



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, February 7, 2020

Eola 3
Breakfast 8:00 a.m. (On your own in the Lobby)
Meeting 9:00 a.m.

Embassy Suites Downtown
191 E Pine Street, Orlando FL 32801



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Education, Networking, Leadership and Information.

Education...

- Creating balanced and cost effective educational programs
- Utilizing various venues and methods of delivery
- Enhancing cooperative training partnerships

Networking...

- Establishing a network of membership expertise
- Establishing relationships with other organizations
- Establishing partnerships between Chapters

Leadership...

- Providing opportunities for individual development
- Being recognized as the governmental finance expert
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing Achievements

Information...

- Maximizing technology resources
- Enhancing information delivery
- Communicating technical and legislative issues

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

February 7, 2020

NOT
PRESENT

PRESENT

OFFICERS

Ken Burke
Jamie Roberson
Shannon Ramsey-Chessman

DIRECTORS

1st Term

2nd Term

3rd Term

Melissa Burns	2019-2022	
Rip Colvin	2016-2019	2019-2022
Frank DiPaolo	2017-2020	
Nicole Gasparri	2015-2018	2018-2021
Mike Gomez	2017-2018	2018-2020
Jonathan McKinney	2014-2017	2017-2020
William Spinelli	2018-2021	
Kelly Strickland	2018-2021	

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Lisa Snead, Conference Host
Nicole Jovanovski, Conference Program
Rebecca Schnirman, Education & Webinar
Stephen Timberlake, Legislative
Olga Rabel, Member & Leadership Development
Mark Parks, 2020 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

Mike Gomez, Big Bend
Nanette Melo, Central Florida
Anthony Cobb, Florida First Coast
Amy Ratliff, Gulf Coast
Karen Keith, Hillsborough
Brandy Cook, Nature Coast
Melissa Licourt, North Central Florida
Katie Roundtree, Palm Beach
Lakia McNeal, Panhandle
Marie Elianor, South Florida
Kristin Simeone, Southwest
Jeffrey Towne, Space Coast
Jennifer Hill, Treasure Coast
Patricia Bliss, 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: Friday, February 7, 2020
Breakfast (On your own in the Hotel Lobby)
Meeting 9:00 a.m.

LOCATION: Embassy Suites Downtown, Orlando – Eola 3

- I. Call to Order – Ken Burke, President**
- II. Roll Call**
- III. Consideration of Minutes – October 23, 2019**
- IV. Report of Officers**
 - A. President – Ken Burke**
 - 1. Appointments to Lifetime Achievement Award Committee
 - B. President-elect – Jamie Roberson**
 - 1. Chapter Presidents Call
 - 2. 2020-2021 Committee Chair Appointments
 - C. Secretary/Treasurer – Shannon Ramsey-Chessman**
 - 1. Fee Analysis
 - 2. Quarterly Financial Statements as of September 30, 2019
 - D. Executive Director Report – Paul Shamoun**
 - 1. Membership Update and List Serve Data
 - 2. Check Register as of December 31, 2019
 - 3. Investment Report
 - 4. Budget Amendment
 - 5. 2020 Event Deadlines
 - 6. Showstoppers 2020 Annual Conference and School of Governmental Finance Cancellation Insurance
 - 7. Appointments to Nominating Committee
 - 8. Government Finance Professionals Week 2020 Toolkit

V. Standing Committee Reports

A. Certification Committee

Chair – Lorrie Simmons

Liaison: Jonathan McKinney

B. Conference Host

Chair – Lisa Snead

Liaison: Frank DiPaolo

C. Conference Program

Chair – Nicole Jovanovski

Liaison: Rip Colvin

D. Education and Webinar

Chair – Rebecca Schnirman

Liaison: Kelly Strickland

E. Legislative

Chair – Stephen Timberlake

Liaison: William Spinelli

F. Member and Leadership Development

Chair – Olga Rabel

Liaison: Melissa Burns

1. FGFOA Leadership Class of 2020 Program
2. Coaching Program

G. 2020 School of Governmental Finance

Chair – Mark Parks

Liaison: Nicole Gasparri

H. Technical Resources

Chair – Linda Benoit

Liaison: Mike Gomez

VI. Other Business

VII. Next Meeting – Friday, April 3, 2020

Embassy Suites, Orlando in conjunction with the FGFOA Leadership Class V graduation.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
October 23, 2019

The meeting of the FGFOA Board of Directors took place on October 23, 2019 at the Hilton Sandestin Beach Golf Resort and Spa in Miramar Beach, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

President-Elect – Jamie Roberson, Finance Director, Apopka

Secretary/Treasurer – Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee

Director, John McKinney, Finance Director, City of New Smyrna Beach

Director, William Spinelli, Controller, Orlando

Director, Kelly Strickland, City of Sarasota

COMMITTEE CHAIRS

Lorrie Simmons, Certification

Nicole Jovanovski, Conference Program

Olga Rabel, Member & Leadership Development

Sharon Almeida, SOGF

AD HOC COMMITTEE CHAIRS

Linda Davidson, Ethics (attended by phone)

CHAPTER PRESIDENTS

OTHER

Mark Parks, City of West Palm Beach, 2020 SOGF Chair

STAFF

Paul Shamoun, Florida League of Cities

Karen Pastula, Florida League of Cities

Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Burke called the October 23, 2019 meeting of the FGFOA Board of Directors to order at 8:31 a.m.

Ethics Ad-Hoc Task Force

Ms. Davidson presented the report with proposed revisions to the FGFOA Code of Ethics as requested at the August 9, 2019 Board of Directors meeting.

Mrs. Roberson moved, seconded by Ms. Gasparri, to approve the revision to the FGFOA Code of Ethics. Motion passed unanimously.

Minutes

The August 9, 2019 minutes were reviewed.

Mr. McKinney moved, seconded by Mr. Colvin, to approve the minutes. Motion passed unanimously.

Election Canvassing Board

Mr. Burke presented the recommended members of the Election Canvassing Board. He recommended Paul Shamoun, Executive Director; Marilyn Tenewitz; and Jim Cooke.

Mr. Colvin moved, seconded by Mr. Gomez, to approve all recommended members. Motion passed unanimously.

Appointment to Audit Committee

Mr. Burke presented the recommended members of the Audit Committee for 2020. He recommended Kent Olson (Past President), Shannon Ramsey-Chessman (Secretary/Treasurer), and Kelly Strickland (At-Large member of the Board of Directors) who will serve as chair of the committee.

Mr. McKinney moved, seconded by Ms. Gasparri, to approve all recommended members. Motion passed unanimously.

Appointment for 2020 SOGF Chair

Mrs. Roberson presented her Board report recommending Mark Parks, Chief Financial Officer for the City of West Palm Beach, and President-Elect of the Palm Beach local Chapter, to serve as the 2020 School of Governmental Finance Chair.

Mrs. Roberson moved, seconded by Mr. McKinney, to approve Mark Parks as the SOGF 2020 chair. Motion passed unanimously.

Quarterly Financial Statements

Mrs. Ramsey-Chessman presented the FGFOA financial statements as of 06/30/2019 for review.

Mrs. Roberson moved, seconded by Mrs. Strickland, to approve the 06/30/2019 FGFOA financial statements as presented. Motion passed unanimously.

Wild Apricot

Mr. Shamoun presented 3 options regarding providing local FGFOA Chapters with the ability to use the Wild Apricot Association Management System. Options include allowing them to continue using the system on their own as they have been doing; Move forward with a contract and provide this service to the local Chapters at a discounted rate which would be billed and monitored by FGFOA staff; Budget and pay the cost of this system for all Chapters to use. FGFOA staff will support local Chapter presidents as they become familiar with the new software.

Mr. McKinney moved, seconded by Mr. Colvin, to approve FGFOA to budget and pay the full cost of this program for all local Chapters. Motion passed unanimously.

CGFO Exam Reviews, Study Guides, and Exams

Ms. Simmons presented the CGFO report indicating the exams, study guides and reviews, prepared by the University of Georgia Research Foundation, are now complete. The Board requested payment be made in full for the completion of the contract.

Conference Host Committee

The board requested that the committee reach out to the Central Florida Chapter and prior Leadership classes to increase participation. Additionally, a suggestion was made to pair LinkedIn onsite to work with the photographer to take head shot pictures for use when setting up LinkedIn accounts.

Education and Webinar Committee

Mrs. Strickland presented the Education and Webinar committee report and discussed option regarding the Radford e-learning courses.

Mrs. Strickland moved, seconded by Ms. Gasparri, to approve FGFOA to offer Radford courses now with a notice to members that FGFOA is working with Radford to certify the courses, but at this time CPE credits are not available. We will charge members \$75 per course plus a small amount to cover administrative costs for the League of Cities. Motion passed unanimously.

Technical Resources Committee

Mr. Gomez presented the Technical Resources Committee report. The committee completed 3 responses to GASB and is currently working on a response to the latest GASB exposure draft, Replacement of Interbank Offered Rates, which is due on November 27, 2019.

Next Meeting

The next meeting of the Board of Directors will be Friday, February 7, 2020. The location is to be determined.

ATTEST:

Shannon Ramsey-Chessman, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.

Board of Directors - President

2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: Appointments to Lifetime Achievement Award Committee

Executive Summary, Explanation or Background:

The Lifetime Achievement Award Committee consists of two Past Presidents, one FGFOA Officer, one current Board member and one member of the FGFOA at large appointed by the President. The Committee may recommend one candidate from among the nominations received based upon the four criteria for the award. The recommendation of the Committee must be approved by the Officer on the Committee. The Lifetime Achievement Award Committee for 2019-2020 will consist of following members:

Chair - Shannon Ramsey-Chessman, Chief Operating Officer, Clerk& Comptroller - Palm Beach County
Rip Colvin, Executive Director, Justice Administrative Commission
Jennifer Desrosier, Utility Business Manager, City of North Port
Bob Inzer, City Advisor, Florida League of Cities
Linda Davidson, Director of Financial Services, City of Boca Raton

Completed forms are due to FGFOA staff no later than Friday, April 3, 2020.

Recommended Action:
Board Approval

Ken Burke
Ken Burke, President

February 7, 2020
Date



Florida Government Finance Officers Association, Inc.
Board of Directors – President-Elect
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

Meeting Date: February 7, 2020

Title of Item: Chapter Presidents Call

Executive Summary, Explanation or Background:
A verbal report will be given.

Recommended Action:

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Jamie Roberson

Jamie Roberson

February 7, 2020

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – President-Elect
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: 2020-2021 Committee Chair Appointments

Executive Summary, Explanation or Background:

I am excited for the upcoming year where I'll have the privilege of serving as the FGFOA President. In anticipation of this, I have selected the Committee Chairs which will serve for 2020-2021.

CGFO Certification
Conference Host Committee
Conference Program Committee
Education & Webinar Committee
Legislative Committee
Member & Leadership Development Committee
School of Governmental Finance
Technical Resources

Matt Misco
Sharon Almeida
Nicole Jovanovski
Rebecca Schnirman
Stephen Timberlake
Lorrie Simmons
Mark Parks
Ryan Bernal

Recommended Action:
For review.

Jamie Roberson

Jamie Roberson

February 7, 2020

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Secretary/Treasurer
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: Fee Analysis

Executive Summary, Explanation or Background:
Attached is the Fee Analysis.

Recommended Action:

None. For review.

