception	\$55,000	\$45,023	\$55,000	\$55,000	\$55,000	
Ethics Course Expense	\$9,800	\$10,700	\$10,000	\$10,000	\$10,000	
Tuesday Event	\$90,000	\$90,499	\$95,000	\$95,000	\$40,000	
Hospitality Food, Beverages & Supplies	\$40,000	\$31,447	\$30,000	\$30,000	\$35,000	
President's Reception	\$12,000	\$12,561	\$12,000	\$13,000	\$14,000	
Emerging Leaders Reception	\$4,000	\$4,654	\$4,000	\$4,000	\$5,000	
<b>TOTAL SPECIAL EVENTS EXPENSE</b>	<b>\$217,300</b>	<b>\$196,124</b>	<b>\$212,500</b>	<b>\$212,500</b>	<b>\$165,500</b>	
<b>SPECIAL CONFERENCE EXPENSES</b>						
Room Rate By Down	\$0		\$0	\$0	\$70,200	Room rate reduced from \$215 to \$189. \$26x2700=70,200
Host Committee	\$10,000	\$6,371	\$0	\$0	\$1,000	
Welcome Bags	\$5,000	\$5,262	\$5,000	\$3,500	\$5,000	
Speaker Gifts	\$3,500	\$2,283	\$3,500	\$3,500	\$3,500	
Transportation & other	\$0		\$6,000	\$6,000	\$6,000	
<b>TOTAL SPECIAL CONFERENCE EXPENSES</b>	<b>\$18,500</b>	<b>\$13,916</b>	<b>\$14,500</b>	<b>\$13,000</b>	<b>\$85,700</b>	
<b>REGISTRATION/MAILINGS</b>						
Postage	\$500	\$244	\$500	\$500	\$500	
Printing/Duplicating	\$6,000	\$5,715	\$6,000	\$6,000	\$6,000	
Office Supplies	\$2,000	\$1,857	\$2,000	\$2,000	\$2,000	
<b>TOTAL REGISTRATION/MAILING EXPENSE</b>	<b>\$8,500</b>	<b>\$7,816</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$8,500</b>	
<b>EXHIBITOR</b>						
Security	\$4,500	\$4,270	\$1,000	\$1,000	\$1,000	
Service	\$20,000	\$20,646	\$15,000	\$15,000	\$20,000	
<b>TOTAL EXHIBITOR EXPENSES</b>	<b>\$24,500</b>	<b>\$24,916</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$21,000</b>	
<b>STAFF EXPENSES</b>						
	<b>\$12,000</b>	<b>\$12,211</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	
<b>OTHER</b>						
Miscellaneous	\$5,000	\$3,302	\$5,000	\$5,000	\$5,000	
Meeting Planner Services	\$29,400	\$29,940	\$29,400	\$30,000	\$30,000	
Cancellation Insurance	\$1,862	\$1,850	\$1,900	\$1,900	\$2,000	
Internet Café - High Speed Connections	\$9,750	\$9,150	\$10,000	\$0	\$10,000	
<b>TOTAL OTHER EXPENSES</b>	<b>\$46,012</b>	<b>\$44,242</b>	<b>\$46,300</b>	<b>\$36,900</b>	<b>\$47,000</b>	
<b>TOTAL EXPENSES</b>	<b>\$536,812</b>	<b>\$509,069</b>	<b>\$539,800</b>	<b>\$533,900</b>	<b>\$589,700</b>	
<b>NET INCOME</b>	<b>\$29,453</b>	<b>\$66,416</b>	<b>\$2,200</b>	<b>\$75,600</b>	<b>\$65,300</b>	

2018 Commission Calculation

(2,735X 215X 10%) = \$58,802

Room Credits 1/40 (2,735/40=65 x 215) = \$13,975

Room Rate is 215.00

Room Rate Buydown to \$189

		<b>2017 Approved April 7, 2017</b>	<b>2017 Actual</b>	<b>2018 Approved February 9, 2018</b>
<b>REVENUES</b>	<b>FEES 2018</b>			
Active Member Basic	\$250	\$8,800	\$10,810	\$12,500
Active Member Basic Late	\$290	\$1,820	\$1,080	\$1,450
Associate Member Basic	\$315	\$855	\$280	\$630
Associate Member Basic Late	\$355	\$0	\$335	\$0
Non-Member Basic	\$375	\$1,380	\$710	\$750
Non-Member Basic Late	\$415	\$0		\$0
Active Member Intermediate	\$250	\$11,000	\$11,440	\$12,500
Active Member Intermediate Late	\$290	\$2,100	\$4,420	\$4,350
Associate Member Intermediate	\$315	\$570	\$0	\$0
Associate Member Intermediate Late	\$355	\$0		\$0
Active Member Week	\$400	\$28,800	\$30,240	\$32,000
Active Member Week late	\$440	\$4,000	\$5,200	\$4,400
Associate Member Week	\$525	\$2,425	\$1,455	\$1,050
Associate Member Week Late	\$565	\$0		\$0
Non-Member Intermediate	\$385	\$690	\$0	\$770
Non-Member Intermediate Late	\$425	\$0	\$375	\$0
Non-Member Week	\$640	\$600	\$600	\$1,280
Non-Member Week Late	\$680	\$0		\$0
Cancellation Fees	\$40	\$0	\$160	\$0
Room Credits		\$0	\$2,593	\$0
Hotel Commission		\$10,800	\$9,104	\$6,550
<b>TOTAL REVENUES</b>		<b>\$73,840</b>	<b>\$78,802</b>	<b>\$78,230</b>
<b>EXPENSES</b>				
Hospitality Suite		\$8,000	\$2,939	\$4,500
Refreshment Breaks		\$40,000	\$24,863	\$40,000
Welcome Reception		\$0	\$0	\$5,000
Emerging Leader Reception		\$3,000	\$2,145	\$2,500
Staff Travel		\$5,000	\$6,877	\$6,000
Internet Café/Wi-Fi		\$2,500	\$0	\$2,500
Equipment Rentals		\$9,000	\$6,992	\$8,000
Speaker Expenses		\$500	\$135	\$0
Speaker Gifts		\$1,500	\$575	\$750
Operating Supplies		\$250	\$156	\$250
Postage		\$50	\$0	\$50
Printing/Duplicating		\$1,500	\$1,108	\$1,500
Meeting Planning Services		\$6,650	\$5,650	\$6,000
Speaker Moderator Breakfast		\$0	\$0	\$0
Insurance		\$450	\$474	\$500
Hotel Attrition		\$0	\$0	\$0
Transportation		\$0	\$0	\$0
<b>TOTAL EXPENSES</b>		<b>\$78,400</b>	<b>\$51,914</b>	<b>\$77,550</b>
<b>NET INCOME</b>		<b>(\$4,560)</b>	<b>\$26,888</b>	<b>\$680</b>

<b>Registration Fees</b>	<b>2017*</b>	<b>2017</b>	<b>2018**</b>
Active Basic	220	220	250
Active Int/Adv	220	220	250
Active Week	360	360	400

\* Fees for week long attendance increased per April 7, 2017 Board Meeting

\*\* Fees increased per February 9, 2018 Board Meeting

Proposed 2018 - 2019 CGFO Budget

	2016-2017 Actual	2017-2018 Approved	Actual as of 3/31	2018-2019 Proposed
<b><u>REVENUES</u></b>				
Renewals	\$4,785	\$3,000	\$3,905	\$4,000
Application Fee	\$2,900	\$3,000	\$2,750	\$3,000
Review Courses	\$20,575	\$22,000	\$17,070	\$22,000
Fall Review	\$13,275			
Spring Webinar	\$7,300			
Exams	\$15,750	\$16,000	\$9,420	\$16,000
Fall	\$9,330			
Spring	\$6,420			
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$44,010</b>	<b>\$44,000</b>	<b>\$33,145</b>	<b>\$45,000</b>
<b><u>EXPENSES</u></b>				
Scantron Maintenance & Upgrades & Supplies	\$318	\$500		\$500
NASBA Fees	\$995	\$0		\$0
CGFO Printing & Mailing	\$676	\$1,000	\$7	\$1,000
CGFO Exam Rewrite or Update *	\$0	\$30,000		\$47,000
Fall Review and Exams Food & Beverage	\$12,059	\$13,000	\$6,348	\$13,000
Fall Review and Exams AV	\$1,461	\$1,500	\$1,598	\$1,500
<b>TOTAL NON ADMINISTRATIVE EXPENSES</b>	<b>\$15,509</b>	<b>\$46,000</b>	<b>\$7,953</b>	<b>\$63,000</b>
<b>NET INCOME</b>	<b>\$28,501</b>	<b>(\$2,000)</b>	<b>\$25,192</b>	<b>(\$18,000)</b>

\* Per April 7, 2017 Board Meeting

2018 - 2019 Boot Camp Budget

	2017 - 2018 Approved Budget	2017 - 2018 Actual as of 3/31	2018 Summe r	2018 SOGF	2019 Spring	2019 Conferenc e	2018 - 2019 Proposed Budget
<b><u>REVENUES *</u></b>							
Active Members	\$39,600	\$52,000	\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>TOTAL REVENUES</u></b>	<b>\$39,600</b>	<b>\$52,000</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$52,800</b>
<b><u>EXPENSE</u></b>							
Speaker Fee	\$9,000	\$9,000	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
AV	\$3,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Refreshment Breaks	\$9,000	\$6,000	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Lunch	\$5,250	\$3,500	\$1,750	\$1,750	\$1,750	\$1,750	\$7,000
Room Rental	\$500	\$1,123	\$500	\$0	\$500	\$0	\$1,000
Printing	\$900	\$930	\$300	\$300	\$300	\$300	\$1,200
Staff Travel	\$500	\$469	\$500	\$0	\$500	\$0	\$1,000
<b><u>TOTAL EXPENSES</u></b>	<b>\$28,150</b>	<b>\$23,022</b>	<b>\$10,050</b>	<b>\$9,050</b>	<b>\$10,050</b>	<b>\$9,050</b>	<b>\$38,200</b>
<b><u>NET INCOME</u></b>	<b>\$11,450</b>	<b>\$28,978</b>	<b>\$3,150</b>	<b>\$4,150</b>	<b>\$3,150</b>	<b>\$4,150</b>	<b>\$14,600</b>

**Registrations Type**

Active Member	440.00	440.00
Associate Member	480.00	480.00

Fee Increased per April 7, 2017 Board Meeting

\* Based on 30 participants per session

Proposed 2018-2019 Board Budget

	2018 - 2019 Proposed Budget
<b><u>EXPENSE</u></b>	
Hotel	\$10,000
Meals	
Breakfast	\$2,500
Lunch	\$4,000
Dinner	\$5,000
Other	\$0
<b><u>TOTAL EXPENSES</u></b>	<b>\$21,500</b>

Hotel cost est at \$150 per night  
Average meeting attendance is 15

## MINIMUM NET

Minimum Net Assets - two (2) months of average operating expenses for the prior three (3) years.

Desired Net Assets - four (4) months of average operating expenses for the prior three (3) years.

If the actual Net Assets begins to approximate or falls below the Minimum Net Assets Amount, the Board of Directors shall take appropriate action to restore the Net Assets Amount to the Desired Net Assets amount.

This action should take into consideration relevant circumstances at that time and include, but not be limited to, appropriate expenditure reductions and/or revenue adjustments.

\* Updated for NEW Net Assets policy as of 02/05/2009.

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>2018 Approved</i>	<i>2019 Proposed</i>
<b>Net Assets Check</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Operating Expenses	727,840	790,971	873,336	888,908	999,750
Average Three Year Expenses	682,732	716,569	851,790	851,072	920,665
Minimum Net Assets - Two months	113,789	119,428	141,965	141,845	153,444
Desired Net Assets - Four Months	<b>227,577</b>	<b>238,856</b>	<b>283,930</b>	<b>283,691</b>	<b>306,888</b>
Middle	170,683	179,142	212,947	212,768	230,166
Budgeted Fund Balance	<b>200,288</b>	<b>243,814</b>	<b>212,401</b>	<b>186,407</b>	<b>289,026</b>





**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2018-2019**

**Agenda Item**

**2018-2019**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Kent Olson

**President-Elect**  
Ken Burke

**Secretary/Treasurer**  
Jamie Roberson

**DIRECTORS**

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

**Meeting Date:** July 2, 2018

**Title of Item:** March 31, 2018 Financials

**Executive Summary, Explanation or Background:**

**Recommended Action:**

For Review

**Paul Shamoun, Executive Director**

July 2, 2018

**Date**

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Comparative Statement of Financial Position

March 31, 2018, December 31, 2017, September 30, 2017, June 30, 2017, and March 31, 2017

	31-Mar-18	31-Dec-17	30-Sep-17	30-Jun-17	31-Mar-17
<b>ASSETS</b>					
<b>Current Assets:</b>					
Cash - Capital City Bank	\$ 527,326	204,473	124,481	574,155	345,009
Investments - Vanguard	16,064	16,011	15,968	15,930	15,901
Investments - CD's	184,884	184,279	183,110	182,679	182,249
Accounts Receivable	47,225	933	97,248	91,523	67,285
Interest Receivable	146	161	129	118	103
Prepaid Expenses	2,759	0	474	6,354	3,321
Prepaid Conference Expenses	4,832	1,893	0	0	3,349
Prepaid School of Gov Finance Expenses	0	0	720	0	0
Deposits	71,773	12,000	5,000	0	14,450
<b>Total Current Assets</b>	\$ 855,009	419,750	427,130	870,759	631,667
<b>Equipment:</b>					
Computer Equipment	\$ 3,569	3,569	5,227	5,227	5,227
Less: Accumulated Depreciation	(2,964)	(2,932)	(4,558)	(4,526)	(4,460)
<b>Net Equipment</b>	\$ 605	637	669	701	767
<b>Other Assets:</b>					
Deposits	3,500	4,500	4,500	4,500	3,500
Prepaid	0	26	26	0	0
<b>Total Other Assets</b>	3,500	4,526	4,526	4,500	3,500
<b>Total Assets</b>	\$ 859,114	424,913	432,325	875,960	635,934
<b>LIABILITIES AND NET ASSETS</b>					
<b>Current Liabilities:</b>					
Deferred Revenues	\$ 390,020	0	71,480	140	309,115
Accounts Payable	128,280	82,469	27,914	603,590	49,550
<b>Total Current Liabilities</b>	\$ 518,300	82,469	99,394	603,730	358,665
<b>Unrestricted Net Assets</b>	\$ 340,814	342,444	332,931	272,230	277,269
<b>Total Liabilities and Unrestricted Net Assets</b>	\$ 859,114	424,913	432,325	875,960	635,934

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Nine Months Ended March 31, 2018