Shannon Ramsey-Chessman

February 7, 2020

Date

FGFOA Fee Directory

Exhibit 1

Membership Dues

Active Membership	\$50	Increased in 2019	No Increase for 2020 Proposed
Associate Membership	\$100	Increased in 2019	No Increase for 2020 Proposed
Retiree	\$50		
Student Membership	0	Reduced from \$15 2013	

Annual Conference

	<u>Early Fee</u>	<u>Regular Fee</u>		
Registration Fees -				
Active Member	\$350	\$390	Increased in 2019	Approved Increase for 2020
Associate Member	\$410	\$450	Increased in 2019	Approved Increase for 2020
Non-Member	\$475	\$515	Increased in 2019	Approved Increase for 2020
Corporate Sponsor/Exhibitor			Removed 2013	Approved Increase for 2020
Spouse/Guest			Removed 2013	Approved Increase for 2020
Pre-Conference Seminar -				
Active Member	\$135	\$175	Increased in 2019	No Increase for 2020 Proposed
Associate Member	\$175	\$215	Increased in 2019	No Increase for 2020 Proposed
Non-Member	\$210	\$250	Increased in 2019	No Increase for 2020 Proposed
Exhibitor Fee	\$1,750			
Ethics Seminar	\$90	\$130	Increased in 2019	No Increase for 2020 Proposed

SOGF

	<u>Early Fee</u>	<u>Regular Fee</u>		
Registration Fees -				
Active Member Basic	\$260	\$300	Increased in 2018	No Increase for 2020 Proposed
Associate Member Basic	\$325	\$365	Increased in 2018	No Increase for 2020 Proposed
Non-Member Basic	\$385	\$425	Increased in 2018	No Increase for 2020 Proposed
			Increased in 2018	No Increase for 2020 Proposed
Active Member Inter./Advanced	\$250	\$290	Increased in 2018	No Increase for 2020 Proposed
Associate Member Inter./Advanced	\$310	\$350	Increased in 2018	No Increase for 2020 Proposed
Non-Member Inter./Advanced	\$365	\$405	Increased in 2018	No Increase for 2020 Proposed
			Increased in 2018	No Increase for 2020 Proposed
Active Member Entire Week	\$400	\$440	Increased in 2018	No Increase for 2020 Proposed
Associate Member Entire Week	\$525	\$525	Increased in 2018	No Increase for 2020 Proposed
Non-Member Entire Week	\$640	\$680	Increased in 2018	No Increase for 2020 Proposed
Active Member Beginner Boot Camp	\$440		Increased in 2017	No Increase for 2020 Proposed
Associate Member Beginner Boot Camp	\$480		Increased in 2017	No Increase for 2020 Proposed

Leadership FGFOA

	<u>Early Fee</u>	<u>Regular Fee</u>	
Registration Fees -			
Active Member	N/A	\$995	No Increase for 2020 Proposed

CGFO Program

Application	\$50
Per Exam Fee	\$30
Review Course/per Course	\$45
Renewals	\$40
Renewals Late	\$65
Review course Webinar	\$25

FGFOA Administrative Cost Allocation

			<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>
Standing Committees			\$ -	\$ 8,829	\$ 5,229	\$ 6,340
Professional Services			96,585	97,939	99,898	115,000
Meeting Expenses			22,032	21,847	19,017	32,268
Total			<u>\$ 118,617</u>	<u>\$ 128,615</u>	<u>\$ 124,144</u>	<u>\$ 153,608</u>
Annual Conference	2019 25%	2018 20%	\$ 23,723	\$ 25,723	\$ 31,036	\$ 38,402
School of Government Finance	15%	15%	17,793	19,292	18,622	23,041
CGFO	20%	20%	29,654	25,723	24,829	30,722
Seminars	0%	5%	-	6,431	-	-
Pre-Conference Seminars	1%	1%	1,186	1,286	1,241	1,536
Webinars	9%	14%	16,606	18,006	11,173	13,825
Leadership FGFOA	5%	5%	5,931	6,431	6,207	7,680
Boot Camp	10%	5%	5,931	6,431	12,414	15,361
General Administration	15%	15%	17,793	19,292	18,622	23,041
	100%	100%	<u>\$ 118,617</u>	<u>\$ 128,615</u>	<u>\$ 124,144</u>	<u>\$ 153,608</u>

Membership Dues vs. Member Costs - Actuals

	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>
Membership Dues	\$ 101,535	\$ 103,635	\$ 111,755
Investment Income	1,732	3,160	4,118
Miscellaneous Income	<u>92</u>	<u>543</u>	<u>187</u>
	103,359	107,338	116,060
Communication to Members	\$1,455	\$1,393	\$3,356
Administrative Expenses	33,561	38,765	41,619
Standing Committees	8,829	5,229	6,340
Annual Audit	8,975	9,150	9,345
Contributions	<u>0</u>		<u>0</u>
	52,820	54,537	60,660
Subtotal	<u>50,539</u>	<u>52,801</u>	<u>55,400</u>
Administrative Cost Allocation (General Administration)	<u>19,292</u>	<u>18,622</u>	23,041
Difference	<u>\$ 31,246</u>	<u>\$ 34,179</u>	<u>\$ 32,359</u>

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Exhibit 4

2018-2019 Fee Analysis	2017 - 2018	2018-2019	2018-2019	2019-2020
	ACTUAL	Approved 2/22/19	Actual 6/30/19	Proposed Budget 02/07/2020
REVENUES				
Membership Dues	\$103,635	\$105,000	\$111,755	\$150,000
Investment Income	\$3,160	\$4,000	\$4,118	\$4,000
Annual Conference	\$600,583	\$636,500	\$697,130	\$647,500
Boot Camps	\$40,960	\$52,800	\$50,600	\$52,800
School of Governmental Finance	\$78,802	\$78,230	\$114,147	\$79,105
Divergent Series	\$3,675	\$0	\$0	\$0
Leadership FGFOA	\$54,000	\$19,900	\$19,900	\$19,900
Pre-Conference Seminar	\$25,635	\$27,000	\$27,470	\$27,000
CGFO Fees	\$37,575	\$45,000	\$38,215	\$45,000
Online-Learning		\$0	\$0	\$2,500
Miscellaneous Income	\$543	\$0	\$187	\$0
TOTAL REVENUES	\$948,568	\$968,430	\$1,063,522	\$1,027,805
EXPENSES				
Training/ Education				
Conference Expenses	\$531,747	\$644,700	\$654,614	\$634,900
Boot Camps	\$21,407	\$38,200	\$32,348	\$41,200
School of Governmental Finance	\$51,914	\$77,550	\$70,773	\$81,100
Leadership FGFOA	\$63,625	\$61,150	\$54,272	\$60,950
Divergent Series	\$889	\$0	\$0	\$0
Pre-Conference Seminar	\$24,785	\$25,000	\$35,283	\$25,000
CGFO Expenses	\$8,102	\$63,000	\$9,297	\$63,000
NASBA Fees	\$795	\$1,000	\$331	\$1,000
On-line Learning				\$1,875
Local Chapter Support		\$0	\$0	\$8,000
Total - Training/ Education Expenses	\$703,264	\$910,600	\$856,918	\$917,025
Standing Committees:				
Standing Committee meetings	\$0	\$0	\$0	\$0
All Committee Mtgs @ Conference	\$4,381	\$7,000	\$4,533	\$7,000
Total - Standing Committees	\$5,229	\$9,000	\$6,340	\$8,000
Internet Homepage	\$0	\$0		\$0
Directory Printing		\$0		\$0
Newsletter (includes mailing)		\$0		\$0
Postage & Mailing	\$911	\$500	\$992	\$500
Printing & Duplicating	\$482	\$1,500	\$2,364	\$1,500
Total Communication to members	\$1,393	\$2,000	\$3,356	\$2,000
Professional Services:				
Administrator	\$99,898	\$115,000	\$115,000	\$117,300
Auditor Fees	\$9,150	\$9,500	\$9,345	\$9,500
Total - Professional Services	\$109,048	\$124,500	\$124,345	\$126,800
Meeting Expenses:				
GFOA Reception	\$5,083	\$5,000	\$4,353	\$5,500
Board of Directors	\$8,721	\$21,500	\$17,736	\$29,000
Strategic Planning	\$1,544	\$3,500	\$3,971	\$3,500
GFOA Conference	\$3,669	\$4,000	\$6,208	\$5,500
Total Meeting Expenses	\$19,017	\$34,000	\$32,268	\$43,500
Administrative Expenses:				
Insurance Expense	\$4,340	\$4,500	\$4,364	\$5,000
Staff Travel	\$2,307	\$3,500	\$1,867	\$3,500
75th Anniversary		\$0		\$0
Student Scholarship		\$0		\$0
Miscellaneous Expense	\$2,167	\$3,500	\$2,234	\$3,500
Depreciation	\$127	\$200	\$127	\$200
Credit Card Terminal	\$27,417	\$30,000	\$30,412	\$30,000
Total - Administrative Expenses	\$38,765	\$45,800	\$41,619	\$45,300
TOTAL EXPENSES	\$876,716	\$1,125,900	\$1,064,846	\$1,142,625
Increase (Decrease) in Net Assets	\$71,852	(\$157,470)	(\$1,324)	(\$114,820)
Net Assets-Beginning of Period	\$272,230	\$344,082	\$344,082	\$342,758
Net Assets-End of Period	\$344,082	\$186,612	\$342,758	\$227,938

FGFOA Annual Conference

	2016 Orlando (a)	2017 Hollywood (a)	2018 Orlando (a)	2019 Hollywood
Revenues	\$ 504,258	\$ 575,485	\$ 600,583	\$ 697,130
Expenses (a)	435,427	509,069	531,747	654,614
Revenues less Expenses	68,831	66,416	68,836	42,516
Administrative Cost Allocation	23,723	25,723	31,036	38,402
Net Income (Loss)	\$ 45,108	\$ 40,693	\$ 37,800	\$ 4,114
No. of Participants	972 (b)	996 (b)	1,047 (b)	1,132 (b)
<u>Special Events Revenues ⁽¹⁾</u>				
Exhibitor Fees	\$ 166,500	\$ 184,325	\$ 202,475	\$ 210,425
Extra Tickets	4,425	1,685	3,365	2,705
Golf	4,700	0	5,500	4,000
	175,625	186,010	211,340	217,130
<u>Special Events Expenses ⁽¹⁾</u>				
Golf Tournament	5,609	0	5,657	1,751
Association Night	32,060	45,023	48,743	48,776
Tuesday Event	81,699	90,499	116,227	82,166
Hospitality Suite	22,645	31,447	24,883	30,728
President's Reception	10,686	12,561	11,179	12,302
Opening Ceremony		1,240	300	22
Emerging Leaders Reception		4,654	4,314	5,964
Walking Tour	0	0	0	0
	152,699	185,424	211,303	181,709
Special Events Excess (Subsidy)	\$ 22,926	\$ 586	\$ 37	\$ 35,421
Total Registration revenue			319,060	368,805
Total Ethics Course			10,740	18,130
Average Registration per Participant	\$ 267	\$ 261	\$ 315	\$ 342
Hotel Commissions, Corporate Registration, and Other Income per Participant	71	130	252	269
Total Average Revenue (Excluding Special Events)	\$ 338	\$ 391	\$ 567	\$ 611
Cost per Participant (Excluding Special Events & Administrative Cost Allocation)	\$291	\$325	\$306	\$418
Cost per Participant (Excluding Special Events)	\$315	\$351	\$336	\$452
Net Excess (Loss) Per Participant (Excluding Special Events)	23	40	231	159

FGFOA School of Governmental Finance

	FY16	FY17	FY17	FY18
	Palm Beach Gardens	Fort Myers	Jacksonville	Palm Beach
Revenues	\$ 84,334	\$ 64,300	\$ 78,802	\$ 114,147
Expenses	70,921	60,000	51,914	70,773
Revenues Less Expenses	13,413	4,300	26,888	43,374
Administrative Cost Allocation	17,793	19,292	18,622	23,041
Net Income (Loss)	\$ (4,380)	\$ (14,992)	\$ 8,266	\$ 20,333
No. of Participants	259	234	233	316
Special Event Expenses ⁽¹⁾				
Golf	\$ -	\$ -	\$ -	\$ -
Hospitality Suite	7,581	8,231	2,939	4,952
	7,581	8,231	2,939	4,952
Excess (Subsidy)	<u><u>-\$7,581</u></u>	<u><u>-\$8,231</u></u>	<u><u>-\$2,939</u></u>	<u><u>-\$4,952</u></u>
Average Registration per Participant	\$267	\$210	\$338	\$361
Hotel Commission per Participant	41	45	0	0
	\$309	\$256	\$338	\$361
Cost per Participant				
(Excluding Special Events & Administrative Cost Allocation)	\$ 245	\$ 221	\$ 210	\$ 208
Cost per Participant				
(Excluding Special Events)	\$ 313	\$ 304	\$ 290	\$ 281
Total Revenues per Participant	\$ 324	\$ 273	\$ 338	\$ 361
Total Cost per Participant	\$ 343	\$ 339	\$ 303	\$ 297
Excess/(Subsidy) Per Participant	\$ (19)	\$ (66)	\$ 35	\$ 64

FGFOA CGFO Program

	<u>FY 16</u>		<u>FY 17</u>		<u>FY 18</u>		<u>FY 19</u>	
Revenues	\$	57,060	\$	44,010	\$	37,575	\$	38,215
Expenses ⁽¹⁾		16,650		15,509		8,102		9,297
Revenues less Expenses		<u>40,410</u>		<u>28,501</u>		<u>29,473</u>		<u>28,918</u>
Administrative Cost Allocation		29,654		25,723		24,829		30,722
Net Income (Loss)	\$	<u><u>10,756</u></u>	\$	<u><u>2,778</u></u>	\$	<u><u>4,644</u></u>	\$	<u><u>(1,804)</u></u>
<u>Revenue Detail</u>	No.	<u>Amount</u>	No.	<u>Amount</u>	No.	<u>Amount</u>	No.	<u>Amount</u>
Applications (\$50)	65	\$ 3,250	54	\$ 2,900	58	\$ 2,900	47	\$ 2,350
Exams (\$30)	585	17,550	366	15,750	366	10,980	403	12,090
Review Courses (\$45)	363	16,340	295	13,275	285	12,825	271	12,210
Spring Webinar Courses (\$25)	496	12,400	292	7,300	178	4,445	182	4,550
Renewals (\$40)	188	7,520	120	4,785	161	6,425	175	7,015
Revenue Check		<u><u>\$ 57,060</u></u>		<u><u>\$ 44,010</u></u>		<u><u>\$ 37,575</u></u>		<u><u>\$ 38,215</u></u>