	-----	---ACTUAL---	-----	---BUDGET---	---BUDGET---	---BUDGET---	
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%
	1-July-17	1-Oct-17	1-Jan-18	1-Apr-18	1-Jul-17	1-Jul-17	OF
	to	to	to	to	to	to	BUDGET
	30-Sept-17	31-Dec-17	31-Mar-18	30-Jun-18	30-Jun-18	30-Jun-18	SPENT
							VARIANCE
							TO
							DATE
<b>REVENUES</b>							
Membership Dues	\$ 80,780	5,390	11,655	0	97,825	97,000	101%
Investment Income	480	1,244	643	0	2,367	1,500	158%
Annual Conference	0	0	0	0	0	542,000	0%
School of Governmental Finance	0	78,802	0	0	78,802	73,840	107%
Leadership FGFOA	0	0	0	0	0	54,000	0%
Seminars	0	0	0	0	0	22,000	0%
Boot Camps	0	11,520	17,120	0	28,640	39,600	72%
CGFO Fees	15,485	3,540	14,120	0	33,145	44,000	75%
Divergent Series	0	0	0	0	0	17,500	0%
Miscellaneous Income	0	0	0	0	0	1,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 96,745</b>	<b>100,496</b>	<b>43,538</b>	<b>0</b>	<b>240,779</b>	<b>892,440</b>	<b>27%</b>
<b>EXPENSES</b>							
Professional Services:							
Florida League of Cities, Inc.	\$ 24,974	24,975	24,974	0	74,923	99,900	75%
Auditor Fees	0	0	0	0	0	9,500	0%
Total - Professional Services	\$ 24,974	24,975	24,974	0	74,923	109,400	68%
Meeting Expenses:							
Board of Directors	\$ 359	1,513	1,464	0	3,336	8,500	39%
Strategic Planning	0	0	0	0	0	3,500	0%
GFOA Conference	0	0	0	0	0	5,000	0%
GFOA Reception	0	0	0	0	0	5,000	0%
Total - Meeting Expenses	\$ 359	1,513	1,464	0	3,336	22,000	15%

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Nine Months Ended March 31, 2018

	-----		---ACTUAL---	-----		---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-17	1-Oct-17	1-Jan-18	1-Apr-18	1-Jul-17	1-Jul-17	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-167	31-Dec-17	31-Mar-18	30-Jun-18	30-Jun-18	30-Jun-18	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	0	0	539,800	0%	539,800
School of Governmental Finance	0	59,592	(7,678)	0	51,914	78,400	66%	26,486
Leadership FGFOA	0	0	0	0	0	63,500	0%	63,500
Seminars	0	0	0	0	0	24,000	0%	24,000
Boot Camps	0	0	10,500	0	10,500	33,600	31%	23,100
CGFO Expenses	0	140	7,813	0	7,953	46,000	17%	38,047
Divergent Series Expenses	0	0	0	0	0	17,500	0%	17,500
NASBA Fees	0	0	795	0	795	1,000	80%	205
Total - Training/Education	\$ 0	59,732	11,430	0	71,162	803,800	9%	732,638
Standing Committees:								
Standing Committee Meetings	0	848	0	0	848	1,000	85%	152
All Committee Meetings @ Conference	0	0	0	0	0	6,000	0%	6,000
Total - Standing Committees	\$ 0	848	0	0	848	7,000	12%	6,152
Communication to Members:								
Postage & Mailing	174	74	27	0	275	1,000	28%	725
Internet Homepage	0	0	0	0	0	100	0%	100
Printing & Duplicating	90	215	177	0	482	1,000	48%	518
Total - Communication to Members	\$ 264	289	204	0	757	2,100	36%	1,343

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Nine Months Ended March 31, 2018

	-----		---ACTUAL---		---BUDGET---		---BUDGET---		---BUDGET---	
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%		VARIANCE	
	1-July-17	1-Oct-17	1-Jan-18	1-Apr-18	1-Jul-17	1-Jul-17	OF		YEAR	
	to	to	to	to	to	to	BUDGET		TO	
	30-Sept-17	31-Dec-17	31-Mar-18	30-Jun-18	30-Jun-18	30-Jun-18	SPENT		DATE	
Administrative Expenses:										
Insurance Expense	\$ 3,976	0	0	0	3,976	4,200	95%		224	
List Serve	1,557	0	0	0	1,557	5,000	31%		3,443	
Filings & Registrations	0	0	0	0	0	100	0%		100	
Staff Travel	0	0	1,517	0	1,517	3,000	51%		1,483	
Miscellaneous Expense	157	528	454	0	1,139	6,000	19%		4,861	
Credit Card and Bank Fees	4,725	3,066	5,093	0	12,884	15,000	86%		2,116	
Depreciation	32	32	32	0	96	500	19%		404	
Total - Administrative Expenses	\$ 10,447	3,626	7,096	0	21,169	33,800	63%		12,631	
TOTAL EXPENSES	\$ 36,044	90,983	45,168	0	172,195	978,100	18%		805,905	
Increase (Decrease) in Unrestricted Net Assets	\$ 60,701	9,513	(1,630)	0	68,584	(85,660)	-80%		154,244	
Unrestricted Net Assets, Beginning of Period	\$ 272,230	332,931	342,444	340,814	272,230	272,230	100%		0	
Unrestricted Net Assets, End of Period	\$ 332,931	342,444	340,814	340,814	340,814	186,570	183%		154,244	

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Cash Flows

For the Nine Months Ended March 31, 2018

### Cash Flows From Operating Activities

Receipts from Members and Associates	\$	584,355	
Receipts from Exhibitors and Hotel Sites		88,235	
Interest and Dividends		2,338	
Fees Paid to Florida League of Cities		(112,023)	
Payments to Vendors		<u>(607,396)</u>	
Net Cash Used by Operating Activities			\$ (44,491)

### Cash Flows from Investing Activities

Purchase of Certificates of Deposit	\$	(81,578)	
Proceeds from Certificates of Deposit		<u>79,374</u>	
Net Cash Used by Investing Activities			\$ <u>(2,204)</u>

Net Decrease in Cash and Cash Equivalents			\$ (46,695)
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Cash and Cash Equivalents-Beginning of Period			\$ <u>590,085</u>
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Cash and Cash Equivalents-End of Period			\$ <u><u>543,390</u></u>
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# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Cash Flows

For the Nine Months Ended March 31, 2018

### Reconciliation of Increase in Net Assets to Net Cash

#### Used by Operating Activities

Increase in Net Assets	\$	68,584	
Adjustments to Reconcile Increase in Net Assets to Net Cash Used by Operating Activities:			
Depreciation		96	
Decrease in Accounts Receivable		44,269	
Increase in Prepaid Expenses		(1,237)	
Increase in Deposits		(70,773)	
Decrease in Accounts Payable		(475,310)	
Increase in Deferred Revenues		<u>389,880</u>	
<b>Net Cash Used by Operating Activities</b>	\$		<u><u>(44,491)</u></u>

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**

2017 School of Governmental Finance

Jacksonville, FL

**REVENUE COMPARISON**

<b>REGISTRATIONS</b>	<b># of REG</b>	<b>2017 ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
Active Member Basic	47	10,810	8,800	2,010
Active Member Basic Late	4	1,080	1,820	(740)
Active Member Intermediate	52	11,440	11,000	440
Active Member Intermediate Late	17	4,420	2,100	2,320
Associate Member Basic	1	280	855	(575)
Associate Member Basic Late	1	335	0	335
Associate Member Intermediate	0	0	570	(570)
Non Member Basic	2	710	1,380	(670)
Non Member Basic Late	0	0	0	0
Non Member Intermediate	0	0	690	(690)
Non Member Intermediate Late	1	375	0	375
Active Member Week	84	30,240	28,800	1,440
Associate Member Entire Week	3	1,455	2,425	(970)
Active Member Week Late	13	5,200	4,000	1,200
Non Member Week	1	600	600	0
Associate Member Entire Week	0	0	0	0
Cancellation Fees	4	160	0	160
Hotel Commissions		9,104	10,800	(1,696)
Room Credits		2,593	0	2,593
<b>Total Revenues</b>		<b>78,802</b>	<b>73,840</b>	<b>4,962</b>

**EXPENSE COMPARISON**

	<b>2017 ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
Hospitality Suite	2,939	8,000	5,061
Refreshment Breaks	24,863	40,000	15,137
Emerging Leader Reception	2,145	3,000	855
Staff Travel	6,877	5,000	(1,877)
Equipment Rentals	6,992	9,000	2,008
Speaker Expense	135	500	365
Speaker Gifts	575	1,500	925
Postage/Mailing	0	50	50
Printing/Duplicating	1,108	1,500	392
Meeting Planning Services	5,650	6,650	1,000
Insurance	474	450	(24)
Internet Café	0	2,500	2,500
Operating Supplies	156	250	94
Transportation	0	0	0
<b>TOTAL EXPENSES</b>	<b>51,914</b>	<b>78,400</b>	<b>26,486</b>
<b>NET INCOME (LOSS)</b>	<b>26,888</b>	<b>(4,560)</b>	<b>31,448</b>



# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017-18 Bootcamps

For the Nine Months Ended March 31, 2018

## REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Registration Fees	58	28,640	39,600	(10,960)
<b>Total Revenues</b>		<b>28,640</b>	<b>39,600</b>	<b>(10,960)</b>

## EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Refreshment Breaks	841	12,000	11,159
Lunch	1,507	6,000	4,493
Printing and Duplicating	930	600	(330)
Speaker Expense	5,630	9,000	3,370
Staff Travel	469	1,000	531
Equipment Rent	0	4,500	4,500
Room Rental	1,123	500	(623)
<b>TOTAL EXPENSES</b>	<b>10,500</b>	<b>33,600</b>	<b>23,100</b>
<b>NET INCOME</b>	<b>18,140</b>	<b>6,000</b>	<b>12,140</b>

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017-18 CGFO

For the Nine Months Ended to March 31, 2018

## REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Renewals	97	3,905	3,000	905
Application Fees	55	2,750	3,000	(250)
Review Courses	542	17,070	22,000	(4,930)
Exams	314	9,420	16,000	(6,580)
<b>Total Revenues</b>		<b>33,145</b>	<b>44,000</b>	<b>(10,855)</b>

## EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Food and Beverage	6,348	13,000	6,652
Scantron Maintenance and Supplies	0	500	500
Printing and Mailing	7	1,000	993
Exam Rewrite or Update	0	30,000	30,000
Equipment Rental	1,598	1,500	(98)
<b>TOTAL EXPENSES</b>	<b>7,953</b>	<b>46,000</b>	<b>38,047</b>
<b>NET INCOME</b>	<b>25,192</b>	<b>(2,000)</b>	<b>27,192</b>

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information  
For the Nine Months Ended March 31, 2018

## Accounts Receivable:

Due from Exhibitors	3,325
Miscellaneous Members	<u>43,900</u>

League Employee Travel to SOGF  
Dues and Event Receivables

**Total Accounts Receivable** 47,225

## Prepaid Expenses:

Network Solutions	26
Aon Association	434
Kent Olson	729
Cerviche	50
AIA Corporation	1,245
FLC	275
FLC	1,063
Blooming Brands Gifts	1,725
My Office Products	18
Aon Association	1,876
BMI Music	<u>150</u>

Domain Renewals  
SOGF Cancellation Insurance  
GFOA Expenses  
Leadership Dinner  
Leadership Awards  
Leadership Printing  
Miscellaneous Conference Expenses  
Conference Speaker Gifts  
Conference Supplies  
Conference Cancellation Insurance  
Conference Other Expenses

**Total Prepaid Expenses** 7,591

## Deposits:

### Current:

Hull and Associates	5,000
Annetta Wilson Media	3,500
Hull and Associates	5,000
Artisan	1,017
Citrus Club	1,000
A Fresh Connection	353
Planet Hollywood at Disney Springs	54,903
PGA National	1,000

2018 Leadership  
2018 Leadership  
2018 Conference  
2018 Leadership  
2018 Leadership  
2018 Divergent Series Lunch  
2018 Annual Conference  
2018 School of Government Finance

### Non-Current:

Rosen Shingle Creek	1,000
Rosen Shingle Creek	1,000
Diplomat Hotel	<u>1,500</u>

2020 Annual Conference  
2022 Annual Conference  
2019 Annual Conference

**Total Deposits** 75,273

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information  
For the Nine Months Ended March 31, 2018

## Accounts Payable:

FLC	<u>128,280</u>	Fees and Expenses
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<b>Total Accounts Payable</b>	<u><u>128,280</u></u>	
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## Miscellaneous Expense:

Network Solutions	52	Website Domain Expenses
Hootsuite Media	105	Software License
In Bloom Flowers	101	Sympathy Flowers
Furney Brown	200	Partial Refund for Divergent Speaker Travel
Omni Hotel Master Bill	152	President Room Expenses at SOGF
PNC Bank	75	2017 Exhibitor Badges Write Off
Amazon	51	Board of Director Gifts
Association Voting	342	Software License
State of Florida	<u>61</u>	Business License

<b>Total Miscellaneous Expense</b>	<u><u>1,139</u></u>	
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Florida Government Finance Officers Association  
*School of Governmental Finance*  
*Committee*  
2018-2019

2018-2019

**CHAIRPERSON**

Sharon Almeida

Assistant Finance Director

Town of Lantana

500 Greynolds Circle

Lantana, FL 33462

561-540-5031

[salmeida@lantana.org](mailto:salmeida@lantana.org)

**BOARD LIAISON**

John McKinney

**COMMITTEE MEMBERS**

Mark Ben-Asher

Marcia Carty

Sean Congero

Catherine Colwell

Jennifer Desrosiers

Mike Dunlop

Marie Elianor

Cindy Emshoff

Benjamin Finkelstein

John Grady

Sheron Harding

Traci Hildreth

Greg James

David Jang

Ann Kenny

Jeffrey Kern

Jeffrey Larson

Roberto "Bert" Martinez

Maureen Powell

Tanya Quickel

Meridy Semones

Debbie Sileo

Justin Stankiewicz

Laura Thezine

Christine Tenney

Elizabeth Walter

Katherine Woodruff

Tammy Wilson

***Agenda Item Request***

**Meeting Date:** July 2, 2018

**Title of Item:** 2018 School of Government Finance Session Topics and Descriptions

**Executive Summary, Explanation or Background Information on Request:**

The committee has developed a robust list of session topics and descriptions. We focused our session topics on current events and struggles that the local governments are facing.

We have also tentatively secured several speakers and have included those with tentative time slots.

**Recommended Action:**

Board approval on the session topics and schedule.

*Sharon Almeida*

Sharon Almeida

6/26/2018

Date



# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Basic/Intermediate	Basic Governmental Accounting	This introductory session will include topics that accountants new to governmental accounting need to know. The topics covered will include fund accounting and the basis of accounting and measurement focus for the various types of funds; double entry accounting with examples of entries for assets, liabilities, expenditures and revenues.
Accounting & Financial Reporting	Basic/Intermediate	OPEB GASB 74 & 75	This session will focus on everything you need to know about the new GASB OPEB standards. The new standards will be compared and contrasted to what we already know from implementing the GASB Pension Standards (67/68) as well as similarities and differences with the existing GASB OPEB standards (43/45).
Accounting & Financial Reporting	Basic/Intermediate	Fundamentals of Single Audit/Yellow Book	What is a Single Audit? What is the Yellow Book? This session will cover the fundamentals of a single audit, the uniform guidance and the yellow book as well as a brief overview of the proposed updates to the yellow book.
Accounting & Financial Reporting	Basic/Intermediate	Emerging Issues In Accounting and Financial Reporting	Governmental accounting and financial reporting is complex and changes rapidly. Government accounting professionals are responsible for staying current with the latest developments at the Governmental Accounting Standards Board (GASB) to ensure that their accounting skills are sharp enough to meet current requirements and comply with Generally Accepted Accounting Principles (GAAP). Do we ever take the opportunity to look at emerging issues in front of us? At the end of this session, the participant should be able to recall emerging accounting and financial reporting issues impacting our profession and identify strategies to prepare for changes on the horizon.
Accounting & Financial Reporting	Basic/Intermediate	Fraud and Internal Controls	This course will cover the five components of internal control. We will also discuss fraud that has occurred in governmental accounting, places where fraud is most likely to occur and the various internal controls that can be implemented to mitigate the potential for fraud.
Accounting & Financial Reporting	Intermediate /Advanced	Intermediate Governmental Accounting	In the private-sector businesses are motivated by profit and focus much of their attention on the bottom line or measures/ratios such earnings per share. However, in the public sector governments are focused on achieving budgetary equilibrium and demonstrating compliance at the legal level of
Accounting & Financial Reporting	Intermediate /Advanced	GASB 86, 87, and 88 Leases & Other Debt Issues	The Governmental Accounting Standards Board (GASB) recently released three new standards related to long-term debt...GASB 86, GASB 87, GASB 88. This session will explore the specifics of these three new standards and consider some of the practical challenges facing those who must implement them.