FGFOA Pre-Conference Seminars

	Orlando 2016 Actual	Hollywood 2017 Actual	Orlando 2018 Actual	Hollywood 2019 Actual
Revenues	\$ 20,275	\$ 24,600	\$ 25,635	\$ 27,470
Expenses	19,092	23,596	24,785	35,283
Revenues less Expenses	1,183	1,004	850	(7,813)
Administrative Cost Allocation	1,186	1,286	1,241	1,536
Net Income (Loss)	<u>\$ (3)</u>	<u>\$ (282)</u>	<u>\$ (391)</u>	<u>\$ (9,349)</u>
No. of Participants	172	144	255	250
Average Registration per Participant	\$ 118	\$ 171	\$ 101	\$ 110
Cost per Participant	\$ 111	\$ 164	\$ 97	\$ 141
Cost per Participant including Administrative Cost Allocation	\$ 118	\$ 173	\$ 102	\$ 147
Excess/(Subsidy) Per Participant (without Administrative Costs)	\$ 7	\$ 7	\$ 4	\$ (31)
Excess/(Subsidy) Per Participant (with Administrative Costs)	\$ 0	\$ (2)	\$ (1)	\$ (37)

Leadership FGFOA

	Orlando 2016 Actual	Orlando 2017 Actual	Orlando 2018 Actual	Orlando 2019 Actual
Revenues (includes 1 cancellation fee in 2016)	\$ 50,100	\$ 50,000	\$ 54,000	\$ 19,900
Expenses	59,630	58,694	63,625	54,272
Revenues less Expenses	(9,530)	(8,694)	(9,625)	(34,372)
Administrative Cost Allocation	5,931	5,931	6,207	7,680
Net Income (Loss)	<u>\$ (15,461)</u>	<u>\$ (14,625)</u>	<u>\$ (15,832)</u>	<u>\$ (42,052)</u>
No. of Participants	20	20	20	20
Average Registration per Participant	\$ 2,505	\$ 2,500	\$ 2,700	\$ 995
Cost per Participant	\$ 2,982	\$ 2,935	\$ 3,181	\$ 2,714
Cost per Participant	\$ 3,278	\$ 3,231	\$ 3,492	\$ 3,098
Excess/(Subsidy) Per Participant (w/o admin)	\$ (477)	\$ (435)	\$ (481)	\$ (1,719)
Excess/(Subsidy) Per Participant	\$ (773)	\$ (731)	\$ (792)	\$ (2,103)
<u>Detailed Expenses</u>				
Hotel Fees	\$ 15,180	\$ 16,575	\$ 14,513	\$ 15,638
Refreshment Breaks	6,948	3,125	3,140	2,733
Lunch	1,338	4,543	3,762	4,309
Dinner	7,055	6,511	7,278	5,448
Audio Visual Equipment Rentals	2,991	3,677	3,909	918
Room Rental	1,387	0	0	
Awards	1,544	1,204	1,410	1,528
Supplies	174	0	0	0
Printing/Duplicating	409	109	630	7
Speaker Expense	19,706	18,847	24,883	19,141
Meeting Planning Services	2,000	2,000	2,000	2,000
Staff Travel	898	2,103	2,100	2,550
Total Expenses	<u>\$ 59,630</u>	<u>\$ 58,694</u>	<u>\$ 63,625</u>	<u>\$ 54,272</u>

FGFOA Boot Camp

	FY17 2017	FY17 2018	FY18 2019
	Actual	Actual	Actual
Revenues (Registration)	\$ 33,320	\$ 40,960	\$ 50,600
Expenses	25,894	21,407	32,348
Revenues Less Expenses	7,426	19,553	18,252
Administrative Cost Allocation	-	12,414	15,361
Net Income (Loss)	\$ 7,426	\$ 7,139	\$ 2,891
No. of Participants	90	93	115
Average Registration per Participant	\$ 370	\$ 440	\$ 440
Hotel Commission per Participant			
Total Revenues per Participant	\$ 370	\$ 440	\$ 440
Cost per Participant (Excluding Administrative Cost Allocation)	\$ 288	\$ 230	\$ 281
Total Cost per Participant	\$ 288	\$ 364	\$ 415
Excess/(Subsidy) Per Participant (w/o Admin)	\$ 83	\$ 210	\$ 159
Excess/(Subsidy) Per Participant	\$ 83	\$ 77	\$ 25
<u>Detailed Expenses</u>			
Speaker Fees	\$ 3,179	\$ 8,512	\$ 9,503
Audio Visual	1,208	850	3,493
Refreshment Breaks	3,365	5,204	10,224
Lunch	775	4,319	7,586
Room Rental	0	1,123	1,011
Staff Travel	0	469	344
Printing	103	930	187
Total	\$ 8,631	\$ 21,407	\$ 32,348
Registration Fees			
Active Members	\$ 340	\$ 440	\$ 440
Associate Members	\$ 415	\$ 480	\$ 480

Webinars

	All Webinars
Revenues	\$0
Expenses	331
Revenues less Expenses	(331)
Administrative Cost Allocation	13,825
Net Income (Loss)	(\$14,156)
No. of Participants	4,285
Average Registration per Participant	\$0.00
Cost per Participant	\$3.30
Excess/(Subsidy) Per Participant	(\$3.30)

**FGFOA FY 16
Fee Analysis**

Exhibit 13

Administrative Cost Allocation

Standing Committees		\$ 6,340
Professional Services		115,000
Meeting Expenses		32,268
Total		<u>\$ 153,608</u>
Annual Conference	25%	\$ 38,402
School of Governmental Finance	15%	23,041
CGFO	20%	30,722
Webinars/Seminars	0%	0
Pre-Conference Seminars	1%	1,536
Webinars	9%	13,825
Boot Camp	10%	15,361
Leadership FGFOA	5%	7,680
General Administration	15%	23,041
	100%	<u>\$ 153,608</u>

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 111,755
Investment Income	4,118
Miscellaneous Income	187
	<u>116,060</u>
Communication to Members	3,356
Direct Administrative Expenses	41,619
Annual Audit	9,345
Contributions	
	<u>54,320</u>
SubTotal	61,740
Administrative Cost Allocation (General Administration)	23,041
Difference	<u>\$ 38,699</u>

	2019 Annual Conference	2018 SOGF	CGFO Program	Pre- Conference Seminars	Webinars	Boot Camp	Leadership FGFOA	General Adminstration	Totals
Revenues	\$ 697,130	\$ 114,147	\$ 38,215	\$ 27,470	\$ -	\$ 50,600	\$ 19,900	\$ 116,060	\$ 1,063,522
Expenses	654,614	70,773	9,297	35,283	331	32,348	54,272	54,320	911,238
Revenues less Expenses	42,516	43,374	28,918	(7,813)	(331)	18,252	(34,372)	61,740	152,284
Administrative Cost Allocation	38,402	23,041	30,722	1,536	13,825	15,361	7,680	23,041	153,608
Net Income (Loss)	<u>\$ 4,114</u>	<u>\$ 20,333</u>	<u>\$ (1,804)</u>	<u>\$ (9,349)</u>	<u>\$ (14,156)</u>	<u>\$ 2,891</u>	<u>\$ (42,052)</u>	<u>\$ 38,699</u>	<u>\$ (1,324)</u>

Divergent Series - New Program FY 17

	2017 Actual	2,018 Actual
Revenues	\$ 6,475	\$ 3,675
Expenses	6,695	889
Revenues less Expenses	(220)	2,786
Administrative Cost Allocation	6,431	0
Net Income (Loss)	<u>\$ (6,651)</u>	<u>\$ 2,786</u>
No. of Participants	37	21
Average Registration per Participant	\$175	\$175
Cost per Participant	\$181	\$42
Cost per Participant including Administrative Cost Allocation	\$355	\$42
Excess/(Subsidy) Per Participant (without Administrative Costs)	(\$6)	\$133
Excess/(Subsidy) Per Participant (with Administrative Costs)	(\$180)	\$133
<u>Detailed Expenses</u>		
Refreshment Breaks	1,317	164
Breakfast	1,571	188
Lunch	1,785	379
Equipment Rental	1,568	0
Staff Travel	454	158
Total Expenses	<u>\$6,695</u>	



Florida Government Finance Officers Association, Inc.
Board of Directors – Secretary/Treasurer
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

Meeting Date: February 7, 2020

Title of Item: Quarterly Financial Statements as of 09/30/2019

Executive Summary, Explanation or Background:

Attached are the Financial Statements as of 09/30/2019

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Recommended Action:

For review and approval.

Shannon Ramsey-Chessman

February 7, 2020

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

September 30, 2019, June 30, 2019, March 31, 2019, December 31, 2018, and September 30, 2018

	30-Sep-19	30-Jun-19	31-Mar-19	31-Dec-18	30-Sep-18
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 900,609	702,523	511,999	331,802	365,260
Investments - Vanguard	16,574	16,485	16,390	16,296	16,208
Investments - CD's	189,120	188,618	188,120	185,933	185,446
Accounts Receivable	58,795	67,850	25,325	21,417	4,325
Interest Receivable	1,545	901	250	1,510	1,024
Prepaid Expenses	0	6,611	703	209	591
Prepaid Conference Expenses	0	0	9,698	1,280	0
Prepaid School of Gov Finance Expenses	1,964	766	0	0	1,596
Deposits	24,897	500	72,036	13,750	17,096
Total Current Assets	\$ 1,193,504	984,254	824,521	572,197	591,546
Equipment:					
Computer Equipment	\$ 3,569	3,569	3,569	3,569	3,569
Less: Accumulated Depreciation	(3,155)	(3,123)	(3,092)	(3,060)	(3,028)
Net Equipment	\$ 414	446	477	509	541
Other Assets:					
Deposits	\$ 3,000	4,000	4,000	4,000	4,000
Prepaid	0	26	26	26	141
Total Other Assets	\$ 3,000	4,026	4,026	4,026	4,141
Total Assets	\$ 1,196,918	988,726	829,024	576,732	596,228
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 89,855	4,400	349,290	13,200	117,184
Accounts Payable	669,072	641,568	53,426	142,235	64,268
Total Current Liabilities	\$ 758,927	645,968	402,716	155,435	181,452
Unrestricted Net Assets	\$ 437,991	342,758	426,308	421,297	414,776
Total Liabilities and Unrestricted Net Assets	\$ 1,196,918	988,726	829,024	576,732	596,228

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Three Months Ended September 30, 2019

	QTR 1 1-July-19 to 30-Sept-19	QTR2 1-Oct-19 to 31-Dec-19	---ACTUAL--- QTR 3 1-Jan-20 to 31-Mar-20	QTR 4 1-Apr-20 to 30-Jun-20	YTD 1-Jul-19 to 30-Jun-20	---BUDGET--- AMENDED 1-Jul-19 to 30-Jun-20	---BUDGET-- % OF BUDGET SPENT	---BUDGET-- VARIANCE TO DATE
REVENUES								
Membership Dues	\$ 124,590				124,590	150,000	83%	(25,410)
Investment Income	1,234				1,234	4,000	31%	(2,766)
Annual Conference					0	647,500	0%	(647,500)
School of Governmental Finance					0	79,105	0%	(79,105)
Pre Conference Seminar					0	27,000	0%	(27,000)
Leadership					0	19,900	0%	(19,900)
Boot Camps	13,200				13,200	52,800	25%	(39,600)
CGFO Fees	11,955				11,955	45,000	27%	(33,045)
Miscellaneous					0	0	0%	0
TOTAL REVENUES	\$ 150,979	0	0	0	150,979	1,025,305	15%	(874,326)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 29,325				29,325	117,300	25%	87,975
Auditor Fees					0	9,500	0%	9,500
Total - Professional Services	\$ 29,325	0	0	0	29,325	126,800	23%	97,475
Meeting Expenses:								
Board of Directors	\$ 5,686				5,686	29,000	20%	23,314
Strategic Planning					0	3,500	0%	3,500
GFOA Conference					0	5,500	0%	5,500
GFOA Reception					0	5,500	0%	5,500
Total - Meeting Expenses	\$ 5,686	0	0	0	5,686	43,500	13%	37,814

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Three Months Ended September 30, 2019

	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-19	1-Oct-19	1-Jan-20	1-Apr-20	1-Jul-19	1-Jul-19	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-19	31-Dec-19	31-Mar-20	30-Jun-20	30-Jun-20	30-Jun-20	SPENT	DATE
Training/Education:								
Conference Expenses	\$				0	634,900	0%	634,900
School of Governmental Finance					0	78,100	0%	78,100
Pre Conference Seminar					0	25,000	0%	25,000
Leadership					0	60,950	0%	60,950
Boot Camps	6,563				6,563	41,200	16%	34,637
CGFO Expenses					0	63,000	0%	63,000
NASBA Fees	464				464	1,000	46%	536
Total - Training/Education	\$ 7,027	0	0	0	7,027	904,150	1%	897,123
Standing Committees:								
Standing Committee Meetings					0	1,000	0%	1,000
All Committee Meetings @ Conference					0	7,000	0%	7,000
Total - Standing Committees	\$ 0	0	0	0	0	8,000	0%	8,000
Communication to Members:								
Postage & Mailing	222				222	500	44%	278
Printing & Duplicating	876				876	1,500	58%	624
Total - Communication to Members	\$ 1,098	0	0	0	1,098	2,000	55%	902

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Three Months Ended September 30, 2019

	-----	---ACTUAL---	-----	-----	---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%
	1-July-19	1-Oct-19	1-Jan-20	1-Apr-20	1-Jul-19	1-Jul-19	OF
	to	to	to	to	to	to	BUDGET
	30-Sept-19	31-Dec-19	31-Mar-20	30-Jun-20	30-Jun-20	30-Jun-20	SPENT
							VARIANCE
							TO
							DATE
Administrative Expenses:							
Insurance Expense	\$ 4,023				4,023	5,000	80%
List Serve	1,690				1,690	3,000	56%
Filings & Registrations	30				30	100	30%
Staff Travel	150				150	3,500	4%
Miscellaneous Expense	335				335	3,500	10%
Credit Card and Bank Fees	6,352				6,352	30,000	21%
Depreciation	32				32	200	16%
Total - Administrative Expenses	\$ 12,612	0	0	0	12,612	45,300	28%
TOTAL EXPENSES	\$ 55,748	0	0	0	55,748	1,129,750	5%
Increase (Decrease) in Unrestricted Net Assets	\$ 95,231	0	0	0	95,231	(104,445)	-91%
Unrestricted Net Assets, Beginning of Period	\$ 342,760	0	0	0	342,760	342,760	100%
Unrestricted Net Assets, End of Period	\$ 437,991	0	0	0	437,991	238,315	184%

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Three Months Ended September 30, 2019

Cash Flows From Operating Activities

Receipts from Members and Associates	\$	241,140
Receipts from Exhibitors and Hotel Sites		3,116
Interest and Dividends		590
Fees Paid to Florida League of Cities		0
Payments to Vendors		<u>(46,169)</u>

Net Cash Provided by Operating Activities \$ 198,677

Cash Flows from Investing Activities

Proceeds from Investments	\$	0
Purchase of Investments		<u>(502)</u>

Net Cash Used by Investing Activities \$ (502)

Net Increase in Cash and Cash Equivalents \$ 198,175

Cash and Cash Equivalents-Beginning of Period \$ 719,008

Cash and Cash Equivalents-End of Period \$ 917,183

Reconciliation of Increase in Net Assets to Net Cash Provided by Operating Activities

Increase in Net Assets	\$	95,231
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation		32
Decrease in Accounts Receivable		8,412
Decrease in Prepaid Expenses		5,439
Increase in Deposits		(23,397)
Increase in Accounts Payable		27,505
Increase in Deferred Revenues		<u>85,455</u>

Net Cash Provided by Operating Activities \$ 198,677

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Three Months Ended September 30, 2019

Accounts Receivable:

Diplomat Hotel	55,710	Conference Commission
FCCMA	710	Credit Card payments deposited into FCCMA
Miscellaneous Members	<u>2,375</u>	Event Receivables

Total Accounts Receivable 58,795

Prepaid Expenses:

Current:

Affinity Non-Profits	766	SOGF Event Cancellation Insurance
FLC	1,198	SOGF Equipment Rental

Non-Current:

0

Total Prepaid Expenses 1,964

Deposits:

Current:

Embassy Suites	500	2020 Leadership
Rosen Shingle Creek	1,000	2020 Annual Conference
Universal Orlando Resort	23,397	2020 Tuesday Night Event @ Annual Conference

Non-Current:

Rosen Shingle Creek	1,000	2022 Annual Conference
Waldorf Astoria	<u>2,000</u>	2021 Annual Conference

Total Deposits 27,897

Accounts Payable:

Misc Members	3,705	Refunds
Lynda Dennis	2,851	Boot Camp Speaker
FLGISA	1,000	Rental of TV equipment
GASB	1,067	Speaker at Annual Conference
FLC	<u>660,449</u>	Fees and Expenses

Total Accounts Payable 669,072

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Three Months Ended September 30, 2019

Miscellaneous Expense:

Network Solutions	51
Digicert	184
Tuesday Night Event	50
Webinars	<u>50</u>

Website Domain Expenses
Website Domain Expenses
Write Off unpaid receivable
Write Off unpaid webinars

Total Miscellaneous Expense	<u><u>335</u></u>
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FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2020 Conference

Orlando, FL

REVENUE COMPARISON	# of Reg	2020 ACTUAL	2020 BUDGET	VARIANCE
OTHER REVENUE				
Exhibitor Fees			195,000	(195,000)
Extra Tickets All Events			2,000	(2,000)
Golf			6,000	(6,000)
Cancellation Fees			1,000	(1,000)
Ethics Course Income			10,000	(10,000)
Room Credits			12,500	(12,500)
Conference Convention and Visitors Bureau			0	0
Hotel Commissions			53,000	(53,000)
TOTAL OTHER REVENUE		0	279,500	(279,500)
REGISTRATIONS				
Member Registrations			295,000	(295,000)
Member Late Registrations			9,000	(9,000)
Associate Registrations			44,000	(44,000)
Associate Late Registrations			4,000	(4,000)
Non-Member Registrations			15,000	(15,000)
Non-Member Late Registrations			1,000	(1,000)
TOTAL REGISTRATIONS		0	368,000	(368,000)
TOTAL REVENUES		0	647,500	(647,500)
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental			40,000	40,000
Speaker per diem/honorarium			10,000	10,000
Refreshment Breaks			140,000	140,000
Tuesday Business Luncheon			50,000	50,000
Monday Lunch			22,000	22,000
TOTAL INSTRUCTIONAL EXPENSE		0	262,000	262,000
SPECIAL EVENTS				
Golf Tournament			6,000	6,000
Opening Ceremony			500	500
Association Night			20,000	20,000
Ethics Course Expenses			10,000	10,000
Tuesday Event			95,000	95,000
Hospitality Food, Beverages & Supplies			35,000	35,000
President's Reception			14,000	14,000
Emerging Leaders Reception			5,000	5,000
TOTAL SPECIAL EVENTS EXPENSE		0	185,500	185,500
SPECIAL CONFERENCE EXPENSES		2020 ACTUAL	2020 BUDGET	VARIANCE

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2020 Conference

Orlando, FL

Room Rate Buy Down	81,900	81,900
Host Committee	1,000	1,000
Welcome Bags	5,000	5,000
Speaker Gifts	3,500	3,500
Transportaion	6,000	6,000
TOTAL SPECIAL CONFERENCE EXPENSES	0	97,400
REGISTRATION/MAILINGS		
Postage/Shipping	500	500
Printing/Duplicating	6,000	6,000
Supplies	2,000	2,000
TOTAL REGISTRATION/MAILING EXPENSE	0	8,500
EXHIBITOR		
Security	2,500	2,500
Service	20,000	20,000
TOTAL EXHIBITOR EXPENSES	0	22,500
STAFF EXPENSES		
	12,000	12,000
OTHER		
Insurance	2,000	2,000
Internet Café - High Speed Connections	10,000	10,000
Miscellaneous	5,000	5,000
Meeting Planner Services	30,000	30,000
TOTAL OTHER EXPENSES	0	47,000
TOTAL EXPENSES	0	634,900
INCREASE IN NET ASSETS	0	(12,600)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 School of Governmental Finance

Miramar Beach, FL

REVENUE COMPARISON

REGISTRATIONS	# of REG	2019 ACTUAL	2019 BUDGET	VARIANCE
Active Member Basic			12,500	(12,500)
Active Member Basic Late			1,450	(1,450)
Active Member Intermediate			12,500	(12,500)
Active Member Intermediate Late			1,450	(1,450)
Associate Member Basic			630	(630)
Non Member Basic			750	(750)
Non Member Intermediate			770	(770)
Active Member Week			32,000	(32,000)
Associate Member Entire Week			1,575	(1,575)
Active Member Week Late			2,200	(2,200)
Non Member Week			1,280	(1,280)
Hotel Commissions			10,000	(10,000)
Room Credits			2,000	(2,000)
TOTAL REVENUES		0	79,105	(79,105)

EXPENSE COMPARISON

	2019 ACTUAL	2019 BUDGET	VARIANCE
Hospitality Suite		6,000	6,000
Refreshment Breaks		33,000	33,000
Welcome Reception		8,000	8,000
Emerging Leader Reception		4,000	4,000
Staff Travel		5,000	5,000
Equipment Rentals		10,000	10,000
Speaker Gifts		1,500	1,500
Postage/Mailing		100	100
Printing/Duplicating		1,750	1,750
Meeting Planning Services		6,500	6,500
Insurance		1,000	1,000
Operating Supplies		1,250	1,250
TOTAL EXPENSES	0	78,100	78,100
INCREASE IN NET ASSETS	0	1,005	(1,005)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019-20 Bootcamps

For the Three Months Ended September 30, 2019

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Registration Fees	30	13,200	52,800	(39,600)
TOTAL REVENUES		13,200	52,800	(39,600)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Refreshment Breaks	939	12,000	11,061
Lunch	1,972	10,000	8,028
Printing and Duplicating		1,200	1,200
Speaker Expense	3,070	12,000	8,930
Staff Travel	582	1,000	418
Equipment Rent		4,000	4,000
Room Rental		1,000	1,000
TOTAL EXPENSES	6,563	41,200	34,637
INCREASE IN NET ASSETS	6,637	11,600	(4,963)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019-20 CGFO

For the Three Months Ended September 30, 2019

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Renewals	67	2,680	4,000	(1,320)
Application Fees	34	1,700	3,000	(1,300)
Review Courses	107	4,815	22,000	(17,185)
Exams	92	2,760	16,000	(13,240)
TOTAL REVENUES		11,955	45,000	(33,045)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Food and Beverage	0	13,000	13,000
Scantron Maintenance and Supplies	0	500	500
Printing and Mailing	0	1,000	1,000
Exam Rewrite or Update	0	47,000	47,000
Equipment Rental	0	1,500	1,500
TOTAL EXPENSES	0	63,000	63,000
INCREASE (DECREASE) IN NET ASSETS	11,955	(18,000)	29,955

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 Leadership FGFOA

Orlando, FL

REVENUE COMPARISON

	# of REG	ACTUAL	BUDGET	VARIANCE
REGISTRATIONS				
Registration Fees			19,900	(19,900)
TOTAL REVENUES		0	19,900	(19,900)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Hotel Fees		15,000	15,000
Breaks		3,500	3,500
Lunch		4,500	4,500
Dinner		7,500	7,500
Equipment Rentals		4,000	4,000
Awards		1,500	1,500
Printing/Duplicating		750	750
Speaker Expense		20,000	20,000
Meeting Planning Services		2,000	2,000
Staff Travel		2,200	2,200
TOTAL EXPENSES	0	60,950	60,950
DECREASE IN NET ASSETS	0	(41,050)	41,050



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
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Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

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Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: Membership Update and List Serve Data

Executive Summary, Explanation or Background Information on Request:

Membership Paid	01/06/2020	09/30/2019	07/30/2019
Government:	2,256	2,116	1,137
Associate:	209	189	79
Lifetime/Retiree:	20	20	52
Total:	2,485	2,325	1,268

Recommended Action:

For review

Paul Shamoun

February 7, 2020

Date

FGFOA Membership Tracking

Date Membership Type	7/21/2014	11/18/2014	3/16/2015	6/2/2015	8/25/2015	10/23/2015
Government (prev. Active)	1,486	2,156	2,250	2,448	1,968	2,141
Associate	192	232	329	363	260	278
Retiree	35	35	30	30	27	35
TOTAL	1,713	2,553	2,609	2,841	2,255	2,454

Date Membership Type	4/8/2016	6/6/2016	10/26/2016	2/3/2017	3/27/2017	8/25/2017
Government (prev. Active)	2,291	2,444	2,678	2,212	2,307	2,630
Associate	313	383	393	262	269	335
Retiree	38	42	46	37	38	45
TOTAL	2,642	2,869	3,117	2,511	2,614	3,010

Date Membership Type	10/10/2017	2/9/2018	2/28/2019	5/25/2018	8/23/2018	10/29/2018
Government (prev. Active)	2,744	2,744	2,486	2,583	2,169	2,345
Associate	349	349	277	315	236	256
Retiree	48	48	46	48	47	47
TOTAL	3,141	3,141	2,809	2,946	2,452	2,648

Date Membership Type	11/16/2018	2/11/2019	7/30/2019	9/30/2019	12/30/2019
Government (prev. Active)	2,345	2,451	1,137	2,116	2,256
Associate	256	266	79	189	209
Retiree	47	48	52	20	20
TOTAL	2,648	2,765	1,268	2,325	2,485

FGFOA Listserve Report October 2019 thru December 2019

<u>List Title</u>	<u>Number of Subscribers</u>
Financial Administration	583
Budgeting	569
Accounting, Auditing & Financial Reporting	667
Personnel & Payroll	351
Debt & Treasury	525