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## 2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Intermediate /Advanced	Reporting & Disclosure Errors and Common Financial Statement Deficiencies	What are we getting right and what are we getting wrong? In this session, the Florida Auditor General's Office will discuss the most common audit findings and deficiencies and a reviewer for the GFOA Certificate of Achievement for Excellence in Financial Reporting will discuss the most common errors found in the reports submitted for this award.
Accounting & Financial Reporting	Intermediate /Advanced	Emergency Management - Disaster Recovery Accounting	This session will discuss the challenges and best practices to develop financial controls for accounting and reporting to maximize funding opportunities and minimize potential claim disputes with the Federal Emergency Management Agency (FEMA).
Accounting & Financial Reporting	Intermediate /Advanced	Revenue Administration	This session will familiarize you with the types of revenues that governments typically generate, how to account for them and the history behind those revenues. In addition, you will learn about current trends in governmental revenue administration. As you progress through each of the lessons, you will be challenged with self-test questions and interactive exercises.
Accounting & Financial Reporting	Intermediate /Advanced	The intersection of Data, Analytics, Automated Controls, and Fraud Prevention and Detection	In this session, we will explore fraud risks that could affect your local government through a series of case studies. Specifically, we will identify actual instances of fraud that have occurred and learn about internal control activities that could have been in place to prevent the fraud from occurring or at least detect the malfeasance earlier. Additional focus will be given to automated controls, use of data analytics, and other audit considerations.
Budget	Basic/Intermediate	Building a Better Budget Process	One city's experience moving from a relatively disorganized paper & spreadsheet driven budget process to utilizing collaborative technology to save time, reduce mistakes, and transform the budget office.
Budget	Basic/Intermediate	Strategic Plan, Capital Plan and Operating Budget: Tying it all Together	Does your organization have a Strategic Plan, a Capital Plan and an Operating Budget document? Are they linked together? Are they three separate documents? What should be in each? This session will explore these questions, the various documents and provide case studies.
Budget	Basic/Intermediate	Where to Begin when you have to Cut your Budget	It's not easy, but sometimes it's necessary. How to determine what budget cuts are feasible when upper management deems it necessary
Budget	Basic/Intermediate	The TRIM Process	The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end. There will be an interactive exercise to reinforce everything you have learned.
Budget	Basic/Intermediate	Estimating Revenues	A degree in statistics is not required!! The successful formula for city and county government revenue forecasting involves basic forecast models, constant information gathering and continuous monitoring.



# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Budget	Intermediate /Advanced	It's Expensive, but it is Part of the Capital Budget	Capital budgets are important in governmental budgets because projects are often big, expensive, and permanent. But what about the ones that are on the cusp? Defining capital versus repair is an issue most of us deal with on a regular basis. This session will discuss the decision making process of when it is appropriate to expense something and when it is appropriate to capitalize as well as the effects on the governments budget.
Budget	Intermediate /Advanced	Budgeting for Long Term Capital Projects	Where is the money coming from and is there significant cash flow? How to budget for long term capital and not go broke.
Budget	Intermediate /Advanced	Budgeting for Priorities	Developing a budget supported by the Manager, Commissioners, Public and Department Heads requires understanding the County's direction and priorities. Topics to be discussed include: Strategic Plans, Business Plans, Development Process, Targeting Decision Points, and Revenue Identification.
Financial Management & Leadership	Basic/Intermediate	Moving to the Cloud What You Need to Know	What does it mean to be "in the cloud" when it comes to your data? Curtis McCallister, Manager of Technology Solutions at James Moore & Co., will discuss the basics of cloud computing, what to consider before making the move, the process involved in moving, and common hurdles, barriers and pitfalls in moving to the cloud.
Financial Management & Leadership	Basic/Intermediate	Sexual Harassment	What is sexual harassment? How do you identify sexual harassment and what should be done when it is reported. The Civil Rights Division of the Justice Department announced an initiative to combat sexual harassment in the Public Sector workplace. This division is responsible for the enforcement of Title VII of the Civil Rights Act of 1964 against State and Local Government employers. This session will provide information on how to avoid DOJ entanglements regarding sexual harassment in the public sector.
Financial Management & Leadership	Basic/Intermediate	Successful Collaboration	Participants will be given a definition of collaboration and suggestions for when collaboration is the best approach. Additionally, supervisors and emerging leaders will learn when collaboration may not be the best avenue. What are the key characteristics and skills of effective collaborators? This interactive session will not only identify challenges to such partnerships, but will also address methods that facilitate successful collaboration.
Financial Management & Leadership	Basic/Intermediate	Leadership	" Are you ready to make a difference? This session is for all the great leaders out there and for those who want to become great leaders! Find out who you are in the world, how it impacts others and how you can make a difference every single day. "People won't remember what you said, people won't remember what you did, but people always remember how you make them feel. Treat people well and always do your best ~Maia Angelou"





# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Financial Management & Leadership	Basic/Intermediate	Mechanics of a Retirement Program	What is a Retirement Program? In this session, you will learn what a retirement program is, the different types and how they are managed. We will also cover the Florida Statutes that address retirement programs.
Financial Management & Leadership	Intermediate /Advanced	Records Management Basics	The State of Florida Public Records Law is one of the most comprehensive in the entire country. It requires all public agencies/officials to establish and maintain a Records Management program. This session will delve into what a records management program is and discuss the common Best Practices of a Records Management program.
Financial Management & Leadership	Basic/Intermediate	Cyber Security: An Ever Changing Landscape	This session will cover Elements of Security, including Best Practices and Layers of Security; Common Threats, such as Social Hacking, Phishing, Malware, and Physical Security; and Security in Local Government
Financial Management & Leadership	Intermediate /Advanced	Working with Millennials - Multigenerational workforce	The landscape of the workforce is changing and managers often wonder how to address inter-generational dynamics. Within this presentation, general groups will be defined (World War II Generation, Baby Boomer Generation, Generation X, and The Millennials) and workplace characteristics of each generation will be detailed. In addition to considering the challenges, principles of managing each generation will be provided. Myths versus realities will be discussed. Finally, best practices will be offered so that managers learn to value every generation and utilize the strengths germane to each group.
Financial Management & Leadership	Intermediate /Advanced	Cultivating Decision-Making Strategies	Decision making may be characterized through basic categories: consensus, intuitive (quick decisions), democratic versus autocratic, and participative. Decisions in most companies involve managers at all levels. Management must consider the time involved and the overall impact on the group. No strategy is perfect, but this session will help management make quality decisions for the good of the organization.
Financial Management & Leadership	Intermediate /Advanced	What Emergency Management needs from Finance	Living and working in Florida requires all citizens to be aware of potential disasters. But from Hurricane Andrew to Hurricane Irma, government has made a lot of positive changes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Get your city, county or other governmental entity prepared by hearing from this panel of experts on what Emergency Management needs from Finance professionals in advance of the storm, during the storm and post-storm.
Treasury & Debt	Basic/Intermediate	Fishing Kit Investment Tool Box for Fixed Income Investment Tools	Everything you need to know to understand the characteristics or various investments; the latest and greatest investments; understanding the Wall Street lingo



# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Treasury & Debt	Basic/Intermediate	Debt for the Here and Now - The Post Tax Reform Municipal Market: Embracing Change, Discovering Opportunity	The Tax Cuts & Jobs Act was passed by Congress in December 2017, representing the first major modifications to U.S. tax law in over 30 years. The tax bill immediately resulted in major changes to municipal bond market, supply and investor demand. Since the beginning of 2018, the Act has forced municipal market participants to not only embrace change but also take advantage of new opportunities.
Treasury & Debt	Basic/Intermediate	Best Practices in Debt Management	A update will be provided on the options in Debt Financing for Capital Projects, a discussion of the key players on a Financing Team and their roles and responsibilities, and how to avoid some common mistakes.
Treasury & Debt	Intermediate /Advanced	Don't Be At a Loss-Communicating the Portfolio Proactively	There aren't many topics that can tongue tie a portfolio manager responsible for investing public funds quicker than having to explain to stakeholder a portfolio loss. This session prepares participants to view losses not as something to be avoided but as essential to good stewardship.
Treasury & Debt	Intermediate /Advanced	Arbitrage Rebate Compliance Basics	Timely overview of arbitrage rebate and yield restriction requirements per IRS Section 148. Highlights include how arbitrage is computed, the exceptions to arbitrage including spending exceptions, filing requirements, and the payment and refund process. The dual compliance requirement and distinction between arbitrage rebate and yield restriction will also be explained.
Treasury & Debt	Basic/Intermediate	Implementing a Multiple Duration Investment Program and Fixed Income Investment Strategies in a Rising Rate Environment	Explore investment strategies in the current rising rate environment. Hot topics include duration, total return, how bond prices move to changes in interest rates, historical and current interest rates, and everyone's favorite - yield curves.
Treasury & Debt	Intermediate /Advanced	Effective Utility Management – Financial Focus and Financial Sustainability	Provide an overview of EUM concept and financial viability. Will discuss concepts and self-assessment of: a) do revenues support life-cycle costs; b) best approaches to sustainable capital reinvestment (e.g., long-term debt vs. pay-go funding); c) adequacy of cash reserves and credit worthiness; d) linking finance to operational and infrastructure resiliency; and e) linking finance to affordability and predictability of rates.



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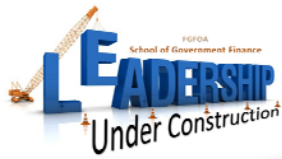
							Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description		
Monday 10/15/18	8:00 AM	9:40 AM	Budget	Basic/Intermediate	Where to Begin when you have to Cut your Budget	It's not easy, but sometimes it's necessary. How to determine what budget cuts are feasible when upper management deems it necessary	Linda Davidson, Finance Director City of Boca Raton	
Monday 10/15/18	8:00 AM	9:40 AM	Financial Management & Leadership	Basic/Intermediate	Mechanics of a Retirement Program	What is a Retirement Program? In this session, you will learn what a retirement program is, the different types and how they are managed. We will also cover the Florida Statutes that address retirement programs.		
Monday 10/15/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Basic Governmental Accounting	This introductory session will include topics that accountants new to governmental accounting need to know. The topics covered will include fund accounting and the basis of accounting and measurement focus for the various types of funds; double entry accounting with examples of entries for assets, liabilities, expenditures and revenues.	Racquel McIntosh, CPA Audit Partner Grau & Associates	2700 N Military Trail, Ste 350 Boca Raton, FL 33431 561-969-6669
Monday 10/15/18	10:00 AM	11:40 AM	Treasury & Debt	Basic / Intermediate	Fishing Kit Investment Tool Box for Fixed Income Investment Tools	Everything you need to know to understand the characteristics or various investments; the latest and greatest investments; understanding the Wall Street lingo	Darrel Thomas, Assistant City Manager/CFO City of Weston	<a href="mailto:dthomas@westonfl.org">dthomas@westonfl.org</a> , 954-385-2000 <a href="#">Weston City Hall</a> <a href="#">17200 Royal Palm Boulevard</a> <a href="#">Weston, FL 33326</a>
Monday 10/15/18	1:00 PM	2:40 PM	Budget	Basic / Intermediate	Building a Better Budget Process	In this session, we will explore a city's experience moving from a relatively disorganized paper & spreadsheet driven budget process to utilizing collaborative technology to save time, reduce mistakes, and transform the budget office.	Tyler Thompson Will Payne City of Largo	Tyler Thompson - wthompso@largo.com Will Payne wpayne@largo.com City of Largo - Office of Management & Budget 201 Highland Ave Largo, FL 33779 727-587-6727
Monday 10/15/18	1:00 PM	2:40 PM	Financial Management & Leadership	Basic/Intermediate	Cyber Security: An Ever Changing Landscape	This session will cover Elements of Security, including Best Practices and Layers of Security; Common Threats, such as Social Hacking, Phishing, Malware, and Physical Security; and Security in Local Government	Mike Taylor, CGCIO Associate Director-Infrastructure Florida League of Cities	Office 407-367-1793 mtaylor@flcities.com
Monday 10/15/18	3:00 PM	4:40 PM	Financial Management & Leadership	Basic / Intermediate	Leadership	"Are you ready to make a difference? This session is for all the great leaders out there and for those who want to become great leaders! Find out who you are in the world, how it impacts others and how you can make a difference every single day. "People won't remember what you said, people won't remember what you did, but people always remember how you make them feel. Treat people well and always do your best ~Maia Angelou"	Nicole Gasparri, CGFO Organizational Program Manager, City of Boca Raton	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us
Monday 10/15/18	3:00 PM	4:40 PM	Budget	Basic / Intermediate	Estimating Revenues	A degree in statistics is not required!! The successful formula for city and county government revenue forecasting involves basic forecast models, constant information gathering and continuous monitoring.	Jared Mayer, Treasury Manager City of Largo	
Tuesday 10/16/18	8:00 AM	9:40 AM	Financial Management & Leadership	Basic/Intermediate	Moving to the Cloud What You Need to Know	What does it mean to be "in the cloud" when it comes to your data? Curtis McCallister, Manager of Technology Solutions at James Moore & Co., will discuss the basics of cloud computing, what to consider before making the move, the process involved in moving, and common hurdles, barriers and pitfalls in moving to the cloud.	Curtis McCallister Manager of Technology Solutions James Moore & Co	
Tuesday 10/16/18	8:00 AM	9:40 AM	Treasury & Debt	Basic / Intermediate	Debt for the Here and Now - The Post Tax Reform Municipal Market: Embracing Change, Discovering Opportunity	The Tax Cuts & Jobs Act was passed by Congress in December 2017, representing the first major modifications to U.S. tax law in over 30 years. The tax bill immediately resulted in major changes to municipal bond market, supply and investor demand. Since the beginning of 2018, the Act has forced municipal market participants to not only embrace change but also take advantage of new opportunities.	Natalie Sidor, Senior Vice President, Public Finance, Raymond James & Associates	Natalie Sidor, Senior Vice President, Public Finance, Natalie.Sidor@RaymondJames.com. Raymond James & Associates, (727)567-1101, 880 Carillon Parkway, St. Petersburg, FL 33716



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## 2018 SCHOOL OF GOVERNMENTAL FINANCE