Accounting & Auditing

[<No subject>](#) (1 Message)
[Award for Excellence in Financial Reporting](#) (17 Messages)
[Cash Performance Bond from Developer](#) (1 Message)
[City Contract - Emergency Management Consulting Services](#) (1 Message)
[Finance Department Size and Make Up Survey for Comparison](#) (3 Messages)
[Finance Department Strategic Plan](#) (1 Message)
[Impact Fee](#) (5 Messages)
[Lien Search Services](#) (1 Message)
[Outsourcing Procurement Functions](#) (1 Message)
[Policies on receiving donations/sponsorships](#) (1 Message)
[Purchasing Card Program](#) (3 Messages)
[Question on Billing](#) (7 Messages)
[Quick Survey For Municipalities](#) (3 Messages)
[RecTrac reports](#) (2 Messages)
[Requests for Auditing Services since July 1](#) (1 Message)
[RFP's for Credit Card Processing and Investment Counseling](#) (1 Message)
[State Revolving Fund \(SRF\) Loan Fiscal Sustainability Plan Requirement](#) (1 Message)
[State Revolving Fund Loans \(SRF\)](#) (1 Message)
[Surplus Policy](#) (1 Message)
[TIPS Interlocal Purchasing System](#) (2 Messages)
[Water Utility - switching from touch read to telemetry](#) (2 Messages)
[\[EXTERNAL SENDER\] - Award for Excellence in Financial Reporting](#) (1 Message)
[\[EXTERNAL\] Award for Excellence in Financial Reporting](#) (3 Messages)
[\[EXT\]Question on Billing](#) (1 Message)

Budgeting

[Budgetary Controls](#) (4 Messages)
[Employee Salary Issue](#) (4 Messages)
[Finance Department Size and Make Up Survey for Comparison](#) (11 Messages)
[Funds for Disaster](#) (2 Messages)
[Lapse of appropriations](#) (4 Messages)
[Policy for Retroactive BCC Approval of Budget Amendments](#) (3 Messages)
[Program Budget](#) (1 Message)
[RFP's for Credit Card Processing and Investment Counseling](#) (1 Message)
[Strategic Plan/Strategic Priority Process](#) (1 Message)

[Water Utility - switching from touch read to telemetry](#) (3 Messages)

[\[** SPAM **\] Employee Salary Issue](#) (2 Messages)

Debt & Treasury

None

Financial & Administration

[Audit RFP Question](#) (5 Messages)

[BMX Bike Course Bid](#) (1 Message)

[Carry-over of Capital Budgets](#) (3 Messages)

[Check Signatures](#) (14 Messages)

[Continuous Services Contract for Derelict Vessel Removal](#) (2 Messages)

[Convenience Fees on credit card payments](#) (6 Messages)

[Disabled Veterans](#) (6 Messages)

[Fees relating to billing and collection of special assessments on property tax bills](#) (4 Messages)

[Finance Department Size and Make Up Survey for Comparison](#) (1 Message)

[Grants Administration Position Description](#) (1 Message)

[Impact Fee Study](#) (1 Message)

[Impact Fees](#) (3 Messages)

[ITB for Dump Truck or Heavy Equipment](#) (1 Message)

[Job description](#) (1 Message)

[Job Description for Grant Compliance/budget position](#) (1 Message)

[Lien subordination](#) (1 Message)

[Non-Profit funding](#) (1 Message)

[Outsourcing Procurement Functions](#) (1 Message)

[Payment In Lieu of Taxes \(PILOT\)](#) (1 Message)

[PILOT Programs](#) (1 Message)

[Police Off-Duty Detail Payment](#) (3 Messages)

[Procure to Pay Policy & Procedures](#) (2 Messages)

[Rate Studies](#) (1 Message)

[Requesting Assistance on RFP for Employee Compensation](#) (1 Message)

[State Premium Tax Moneys for Police & Fire Pension Plans Budget](#) (9 Messages)

[utility payment assistance](#) (2 Messages)

[Water Shut-off Fee](#) (8 Messages)

[\[EXTERNAL SENDER\] - Check Signatures](#) (2 Messages)

[\[EXTERNAL\] Disabled Veterans](#) (1 Message)

[\[EXT\] Re: Carry-over of Capital Budgets](#) (1 Message)

[\[EXT\]Job Description for Grant Compliance/budget position](#) (2 Messages)

Personnel & Payroll

[Fire Rescue Pay Structure](#) (1 Message)

[Job Description for Grant Compliance/budget position](#) (1 Message)

[Payments for deceased employees](#) (1 Message)

[Police and Fire State Education Incentive](#) (4 Messages)

[Purchasing Position](#) (1 Message)

[Utility Accountant Job Description](#) (2 Messages)



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

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Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: Check Register

Executive Summary, Explanation or Background Information on Request:

Attached is the check register from July 1, 2019 through September 30, 2019.

Recommended Action:

For review

Paul Shamoun

February 7, 2020

Date

FGFOA
Check Register
Jul - Sep
2019

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Jun 30, 2019				\$ 702,522.78
	Deposits for Jul 2019				\$ 84,488.89
7/11/2019	100001	CK	Ken Burke	\$ 2,658.68	
7/17/2019	100002	CK	GASB	\$ 1,066.86	
7/22/2019	100003	CK	FICPA	\$ 10,920.40	
7/29/2019	100004	CK	Ken Burke	\$ 80.62	
9/29/2019	100005	CK	Affinity NonProfits	\$ 2,577.00	
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 1,066.16	
	Deposits for Aug 2019				\$ 107,070.00
8/1/2019	CC	CC	Printworks	\$ 201.85	
8/14/2019	100006	CK	GASB	\$ 571.28	
8/22/2019	CC Refunds	CC	CC Refunds	\$ 900.00	
8/22/2019	CC Refunds	CC	CC Refunds	\$ 675.00	
8/26/2019	CC Refunds	CC	CC Refunds	\$ 35.00	
8/29/2019	100007	CK	FL Association of Counties	\$ 1,850.00	
8/29/2019	CC Refunds	CC	CC Refunds	\$ 200.00	
8/30/2019	R00286	ACH	FLC	\$ 20,286.39	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 2,520.30	
	Deposits for Sep 2019				\$ 56,245.00
9/13/2019	100008	CK	David Fung-On	\$ 35.00	
9/17/2019	100002	CK	VOID Check		\$ 1,066.86
9/19/2019	100009	CK	Visual Solutions	\$ 964.28	
9/19/2019	CC	CC	L - Soft	\$ 524.87	
9/20/2019	CC Refunds	CC	CC Refunds	\$ 835.00	
9/25/2019	100010	CK	Carlos Varela	\$ 50.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 2,765.42	
				\$ 50,784.11	\$ 951,393.53
	Balance @ 09/30/2019			\$ 900,609.42	



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
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Meeting Date: February 7, 2020

Title of Item: Investment Report

Executive Summary, Explanation or Background Information on Request:

FGFOA Certificates of Deposit

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/18	Synchrony Bank	\$82,618.18	2.421%	12 months	10/20/19
03/14/19	American Commerce	\$106,662.87	2.36%	12 months	03/14/20
<u>Money Market Account</u>					
	Vanguard	\$16,574.03			
	TOTAL	<u><u>\$202,229.01</u></u>			

Recommended Action:

For review

Paul Shamoun

October 23, 2019

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
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Meeting Date: February 7, 2020

Title of Item: Budget Amendment

Executive Summary, Explanation or Background Information on Request:

At the October Board of Directors meeting, the Board voted to cover the cost of providing Wild Apricot software to all the local chapters. The current year budget will need to be amended to include this item. The motion approved up to \$8,000 for this item. This item will be a recurring cost in each subsequent budget. Staff recommends that the current year budget be amended to include \$4,000 for this item.

Staff has been working on the implementation of the E-Learning platform. It is expected that this new service will be available to members by the end of February. As part of the implementation, the FGFOA budget must be amended to allow for both revenues and expenses. It is estimated that there will be \$10,000 in revenue and \$7,500 in expenses annually from this service. Staff recommends amending the current year budget to reflect \$3,300 in revenue and \$2,500 in expenses.

At a previous Board of Directors meeting, the board authorized scholarships for members from hurricane effected areas to attend the 2019 SOGF in Destin. Since the SOGF budget does not contain a scholarship line item, staff is recommending that the 2019 SOGF budget be amended to include \$3,000 in scholarships.

Recommended Action:

Approval of 2019-2020 budget amendment.

Paul Shamoun

02/07/2020

Date

Proposed 2019-2020 FGFOA Budget

	2017 - 2018	2018-2019	2018-2019	2018-2019	2018-2019	2019-2020	2019-2020
	ACTUAL	Approved July 2, 2018	12/31 Actual	Approved 2/22/19	Actual 6/30/19	Approved Budget 06/19	Proposed Budget 02/07/2020
REVENUES							
Membership Dues	\$103,635	\$105,000	\$96,005	\$105,000	\$111,755	\$150,000	\$150,000
Investment Income	\$3,160	\$4,000	\$1,852	\$4,000	\$4,118	\$4,000	\$4,000
Annual Conference	\$600,583	\$636,500	\$0	\$636,500	\$697,130	\$647,500	\$647,500
Boot Camps	\$40,960	\$52,800	\$25,080	\$52,800	\$50,600	\$52,800	\$52,800
School of Governmental Finance	\$78,802	\$78,230	\$114,147	\$78,230	\$114,147	\$79,105	\$79,105
Divergent Series	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leadership FGFOA	\$54,000	\$0	\$0	\$19,900	\$19,900	\$19,900	\$19,900
Pre-Conference Seminar	\$25,635	\$27,000	\$0	\$27,000	\$27,470	\$27,000	\$27,000
CGFO Fees	\$37,575	\$45,000	\$18,930	\$45,000	\$38,215	\$45,000	\$45,000
On-Line Learning				\$0	\$0	\$0	\$3,300
Miscellaneous Income	\$543	\$0	\$187	\$0	\$187	\$0	\$0
TOTAL REVENUES	\$944,893	\$948,530	\$256,201	\$968,430	\$1,063,522	\$1,025,305	\$1,028,605
EXPENSES							
Training/ Education							
Conference Expenses	\$531,747	\$644,700	\$0	\$644,700	\$654,614	\$634,900	\$634,900
Boot Camps	\$21,407	\$38,200	\$13,574	\$38,200	\$32,348	\$41,200	\$41,200
School of Governmental Finance	\$51,914	\$77,550	\$82,177	\$77,550	\$70,773	\$78,100	\$81,100
Leadership FGFOA	\$63,625	\$0	\$0	\$61,150	\$54,272	\$60,950	\$60,950
Divergent Series	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pre-Conference Seminar	\$24,785	\$25,000	\$0	\$25,000	\$35,283	\$25,000	\$25,000
CGFO Expenses	\$8,102	\$63,000	\$0	\$63,000	\$9,297	\$63,000	\$63,000
NASBA Fees	\$795	\$1,000	\$0	\$1,000	\$331	\$1,000	\$1,000
On-Line Learning							\$2,500
Local Chapter Support	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
Total - Training/ Education Expenses	\$702,375	\$850,339	\$95,751	\$910,600	\$856,918	\$904,150	\$913,650
Standing Committees:							
Standing Committee Meetings	\$848	\$2,000	\$0	\$2,000	\$1,807	\$1,000	\$1,000
All Committee Mtgs @ Conference	\$4,381	\$7,000	\$0	\$7,000	\$4,533	\$7,000	\$7,000
Total - Standing Committees	\$5,229	\$9,000	\$0	\$9,000	\$6,340	\$8,000	\$8,000
Communication to Members							
Internet Homepage	\$0	\$0	\$0	\$0		\$0	\$0
Postage & Mailing	\$911	\$500	\$554	\$500	\$992	\$500	\$500
Printing & Duplicating	\$482	\$1,500	\$1,151	\$1,500	\$2,364	\$1,500	\$1,500
Total Communication to members	\$1,393	\$2,000	\$1,705	\$2,000	\$3,356	\$2,000	\$2,000
Professional Services:							
Administrator	\$99,898	\$115,000	\$57,500	\$115,000	\$115,000	\$117,300	\$117,300
Auditor Fees	\$9,150	\$9,500	\$0	\$9,500	\$9,345	\$9,500	\$9,500
Total - Professional Services	\$109,048	\$124,500	\$57,500	\$124,500	\$124,345	\$126,800	\$126,800
Meeting Expenses:							
GFOA Reception	\$5,083	\$5,000	\$0	\$5,000	\$4,353	\$5,500	\$5,500
Board of Directors	\$8,721	\$21,500	\$6,565	\$21,500	\$17,736	\$29,000	\$29,000
Strategic Planning	\$1,544	\$3,500	\$380	\$3,500	\$3,971	\$3,500	\$3,500
GFOA Conference	\$3,669	\$4,000	\$0	\$4,000	\$6,208	\$5,500	\$5,500
Total Meeting Expenses	\$19,017	\$34,000	\$6,945	\$34,000	\$32,268	\$43,500	\$43,500
Administrative Expenses:							
Insurance Expense	\$4,340	\$4,500	\$3,998	\$4,500	\$4,364	\$5,000	\$5,000
List Serve - ongoing fees	\$2,346	\$4,000	\$1,578	\$4,000	\$2,584	\$3,000	\$3,000
Filings & Registrations	\$61	\$100	\$0	\$100	\$31	\$100	\$100
Staff Travel	\$2,307	\$3,500	\$1,322	\$3,500	\$1,867	\$3,500	\$3,500
Miscellaneous Expense	\$2,167	\$3,500	\$1,341	\$3,500	\$2,234	\$3,500	\$3,500
Depreciation	\$127	\$200	\$64	\$200	\$127	\$200	\$200
Credit Card Terminal	\$27,417	\$20,000	\$8,782	\$30,000	\$30,412	\$30,000	\$30,000
Total - Administrative Expenses	\$38,765	\$35,800	\$17,085	\$45,800	\$41,619	\$45,300	\$45,300
TOTAL EXPENSES	\$875,827	\$1,055,639	\$178,986	\$1,125,900	\$1,064,846	\$1,129,750	\$1,139,250
Increase (Decrease) in Net Assets	\$69,066	(\$107,109)	\$77,215	(\$157,470)	(\$1,324)	(\$104,445)	(\$110,645)
Net Assets-Beginning of Period	\$272,230	\$344,082	\$344,082	\$341,296	\$341,296	\$342,758	\$339,972
Net Assets-End of Period	\$341,296	\$236,973	\$421,297	\$183,826	\$339,972	\$238,313	\$229,327