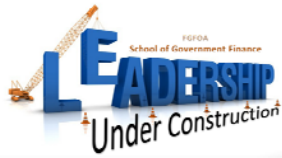
						Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description	
Tuesday 10/16/18	10:00 AM	11:40 AM	Budget	Basic / Intermediate	Strategic Plan, Capital Plan and Operating Budget: Tying it all Together	Does your organization have a Strategic Plan, a Capital Plan and an Operating Budget document? Are they linked together? Are they three separate documents? What should be in each? This session will explore these questions, the various documents and provide case studies.	<b>Bryan Cahen, MPA</b> , Budget Director, City of Weston Bcahen@westonfl.org 17200 Royal Palm Boulevard, Weston, FL 33326 954-385-2000
Tuesday 10/16/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Emerging Issues In Accounting and Financial Reporting	Governmental accounting and financial reporting is complex and changes rapidly. Government accounting professionals are responsible for staying current with the latest developments at the Governmental Accounting Standards Board (GASB) to ensure that their accounting skills are sharp enough to meet current requirements and comply with Generally Accepted Accounting Principles (GAAP). Do we ever take the opportunity to look at emerging issues in front of us? At the end of this session, the participant should be able to recall emerging accounting and financial reporting issues impacting our profession and identify strategies to prepare for changes on the horizon.	<b>Beth Horacek, CPA</b> Carl Vinson Institute of Government University of Georgia jeanna.horacek@uga.edu 201 N Milledge Ave Athens, GA 30602 706-534-4811
Tuesday 10/16/18	1:00 PM	2:40 PM	Financial Management & Leadership	Basic / Intermediate	Sexual Harassment - What is it and what to do if reported?	What is sexual harassment? How do you identify sexual harassment and what should be done when it is reported. The Civil Rights Division of the Justice Department announced an initiative to combat sexual harassment in the Public Sector workplace. This division is responsible for the enforcement of Title VII of the Civil Rights Act of 1964 against State and Local Government employers. This session will provide information on how to avoid DOJ entanglements regarding sexual harassment in the public sector.	<b>Alison F. Smith, Partner</b> Weiss Serota Helfman Cole & Bierman
Tuesday 10/16/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Basic / Intermediate	OPEB GASB 74 & 75	This session will focus on everything you need to know about the new GASB OPEB standards. The new standards will be compared and contrasted to what we already know from implementing the GASB Pension Standards (67/68) as well as similarities and differences with the existing GASB OPEB standards (43/45).	<b>Mark White, CPA</b> Purvis, Gray & Company Mark's contact information: Mark White, CPA   Partner 2347 SE 17th Street, Ocala, FL 34471 Office: 352-732-3872   Direct Dial: 352-509-3732   Mobile: 352-598-1760   Direct Fax: 352-509-3762
Tuesday 10/16/18	3:00 PM	4:40 PM	Treasury & Debt	Basic / Intermediate	Implementing a Multiple Duration Investment Program and the Risks and Benefits of each Strategy and Fixed Income Investment Strategies in a Rising Rate Environment	Explore investment strategies in the current rising rate environment. Hot topics include duration, total return and how bond prices move to changes in interest rates. We will also look at historical and current interest rates and everyone's favorite - yield curves.	<b>John Grady III, CTP</b> , Managing Director, Public Trust Advisors <b>Jeff Kern</b> , Vice President, Business Development and Client Advisory Services, Water Walker Investments John Grady III, CTP, Managing Director, Public Trust Advisors, John.Grady@publictrustadvisors.com, (407) 514-2727 Jeff Kern, Vice President, Business Development and Client Advisory Services, Water Walker Investments, 813-440-5087, JKern@waterwalkerinvestments.com
Tuesday 10/16/18	3:00 PM	4:40 PM	Treasury & Debt	Basic / Intermediate	Best Practices in Debt Management	A update will be provided on the options in Debt Financing for Capital Projects, a discussion of the key players on a Financing Team and their roles and responsibilities, and how to avoid some common mistakes.	<b>Jeffrey T Larson</b> , President Larson Consulting Services 10151 University Blvd., #117 Orlando, FL 32817 407-496-1597 jlarson@larsonconsults.com
Wednesday 10/17/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fundamentals of Single Audit/Yellow Book	What is a Single Audit? What is the Yellow Book? This session will cover the fundamentals of a single audit, the uniform guidance and the yellow book as well as a brief overview of the proposed updates to the yellow book.	<b>Jeff Wolf</b> , MSL CPAs & Advisors
Wednesday 10/17/18	8:00 AM	9:40 AM	Budget	Basic / Intermediate	The TRIM Process	The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end. There will be an interactive exercise to reinforce everything you have learned.	<b>Diane M. Smith, MA, CGFO</b> , Budget Manager Alachua County 12 SE 1st Street, 2nd Floor, Gainesville, FL 32601, 352-337- 6110, dsmith@alachuacounty.us



# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

							Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description		
Wednesday 10/17/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fraud and Internal Controls	This course will cover the five components of internal control. We will also discuss fraud that has occurred in governmental accounting, places where fraud is most likely to occur and the various internal controls that can be implemented to mitigate the potential for fraud.	<b>Trey Scott</b> <b>Daniel Anderson</b> Mauldin & Jenkins	
Wednesday 10/17/18	10:00 AM	11:40 AM	Financial Management & Leadership	Basic / Intermediate	Successful Collaboration	Participants will be given a definition of collaboration and suggestions for when collaboration is the best approach. Additionally, supervisors and emerging leaders will learn when collaboration may not be the best avenue. What are the key characteristics and skills of effective collaborators? This interactive session will not only identify challenges to such partnerships, but will also address methods that facilitate successful collaboration.	<b>Suzanne Butsch</b> , HR Manager, Training & Development Sarasota County	1660 Ringling Blvd., Suite 418, Sarasota, FL 34236 phone: 941-302-5514 fax: 941-861-5762
Wednesday 10/17/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	Emergency Management - Disaster Recovery Accounting	This session will discuss the challenges and best practices to develop financial controls for accounting and reporting to maximize funding opportunities and minimize potential claim disputes with the Federal Emergency Management Agency (FEMA). The speakers will be represented from the Post Disaster Recovery group of Tetra Tech and from an emergency management specialist of Hernando County which will offer the perspectives of a consulting firm and local government.	<b>Donald Kunish</b> , Deputy Director, Post Diaster Programs Tetra Tech <b>Erin Thomas</b> , Emergency Management Specialist Hernando County Emergency Management	
Wednesday 10/17/18	1:00 PM	2:40 PM	Budget	Intermediate /Advanced	It's Expensive, but it is Part of the Capital Budget	Capital budgets are important in governmental budgets because projects are often big, expensive, and permanent. But what about the ones that are on the cusp?	<b>Pete Lear</b> , City Manager City of North Port	
Wednesday 10/17/18	3:00 PM	4:40 PM	Treasury & Debt	Intermediate /Advanced	Arbitrage Rebate Compliance Basics	Timely overview of arbitrage rebate and yield restriction requirements per IRS Section 148. Highlights include how arbitrage is computed, the exceptions to arbitrage including spending exceptions, filing requirements, and the payment and refund process. The dual compliance requirement and distinction between arbitrage rebate and yield restriction will also be explained.	<b>Katia Frock</b> , Director, Arbitrage & Tax Compliance Group, PFM Asset Management LLC	<a href="#">Katia Frock, Director, Arbitrage &amp; Tax Compliance Group, PFM Asset Management LLC</a> <a href="mailto:frockk@pfm.com">frockk@pfm.com</a> , 717.232.2723, fax 717.233.6073, <a href="http://www.pfm.com">www.pfm.com</a> 213 Market Street   Harrisburg, PA 17101
Wednesday 10/17/18	3:00 PM	4:40 PM	Budget	Intermediate /Advanced	Budgeting for Priorities	Developing a budget supported by the Manager, Commissioners, Public and Department Heads requires understanding the County's direction and priorities. Topics to be discussed include: Strategic Plans, Business Plans, Development Process, Targeting Decision Points, and Revenue Identification.	<b>Tommy Crosby</b> , Assistant County Manager for Budget & Fiscal Services Alachua County	12 SE 1st Street, 2nd Floor Gainesville, FL 32061 tcrosby@alachuacounty.us 352.374.5262
Thursday 10/18/18	8:00 AM	9:40 AM	Financial Management & Leadership	Intermediate /Advanced	Working with Millennials - Multigenerational workforce	The landscape of the workforce is changing and managers often wonder how to address inter-generational dynamics. Within this presentation, general groups will be defined (World War II Generation, Baby Boomer Generation, Generation X, and The Millennials) and workplace characteristics of each generation will be detailed. In addition to considering the challenges, principles of managing each generation will be provided. Myths versus realities will be discussed. Finally, best practices will be offered so that managers learn to value every generation and utilize the strengths germane to each group.	<b>Doug Thomas</b> Senior Vice President Strategic Government Resources	PO Box 1642 Keller, TX 76244 Cell: 863-860-9314 Office: 817-337-8581 <a href="mailto:DouglasThomas@GovernmentResources.com">DouglasThomas@GovernmentResources.com</a>
Thursday 10/18/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	Reporting & Disclosure Errors and Common Financial Statement Deficiencies	What are we getting right and what are we getting wrong? In this session, the Florida Auditor General's Office will discuss the most common audit findings and deficiencies and a reviewer for the GFOA Certificate of Achievement for Excellence in Financial Reporting will discuss the most common errors found in the reports submitted for this award.	<b>Derek Noonan</b> , Audit Supervisor Auditor General	