2020 Annual Conference Budget
Orlando, FL

	2018 Approved Budget	2018 Budget Approved October 25, 2017	2018 Actual	2019 Approved Budget	2019 Actual Budget	2020 Approved Budget
<u>REVENUES</u>						
<u>REGISTRATIONS</u>						
Member Registrations	\$200,000	\$210,000	\$247,200	\$275,000	\$278,200	\$295,000
Member Late Registrations	\$6,500	\$6,500	\$5,780	\$9,000	\$12,410	\$9,000
Associate Registrations	\$41,000	\$41,000	\$46,440	\$41,000	\$44,660	\$44,000
Associate Late Registrations	\$4,000	\$4,000	\$1,600	\$4,000	\$5,100	\$4,000
Non-Member Registrations	\$15,000	\$15,000	\$13,440	\$15,000	\$23,585	\$15,000
Non-Member Late Registrations	\$2,000	\$2,000	\$4,600	\$1,000	\$4,850	\$1,000
TOTAL REGISTRATIONS	\$268,500	\$278,500	\$319,060	\$345,000	\$368,805	\$368,000
<u>OTHER REVENUES</u>						
Exhibitor Fees *	\$188,400	\$188,400	\$202,475	\$195,000	\$210,425	\$195,000
Tuesday Night Event Ticket				\$0	\$0	\$0
Extra Tickets All Events	\$5,000	\$5,000	\$3,365	\$2,000	\$2,705	\$2,000
Golf	\$6,000	\$6,000	\$5,500	\$6,000	\$4,000	\$6,000
Hotel Commissions (1)	\$43,600	\$43,600	\$45,025	\$58,000	\$65,710	\$53,000
Cancellation Fees	\$1,000	\$1,000	\$1,260	\$1,000	\$1,320	\$1,000
Ethics Income	\$9,000	\$9,000	\$10,740	\$9,000	\$18,130	\$10,000
Convention & Visitors Bureau	\$0	\$0	\$0	\$10,000	\$10,000	\$0
Room Credits (2)	\$10,500	\$10,500	\$13,158	\$10,500	\$16,035	\$12,500
TOTAL OTHER REVENUE	\$263,500	\$263,500	\$281,523	\$291,500	\$328,325	\$279,500
TOTAL REVENUES	\$532,000	\$542,000	\$600,583	\$636,500	\$697,130	\$647,500
<u>EXPENSES</u>						
<u>INSTRUCTIONAL</u>						
Equipment Rental	\$35,000	\$35,000	\$37,652	\$35,000	\$36,396	\$40,000
Speaker's per diem/honorarium	\$10,000	\$10,000	\$3,517	\$10,000	\$12,869	\$10,000
Refreshment Breaks	\$120,000	\$120,000	\$129,381	\$135,000	\$148,829	\$140,000
Tuesday Business Luncheon	\$45,000	\$45,000	\$41,102	\$50,000	\$56,477	\$50,000
Monday Lunch	\$0	\$20,000	\$20,910	\$20,000	\$19,114	\$22,000
TOTAL INSTRUCTIONAL EXPENSE	\$210,000	\$230,000	\$232,562	\$250,000	\$273,685	\$262,000
<u>SPECIAL EVENTS</u>						
Golf Tournament	\$6,000	\$6,000	\$5,657	\$6,000	\$1,751	\$6,000
Opening Ceremony	\$500	\$500	\$300	\$500	\$22	\$500
Association Night Reception	\$55,000	\$55,000	\$48,743	\$55,000	\$48,776	\$20,000
Ethics Course Expense	\$10,000	\$10,000	\$9,284	\$10,000	\$10,920	\$10,000
Tuesday Event	\$80,000	\$95,000	\$116,227	\$95,000	\$82,166	\$95,000
Hospitality Food, Beverages & Supplies	\$30,000	\$30,000	\$24,883	\$35,000	\$30,728	\$35,000
President's Reception	\$12,000	\$12,000	\$11,179	\$14,000	\$12,302	\$14,000
Emerging Leaders Reception	\$4,000	\$4,000	\$4,314	\$5,000	\$5,964	\$5,000
TOTAL SPECIAL EVENTS EXPENSE	\$197,500	\$212,500	\$220,587	\$220,500	\$192,629	\$185,500
<u>SPECIAL CONFERENCE EXPENSES</u>						
Room Rate By Down	\$0	\$0	\$0	\$70,200	\$64,438	\$81,900
Host Committee	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Welcome Bags	\$5,000	\$5,000	\$2,763	\$5,000	\$4,743	\$5,000
Speaker Gifts	\$3,500	\$3,500	\$2,850	\$3,500	\$2,453	\$3,500
Transportation & other	\$0	\$6,000	\$5,630	\$6,000	\$7,560	\$6,000
TOTAL SPECIAL CONFERENCE EXPENSES	\$8,500	\$14,500	\$11,243	\$85,700	\$79,194	\$97,400
<u>REGISTRATION/MAILINGS</u>						
Postage	\$500	\$500	\$60	\$500	\$575	\$500
Printing/Duplicating	\$6,000	\$6,000	\$3,805	\$6,000	\$3,605	\$6,000
Office Supplies	\$2,000	\$2,000	\$1,386	\$2,000	\$893	\$2,000
TOTAL REGISTRATION/MAILING EXPENSE	\$8,500	\$8,500	\$5,251	\$8,500	\$5,073	\$8,500
<u>EXHIBITOR</u>						
Security	\$1,000	\$1,000	\$437	\$1,000	\$6,335	\$2,500
Service	\$15,000	\$15,000	\$15,200	\$20,000	\$28,995	\$20,000
TOTAL EXHIBITOR EXPENSES	\$16,000	\$16,000	\$15,637	\$21,000	\$35,330	\$22,500
<u>STAFF EXPENSES</u>	\$10,000	\$12,000	\$10,389	\$12,000	\$16,073	\$12,000
<u>OTHER</u>						
Miscellaneous	\$5,000	\$5,000	\$3,723	\$5,000	\$6,044	\$5,000
Meeting Planner Services	\$29,400	\$29,400	\$30,480	\$30,000	\$32,430	\$30,000

**2020 Annual Conference Budget
Orlando, FL**

	2018 Approved Budget	2018 Budget Approved October 25, 2017	2018 Actual	2019 Approved Budget	2019 Actual Budget	2020 Approved Budget
Cancellation Insurance	\$1,900	\$1,900	\$1,876	\$2,000	\$2,406	\$2,000
Internet Café - High Speed Connections	\$10,000	\$10,000	\$0	\$10,000	\$11,750	\$10,000
TOTAL OTHER EXPENSES	\$46,300	\$46,300	\$36,079	\$47,000	\$52,630	\$47,000
TOTAL EXPENSES	\$496,800	\$539,800	\$531,747	\$644,700	\$654,614	\$634,900
NET INCOME	\$35,200	\$2,200	\$68,836	-\$8,200	\$42,516	\$12,600

2019 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

2020 Commission Calculation

(2,730X199X10%)= 54,327

Room Credit of 1/40 (2,730/40=68X199= 13,532

Room Rate - \$199

Room Rate buydown to \$169 = 81,900

2019 SOGF Budget

		2018 Approved February 9, 2018	2018 Actual 06/30/19	2019 Approved Budget
REVENUES	FEES 2019			
Active Member Basic	\$250	\$12,500	\$16,120	\$12,500
Active Member Basic Late	\$290	\$1,450	\$2,700	\$1,450
Associate Member Basic	\$315	\$630	\$325	\$630
Associate Member Basic Late	\$355	\$0	\$0	\$0
Non-Member Basic	\$375	\$750	\$3,465	\$750
Non-Member Basic Late	\$415	\$0	\$425	\$0
Active Member Intermediate	\$250	\$12,500	\$21,500	\$12,500
Active Member Intermediate Late	\$290	\$4,350	\$2,610	\$1,450
Associate Member Intermediate	\$315	\$0	\$310	\$0
Associate Member Intermediate Late	\$355	\$0	\$0	\$0
Active Member Week	\$400	\$32,000	\$46,800	\$32,000
Active Member Week Late	\$440	\$4,400	\$1,760	\$2,200
Associate Member Week	\$525	\$1,050	\$2,625	\$1,575
Associate Member Week Late	\$565	\$0	\$565	\$0
Non-Member Intermediate	\$385	\$770	\$1,460	\$770
Non-Member Intermediate Late	\$425	\$0	\$405	\$0
Non-Member Week	\$640	\$1,280	\$2,560	\$1,280
Non-Member Week Late	\$680	\$0	\$0	\$0
Cancellation Fees	\$40	\$0	\$760	\$0
Room Credits		\$0	\$0	\$2,000
Hotel Commission		\$6,550	\$9,757	\$10,000
TOTAL REVENUES		\$78,230	\$114,147	\$79,105
EXPENSES				
Hospitality Suite		\$4,500	\$4,952	\$6,000
Refreshment Breaks		\$40,000	\$31,101	\$33,000
Welcome Reception		\$5,000	\$7,851	\$8,000
Emerging Leader Reception		\$2,500	\$3,223	\$4,000
Staff Travel		\$6,000	\$3,538	\$5,000
Internet Café/Wi-Fi		\$2,500	\$2,200	\$0
Equipment Rentals		\$8,000	\$5,181	\$10,000
Speaker Expenses		\$0	\$0	\$0
Speaker Gifts		\$750	\$1,481	\$1,500
Operating Supplies		\$250	\$1,119	\$1,250
Postage		\$50	\$68	\$100
Printing/Duplicating		\$1,500	\$1,775	\$1,750
Meeting Planning Services		\$6,000	\$7,850	\$6,500
Speaker Moderator Breakfast		\$0	\$0	\$0
Scholarships				\$3,000
Insurance		\$500	\$434	\$1,000
Hotel Attrition		\$0	\$0	\$0
Transportation		\$0	\$0	\$0
TOTAL EXPENSES		\$77,550	\$70,773	\$81,100
NET INCOME		\$680	\$43,374	(\$1,995)

Registration Fees

	2018**	2018**	2019
Active Basic	250	250	250
Active Int/Adv	250	250	250
Active Week	400	400	400

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

** Fees increased per February 9, 2018 Board Meeting

2020 Leadership Class V Budget

	2018 Actual	Class IV Approved Budget	Class IV Actual	Class V Budget
REVENUES				
2018 Registration Fees (\$995)	\$54,000	\$19,900	\$19,900	\$19,900
TOTAL REVENUES	\$54,000	\$19,900	\$19,900	\$19,900
EXPENSES				
Hotel Fee	\$14,513	\$15,000	\$15,638	\$15,000
Breaks	\$3,140	\$3,500	\$2,733	\$3,500
Room Rental		\$0		\$0
Lunch	\$3,762	\$4,500	\$4,309	\$4,500
Dinner	\$7,278	\$7,500	\$5,448	\$7,500
Staff Travel	\$2,100	\$2,200	\$2,550	\$2,200
Equipment Rentals	\$3,909	\$4,000	\$918	\$4,000
Speaker Expenses & Travel	\$24,883	\$20,200	\$19,141	\$20,000
Awards/Pins/	\$1,410	\$1,500	\$1,528	\$1,500
Operating Supplies	\$0	\$0		\$0
Printing/Duplicating	\$630	\$750	\$7	\$750
Meeting Planning Services	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL EXPENSES	\$63,625	\$61,150	\$54,272	\$60,950
NET INCOME	(\$9,625)	(\$41,250)	(\$34,372)	(\$41,050)