# It Starts With Us - Leadership Under Construction

## 2018 SCHOOL OF GOVERNMENTAL FINANCE

							Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description		
Thursday 10/18/18	10:00 AM	11:40 AM	Financial Management & Leadership	Intermediate /Advanced	What Emergency Management needs from Finance	Living and working in Florida requires all citizens to be aware of potential disasters. But from Hurricane Andrew to Hurricane Irma, government has made a lot of positive changes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Get your city, county or other governmental entity prepared by hearing from this panel of experts on what Emergency Management needs from Finance professionals in advance of the storm, during the storm and post-storm.	<b>Steve Hynes,</b> City of Delray Beach <b>Laura Thezine,</b> City of Delray Beach <b>Nicole Gasparri,</b> City of Boca Raton	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us hynes@mydelraybeach.com 100 NW 1st Avenue, Delray Beach, Florida 33444 561-243-7402
Thursday 10/18/18	10:00 AM	11:40 AM	Treasury & Debt	Intermediate /Advanced	Don't Be At a Loss-Communicating the Portfolio Proactively	There aren't many topics that can tongue tie a portfolio manager responsible for investing public funds quicker than having to explain to stakeholder a portfolio loss. This session prepares participants to view losses not as something to be avoided but as essential to good stewardship.	<b>Ben Finkelstein,</b> Managing Director / Public Funds, Cantor Fitzgerald	Ben Finkelstein, Managing Director / Public Funds, Cantor Fitzgerald, BeFinkelstein@cantor.com, (281) 381-2740
Thursday 10/18/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	Intermediate Governmental Accounting	In the private-sector businesses are motivated by profit and focus much of their attention on the bottom line or measures/ratios such earnings per share. However, in the public sector governments are focused on achieving budgetary equilibrium and demonstrating compliance at the legal level of control. To that end, governments use fund accounting. Fund accounting is a tool that governments use to emphasize accountability over profitability. In this session, we will explore the fund-level and government-wide statements required by GASB Statement No. 34.	<b>John Hulsey</b> Carl Vinson Institute of Government University of Georgia	
Thursday 10/18/18	1:00 PM	2:40 PM	Financial Management & Leadership	Intermediate /Advanced	Cultivating Decision-Making Strategies	Decision making may be characterized through basic categories: consensus, intuitive (quick decisions), democratic versus autocratic, and participative. Decisions in most companies involve managers at all levels. Management must consider the time involved and the overall impact on the group. No strategy is perfect, but this session will help management make quality decisions for the good of the organization.	<b>Caryn Gardner- Young,</b> Assistant City Manager City of Delray Beach <b>Kim Ferrell,</b> Finance Director City of Delray Beach	100 NW 1st Avenue Delray Beach FL 33444
Thursday 10/18/18	3:00 PM	4:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	GASB 86, 87, and 88 Leases & Other Debt Issues	The Governmental Accounting Standards Board (GASB) recently released three new standards related to long-term debt...GASB 86, GASB 87, GASB 88. This session will explore the specifics of these three new standards and consider some of the practical challenges facing those who must implement them.	<b>Stephen W. Blann</b> Rehmann/Robson, LLC	
Thursday 10/18/18	3:00 PM	4:40 PM	Budget	Intermediate /Advanced	Budgeting for Long Term Capital Projects	Where is the money coming from and is there significant cash flow? How to budget for long term capital and not go broke.	<b>Jan Brewer,</b> Financial Management Director Manatee County	1112 Manatee Avenue W. Bradenton, FL 34205 941-745-3730 Jan.Brewer@MyManatee.org
Friday 10/19/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	The intersection of Data, Analytics, Automated Controls, and Fraud Prevention and Detection	In this session, we will explore fraud risks that could affect your local government through a series of case studies. Specifically, we will identify actual instances of fraud that have occurred and learn about internal control activities that could have been in place to prevent the fraud from occurring or at least detect the malfeasance earlier. Additional focus will be given to automated controls, use of data analytics, and other audit considerations.	<b>Andrew Laflin</b> Clifton, Larson, Allen LLP	One Tampa City Center 201 North Franklin Street, Ste 2500 Tampa, FL 33602 813-384-2711 alaflin@cliftonlarsonallen.com
Friday 10/19/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	Revenue Administration	This session will familiarize you with the types of revenues that governments typically generate, how to account for them and the history behind those revenues. In addition, you will learn about current trends in governmental revenue administration. As you progress through each of the lessons, you will be challenged with self-test questions and interactive exercises.		



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Friday 10/19/18	10:00 AM	11:40 AM	Treasury & Debt	Intermediate /Advanced	Effective Utility Management – Financial Focus and Financial Sustainability	Effective Utility Management (EUM) collaborative effort to identify, encourage, and recognize excellence in water and wastewater utility management - concepts and practical approaches developed by 9 major agencies including the Environmental Protection Agency, American Water Works Association, Water Environment Federation, and the American Public Works Association. Financial Viability / Sustainability and what are ways to do this and planning over the utility's next 5 – 20 years and understanding life cycle costs are key topics.	<b>Thierry Boveri</b> Public Resources Management Group, Inc. Thierry Boveri, Main: 407.628.2600, Fax: 407.628.2610, TBoveri@PRMGinc.com, Public Resources Management Group, Inc., 341 N. Maitland Avenue, Suite 300, Maitland, FL 32751
Friday 10/19/18	10:00 AM	11:40 AM	Financial Management & Leadership	Intermediate /Advanced	Records Management	The State of Florida Public Records Law is one of the most comprehensive in the entire country. The Florida Public Records Law requires all public agencies/officials to establish and maintain a Records Management program. This session will delve into what a Records Management program is, what content must be retained and for how long. Such content includes documents, email, text communication and more. We will also discuss the misunderstandings of open records laws and the common Best Practices of a Records Management program.	<b>Jay Grewe</b> Smarsh, Inc. Smarsh, Inc. 1-866-762-7741 JGrewe@smarsh.com

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**NEXT MEETING:**

**Friday, September 14, 2018 – Florida League of Cities Offices, Orlando**