Speaker Expenses

	Room Rate \$	Room Rate \$	Room Rate \$	Room Rate \$
Mimi Hull - Mon - 3 sections	\$5,250 \$ 149.00	\$ 139.00	\$ 139.00	\$ 139.00
Mimi Hull - Tues - 4 sections	\$5,250	Registration Fee	Registration Fee	Registration Fee
J. Lenora Bresler - Wed 4 section	\$4,200 \$ 2,700.00	\$ 995.00	\$ 995.00	\$ 995.00
Scott Paine	\$0			
Anetta Wilson - Friday 2 sections	\$4,000			
Total	\$18,700			

2019 - 2020 CGFO Budget

	2018-2019 Budget	2018-2019 Actual	2019-2020 Budget
<u>REVENUES</u>			
Renewals	\$4,000	\$7,015	\$4,000
Application Fee	\$3,000	\$2,350	\$3,000
Review Courses	\$22,000	\$16,760	\$22,000
Fall Review			
Spring Webinar			
Exams	\$16,000	\$12,090	\$16,000
Fall			
Spring			
Miscellaneous Income	\$0	\$0	\$0
TOTAL REVENUES	\$45,000	\$38,215	\$45,000
<u>EXPENSES</u>			
Scantron Maintenance & Upgrades & Supplies	\$500	\$0	\$500
NASBA Fees	\$0	\$0	\$0
CGFO Printing & Mailing	\$1,000	\$0	\$1,000
CGFO Exam Rewrite or Update *	\$47,000	\$0	\$47,000
Fall Review and Exams Food & Beverage	\$13,000	\$9,297	\$13,000
Fall Review and Exams AV	\$1,500	\$0	\$1,500
TOTAL NON ADMINISTRATIVE EXPENSES	\$63,000	\$9,297	\$63,000
NET INCOME	(\$18,000)	\$28,918	(\$18,000)

* Per April 7, 2017 Board Meeting

2019-2020 Boot Camp Budget

	2018 - 2019 Budget	2018 - 2019 Actual	2019 - 2020 Budget	2019 Summer	2019 SOGF	2020 Spring	2020 Conference
<u>REVENUES *</u>							
Active Members	\$52,800	\$50,600	\$52,800	\$13,200	\$13,200	\$13,200	\$13,200
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>TOTAL REVENUES</u>	\$52,800	\$50,600	\$52,800	\$13,200	\$13,200	\$13,200	\$13,200
<u>EXPENSE</u>							
Speaker Fee	\$12,000	\$8,959	\$12,000	\$3,000	\$3,000	\$3,000	\$3,000
AV	\$4,000	\$2,051	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000
Refreshment Breaks	\$12,000	\$4,332	\$12,000	\$3,000	\$3,000	\$3,000	\$3,000
Lunch	\$7,000	\$4,618	\$10,000	\$2,500	\$2,500	\$2,500	\$2,500
Room Rental	\$1,000	\$1,011	\$1,000	\$500	\$0	\$500	\$0
Printing	\$1,200	\$0	\$1,200	\$300	\$300	\$300	\$300
Staff Travel	\$1,000	\$344	\$1,000	\$500	\$0	\$500	\$0
<u>TOTAL EXPENSES</u>	\$38,200	\$32,348	\$41,200	\$10,800	\$9,800	\$10,800	\$9,800
<u>NET INCOME</u>	\$14,600	\$18,252	\$11,600	\$2,400	\$3,400	\$2,400	\$3,400

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

2019-2020 Board Budget

	2018 - 2019 Budget	2018 - 2019 Actual	2019 - 2020 Budget
<u>EXPENSE</u>			
Hotel	\$10,000	\$8,772	\$13,000
Meals			
Breakfast	\$2,500	\$931	\$3,500
Lunch	\$4,000	\$2,623	\$5,000
Dinner	\$5,000	\$5,409	\$7,500
Other	\$0		\$0
<u>TOTAL EXPENSES</u>	\$21,500	\$17,736	\$29,000

Hotel cost est at \$150 per night
Average meeting attendance is 15
4 meetings per year plus Strategic Planing

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>Approved</i>
Net Assets Check				
	2017	2018	2019	2020
Operating Expenses	873,336	882,080	1,064,846	1,139,250
Average Three Year Expenses	851,790	848,796	940,087	1,028,725
Minimum Net Assets - Two months	141,965	141,466	156,681	171,454
Desired Net Assets - Four Months	283,930	282,932	313,362	342,908
Middle	212,947	212,199	235,022	257,181
Budgeted Fund Balance	212,401	341,296	339,972	229,327



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: 2020 Event Deadlines

Executive Summary, Explanation or Background Information on Request:

Staff has updated the 2020 event deadline document reflecting how the by-law change has affected this schedule. Staff seeks input from the Board on the timing on the nominations and announcement of the slate.

Recommended Action:

For review.

Paul Shamoun

February 7, 2020

Date

2019-2020 FGFOA DEADLINES

FGFOA Board Meetings

Hollywood, FL	June 12, 2019
Orlando - FLC Office	August 9, 2019
Hilton San Destin (SOGF)	October 23, 2019
Orlando - FLC Office	February 7, 2020
Embassy Suites, Orlando (Leadership)	April 3, 2020
Strategic Planning	April 30 - May 1, 2020
Shingle Creek, Orlando (2020 Annual Conference)	May 29, 2020

2020 Conference Deadlines - Shingle Creek, Orlando

Plan to Board - regarding special events	TBD
Board Review of Initial Session Chart	10/23/2019
Exhibitor Brochure Info to Publications	1/22/2020
Exhibitor Brochure Mailout	2/3/2020
Activity Program information to FLC to produce Annoucement	2/10/2020
Speaker Engagement Forms completed	1/31/2020
Announcement Text to Meeting Planning	2/14/2020
Annoucement to Publications	2/21/2020
Program online registration	2/15/2020
Boot Camp Annoucement to Publications	3/2/2020
Conference Annoucement Distribution	3/6/2020
CPE Forms/Submission to BOA	3/20/2020
Moderator Assignments	5/1/2020
Speaker Bios, Presenations & Headshots Due	5/1/2020
Conference Program Text to Meeting Planning	5/1/2020
Conference Program to Publications	5/6/2020
Conference Program to Printer	5/13/2020
Hotel Reservation Deadline	4/28/2020
Early Registration Deadline	4/24/2020
Presidents Reception Invitations Deadline	5/8/2020
Registration Deadline	5/8/2020
CONFERENCE	05/30/20 - 06/03/20

Leadership FGFOA Class 2020

Dates and Timeline Announced for 2020	10/23/2019
Board Approvals for Application and Selection Procedures & Format	10/23/2019
Program Announced & Application Opens	10/23/2019
Application Closes and Selection Process Begins	1/24/2020
Applicants Announced	2/7/2020

2019-2020 NOMINATING/ELECTION

Appointment to nominating committee	10/23/2019
Nominating Committee Conference Call	Week of 02/15/2020
Nomination Forms Emailed	2/18/2020
Completed nomination forms due & solicitation of comments	3/6/2020
Distribute nomination forms to committee	3/6/2020
Meeting of nominating committee	Week of 03/15/2020
Slate emailed out once all notifications	4/19/2020
Slate voted on at Annual Conference	6/2/2020 Business Meeting

COMMITTEES

2020 SOGF New Chair/Committee Appointed	10/23/2019
2020 Committee Applications out to Membership	3/1/2020
2020 Committee Chairs Appointed	2/7/2020
2020 Committees Finalized	4/3/2020
Committee Chair Orientation & Board Strategic Planning	4/30 - 5/01/2020
First Committee Meeting	6/1/2020

2020 SOGF Deadlines - Fort Myers

Track Times/Topics set	August BOD Meeting
Speakers/ Program Descripton/Moderators Board approval	August BOD Meeting
Announcement Text to Meeting Planning	7/22/2020
Announcement to Publications	7/27/2020
Speaker Confirmations Emailed	8/31/2020
Boot Camp Annoucement to Publications	8/31/2020
Announcement Distribution	8/7/2020
Program Text to Meeting Planning	9/18/2020
Hotel Reservation Deadline	9/25/2020
Program to Publications	9/23/2020
Early Registration Deadline	9/11/2020
Program to Printer	10/5/2020
Registration Deadline	10/5/2020
Speaker Presentation Deadline	10/5/2020

SCHOOL

10/18/20-10/23/20



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

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Meeting Date: February 7, 2020

Title of Item: Showstoppers Cancellation Policy

Executive Summary, Explanation or Background Information on Request:

Attached for review and approval is the Showstoppers Insurance policy for the 2020 FGFOA Annual Conference and School of Governmental Finance.

Recommended Action:

For review and approval by the Board.

Paul Shamoun

February 7, 2020
Date



Affinity Nonprofits
2001 K Street, NW, Suite 625 North
Washington, DC 20006
(800) 432-7465 Fax: (202) 429-8584

01/21/2020

Jill Walker
Florida Government Finance Officers Association
301 South Bronough Street, Suite 300
Tallahassee, FL 32301

Phone 850-701-3649
Email jwalker@flcities.com

Re: Showstoppers Insurance

Thank you for your interest in the Showstoppers Event Cancellation Insurance. We are pleased to present you with our comprehensive quotation providing protection for events that are cancelled, abandoned, curtailed or rescheduled due to reasons beyond your control.

Our Showstoppers policy provides automatic coverage for the following: Adverse Weather • Labor Disputes • Reduced Attendance • Earthquakes • Non-Appearance of a Speaker • Events up to \$125,000 • Adverse Weather Coverage for Golf Events and Hole-In-One • Venue Requisition • Transmission Interruption • Future Marketing Expenses • Terrorism Options including Venue Damage Coverage up to 12 months prior to the Event • \$500,000 Personal Property and \$500,000 Door Registration Receipts

Please note that the precise coverage afforded is subject to the terms, conditions and exclusions of the policy form.

Insuring Company – Lloyd's of London

IMPORTANT: This policy is written on a non-admitted basis, the premium is subject to applicable state surplus lines taxes. See attached state required wording regarding non-admitted insurance carriers.

Please make the check payable to: **Affinity Nonprofits**. This quotation is valid through 02/24/2020. If you have any questions, please contact our office.

Sincerely,
Eileen Hoffman
Assistant Vice President
(202) 862-5333
eileen.hoffman@affinitynonprofits.com

Affinity Nonprofits is the brand name for the brokerage and program administration operations Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.



Schedule of Events

Named Insured: Florida Government Finance Officers Association

Premiums

<u>Event(s)</u>	<u>Limited Terrorism</u>	<u>Extended Terrorism</u>	<u>Full Terrorism</u>
2020 FGFOA Annual Conference Orlando, FL 05/30/2020 to 06/03/2020 Limit: \$647,500	\$1,489	\$1,813	\$2,266
2020 School of Governmental Finance Fort Myers, FL 10/18/2020 to 10/23/2020 Limit: \$81,100	\$373	\$414	\$470



Documentation Required to Bind Coverage

Subject to the completed, signed and dated Order Form.

Subject to the signed Policyholder Disclosure Notice of Terrorism Insurance Coverage Form.

Please confirm the financial information for the 2020 School of Governmental Finance event. Last year the revenues were greater than the expenses. Also, the budgeted revenue was higher by \$35,042.

Informational Notes

Terms are subject to available capacity at time of binding coverage.

Notify our office if you would like to receive an optional quotation to include Communicable Disease coverage; this additional coverage is subject to capacity.



Order Form

Named Insured: Florida Government Finance Officers Association

<u>Premium Summary:</u>	<u>Surplus Lines</u>	<u>Premium</u>	<u>Select One</u>
Option A: (Limited Terrorism)			
Surplus lines tax	\$93.10	\$1,862.00	
Surplus lines fees	\$1.86		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
Total		\$1,991.96	
*Option B: (Extended Terrorism and TRIA)			
Surplus lines tax	\$111.35	\$2,227.00	
Surplus lines fees	\$2.23		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
Total		\$2,375.58	
*Option C: (Full Terrorism)			
Surplus lines tax	\$136.80	\$2,736.00	
Surplus lines fees	\$2.74		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
Total		\$2,910.54	

Please note that commission is only payable on the premium, not on the surplus lines taxes/fees.

****A proportion of the above premium will be allocated towards TRIA.***

Please indicate the option chosen above, note that coverage cannot be bound until the receipt and favorable review of requested application and additional information by the underwriter. An invoice will be sent to your office after receipt and favorable review of previously referenced information.

The program is written through Showstoppers, a risk purchasing group formed and operating pursuant to the Liability Risk Retention Act of 1986 (15 USC 3901 et seq.).

Printed Name Insured's Contact Name

Named Insured's Signature

Date

Title



POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act of 2002, as amended ("TRIA"), that you now have a right to purchase insurance coverage for losses arising out of acts of terrorism, **as defined in Section 102(1) of the Act, as amended:** The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the TRIA Program is scheduled to terminate, or the expiry date of the policy whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM IS PARTIALLY REIMBURSED BY THE UNITED STATES UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES PAYS 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020; OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURER(S) PROVIDING THE COVERAGE. YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A USD100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS USD100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED USD100 BILLION, YOUR COVERAGE MAY BE REDUCED.

THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

	OPTION A	I hereby elect to have coverage for acts of terrorism under TRIA – The Terrorism Risk Insurance Act excluded from my policy. I understand that I will have no coverage for losses arising from acts of terrorism under TRIA – The Terrorism Risk Insurance Act.
	OPTION B	I hereby elect to purchase coverage for acts of terrorism under TRIA – The Terrorism Risk Insurance Act for a premium of <u>\$91.08</u> plus Extended Terrorism for a premium of <u>\$273.22</u> .

Policyholder/Applicant's Signature

Syndicate on behalf of certain
Lloyd's underwriters

Print Name

Florida Government Finance
Officers Association
Assured

Date

Policy Number



POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Coverage for acts of terrorism is already included in the policy (including any quotation for insurance) to which this notice applies. You should know that, under the policy, any losses caused by certified acts of terrorism would be partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States pays 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020; of covered terrorism losses exceeding the statutorily established deductible paid by the insurer providing the coverage. However, your policy may contain other exclusions which might affect your coverage, such as exclusion for nuclear events. The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your premium that is attributable to coverage for certified acts of terrorism as defined under the TRIA

- Terrorism Risk Insurance Act is: USD \$262.30. **OPTION C**

I ACKNOWLEDGE THAT I HAVE BEEN NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE ACT OF 2002, AS AMENDED, ANY LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM UNDER MY POLICY COVERAGE WILL BE PARTIALLY REIMBURSED BY THE UNITED STATES, SUBJECT TO A \$100 BILLION CAP THAT MAY REDUCE MY COVERAGE, AND I HAVE BEEN NOTIFIED OF THE AMOUNT OF MY PREMIUM ATTRIBUTABLE TO SUCH COVERAGE.

Policyholder/Applicant's Signature

Print Name

Date

Syndicate on behalf of certain
Lloyd's underwriters

Florida Government Finance
Officers Association
Assured

Policy Number



ASAE-Endorsed Event Cancellation Insurance Application

Aon Association Services
1120 20th Street NW, Ste 600
Washington, DC 20036
(800) 432-7465, Fax (202) 429-8584
www.asae-aon.com



1. INSURED: (Association or Organization holding the Event)

Name: Florida Government Finance Officers Association

Physical Street Address (Required): 301 S Bronough Street, Ste. 300

City: Tallahassee State: FL Zip Code: 32302

Phone: 8507013688 Fax: 8502223806 Email: jwalker@flcities.com Website: www.fgfoa.org

Are you a member of the American Society of Association Executive? (Not required for Insurance) ☐ Yes ☒ No

2. EVENT TO BE INSURED:

Full Name of Event 2020 FGFOA Annual Conference

Facility Name & Address Shingle Creek Resort, 9939 Universal Blvd City: Orlando State: FL Zip: 32819

Open Dates of Event: From 05/30/20 To 06/03/20

***If you have multiple events, please complete the supplemental event application**

3. FINANCIAL INFORMATION:

Budgeted Gross Revenue: \$ 647,500 Budgeted Expenses: \$ 634,900 Budgeted Net Income/Loss: \$ 12,600

Please provide the additional amount of financial commitments (eg. Room Blocks) you would like to insure \$ _____

NOTE: The policy automatically includes up to 20% above the limit of indemnity for financial commitments.

4. Provide the percentage of gross revenue from:

Attendees fee: 54 Exhibitor's fees 46 Sponsorships: 0 Public Gate Receipts: 0

****A copy of the budget is required with the application if the budgeted revenue or expenses exceeds \$1,000,000.**

5. Does the financial information represent the entire gross revenue or expense of the event? ☒ Yes ☐ No

6. Has this event been held before? ☒ Yes ☐ No

7. Is coverage for non-appearance of any person required for the event? If yes, provide details ☐ Yes ☒ No

8. Is your event going to utilize teleconferencing or satellite communications? If yes, provide details ☐ Yes ☒ No

9. Is any part of the event to be held outdoors, in a tent, or in a temporary non-permanent structure? ☐ Yes ☒ No
If yes, provide details.

10. Do written contracts exist between you and the facility? ☒ Yes ☐ No

11. Have all the necessary arrangements essential to a satisfactory event been made? ☒ Yes ☐ No

12. Is the facility under construction or major renovation? ☐ Yes ☒ No

13. Do you have a contingency plan if your event is delayed or postponed? If yes, provide details ☐ Yes ☒ No

14. FUTURE EVENT INFORMATION (BEYOND THE NEXT 12 MONTHS)

Has your organization decided where your events will be held in the future beyond what is provided above? ☒ Yes ☐ No

If yes, provide details so that we may be able to provide an accurate quote in the future for these events.

15. FUTURE EVENT(S) TO BE INSURED (BEYOND THE NEXT 12 MONTHS)

Full Name of Event 2020 School of Governmental Finance

Facility Name & Address Luminary Hotel 2200 Edwards Drive City: Fort Myers State: FL Zip: 33901

Open Dates of Event: From 10/18/20 To 10/23/20

***If you have multiple future events, please complete the supplemental event application.**

16. FINANCIAL INFORMATION (BEYOND THE NEXT 12 MONTHS):

Budgeted Gross Revenue: \$ 79,105 Budgeted Expenses: \$ 81,100 Budgeted Net Income/Loss: \$ -1,995

17. PRIOR CLAIMS & PRE-EXISTING POTENTIAL LOSS

Are you aware of any circumstances, currently existing or threatened that may possibly result in a claim under this insurance?

If yes, provide details ☐ Yes ☒ No

NOTE: If you become aware of any such circumstances after completing this application, and before the date insurance for the event commences, you must disclose the circumstances to the insurers immediately, as this may affect this insurance.

18. Have you at any time within the last 5 years had a loss, or circumstances, which could have led to a loss, which would have been covered by this insurance? If yes, please provide details ☐ Yes ☒ No

PLEASE READ AND SIGN BELOW:

Signing this application and declaration does not bind either the applicant or the underwriter to provide the insurance. In the event there is any material change in the answers to the questions herein prior to the issuance date of the policy, the application form would be considered inaccurate or incomplete. The applicant will notify the insurer in writing, and, if necessary, any outstanding quotation may be modified or withdrawn. It is agreed that this application and declaration shall be attached to and form part of any policy which may subsequently be issued. The undersigned applicant represents that the statements set forth in this application and its attachments and other materials submitted to the insurer are true and correct.

Name Jill Walker Signature Jill N. Walker

Title Executive Assistant Date 01/09/2020

All quotations are subject to the receipt and acceptable review of the application and other underwriting information by the underwriter.

Aon Association Services is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc. (TX 13695); (AR 100106022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services, Inc.; in CA, Aon Affinity Insurance Services, Inc. (CA 0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.

A-12142-0616



List of Endorsements

Terrorism Endorsements listed below are subject to the option chosen on the order form.

Endorsement: Limited Terrorism with Threat

Endorsement: Extended Terrorism with Threat

Endorsement: Full Terrorism with Threat

Endorsement - Exclusion for Construction/ Renovation of Facility



Endorsement – Limited Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 8, this Insurance indemnifies You for Your Net Loss up to a maximum of USD 1,000,000 but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

- i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or
- ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

- i) is directed at the Event or the Venue; or
- ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this Insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- i) any fear of potential Terrorism.
- ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this Insurance the burden of proving the contrary shall be on You.

If any part of this Endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Limited Terrorism with Threat Endorsement



Endorsement - Extended Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 8, this Insurance indemnifies You for Your Net Loss up to but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or

ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

ii) is directed at the Event or the Venue; or

ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

(i) any fear of potential Terrorism.

(ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000
Signature for Company	

Affinity Insurance Services, Inc.

By Sharon P. Fine

Extended Terrorism Endorsement



Endorsement – Full Terrorism with Threat

ENDORSEMENT NUMBER Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

Exclusion 3 of Section 8 General Exclusions is deleted in its entirety.

Furthermore this insurance does not cover any loss resulting from Terrorism or Threat of Terrorism unless You can demonstrate to Our satisfaction that Your decision to Cancel, Abandon, Curtail or Reschedule was necessary and justifiable and any Enforced Reduced Attendance was unavoidable.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- (i) any fear of potential Terrorism.
- (ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Full Terrorism Endorsement

Endorsement – Exclusion for Construction / Renovation of Facility
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ENDORSEMENT NUMBER:

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

This insurance does not cover any loss directly or indirectly arising out of or contributed to by the construction / renovation of the facility under the above reference Lloyds, London Certificate No: TBD for the following event(s) ONLY:

Event

2020 School of Government Finance, Fort Myers, FL, 10/18/2020 – 10/23/2020

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Exclusion for Construction / Renovation of Facility Endorsement

Terrorism Options

In addition to the basic event cancellation coverage provided for under this quotation like coverage for inclement weather (snow/ice storms, hurricanes, tornadoes), labor disputes, earthquakes, flooding, etc. our Showstoppers quotation also includes coverage for terrorism.

Here is a breakdown of our terrorism options:

Option A: Limited Terrorism with Threat - Includes coverage for your event's limit of indemnity up to a maximum of \$1,000,000 if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event. This coverage is offered at no additional cost and is subject to a signed Policyholder Disclosure Form #LMA 9104.

Option B: Extended Terrorism with Threat and TRIA* – Includes coverage for your event's full limit of indemnity if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event. Subject to a signed Policyholder Disclosure Form #LMA 9104.

*Enhanced to include **TRIA**, the Terrorism Risk Insurance Act – TRIA provides coverage for “certified” acts of terrorism as declared by the US Secretary of Treasury, Secretary of State and Attorney General. These “certified” acts of terrorism have to result in damage within the United States and to have been committed by a domestic or foreign individual or group of individuals.

Option C: Full Terrorism with Threat / Worldwide Terrorism Coverage - Includes coverage for your event's full limit of indemnity provided you can demonstrate that the decision to cancel, abandon, curtail or reschedule is necessary and justifiable. Subject to a signed Policyholder Disclosure Form #LMA 9105.



Compensation and Other Disclosure Information

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by Aon. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by contacting member services at info@asae-aon.com.

In addition, premiums paid by Clients to Affinity for remittance to insurers, Client refunds and claim payments paid to Affinity by insurance companies for remittance to Clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, Affinity will retain the interest or investment income earned while such funds are on deposit in such accounts.

In placing, renewing, consulting on or servicing your insurance coverages Affinity and its affiliates may participate in contingent commission arrangements with insurance companies that provide for additional contingent compensation, if, for example, certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Aon with the insurance company or the overall performance of the policies placed with that insurance company, not on an individual policy basis. As a result, Aon may be considered to have an incentive to place your insurance coverages with a particular insurance company.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at http://www.aon.com/market_relationships for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.



ASAE-Endorsed Event Cancellation Insurance Highlight Sheet

This important insurance coverage provides protection for the loss of revenue or the commitment of expenses due to cancellation, abandonment, curtailment, or rescheduling of an event. Showstoppers also pays for losses due to reduced attendance at a continued event – full cancellation of an event is not required.

Enhanced Coverages and New Features

Physical Loss of Personal Property & Door Registration Receipts – Up to \$500,000 in coverage for business personal property at the venue and while in transit to or from an event. Coverage for up to \$500,000 in door registration receipts at the event or while en route to the bank.

Emergency Travel Arrangements – Coverage up to \$75,000 for return of participants back to venue should they become stranded.

Automatic Coverage for Adverse Weather for Golf and Other Sporting Events & Hole-In-One Coverage – Up to \$100,000 for losses due to adverse weather conditions for golf tournaments AND other sporting events. Up to \$50,000 in coverage for hole-in-one prize indemnity.

Non-Appearance of a Speaker – Automatic coverage for up to \$50,000 for the non-appearance of a speaker due to covered causes of loss. Additional coverage (including coverage for Principle Speakers) is available upon request.

Liberalization Clause – If the policy form is revised to provide additional coverage without premium charge, the policy will automatically provide the additional coverage.

Standard Program Features

Automatic Coverage for Events \$125,000 or less – Coverage is extended to include unreported indoor events up to \$125,000 during the policy term.

Terrorism Coverage – Multiple terrorism options are available with newly enhanced coverage limits.

Multi-Year Policy Terms – A variety of policy term options are available, including a 3 year policy term.

Commitments – An additional 20% above limit of indemnity for commitments under vendor contracts such as hotel room blocks.

Venue Damage – Coverage for losses due to terrorism at the venue up to 12 months prior to the scheduled start date of the event.

Requisition or Confiscation of the Venue – Coverage up to the full limit of indemnity following the cancellation, abandonment, curtailment or rescheduling of an event due to the requisition or confiscation of the venue by local, national or federal government.

Transmission Interruption – Coverage up to \$100,000 per event for transmission failure of all types of events including telecast, webinar and virtual data streaming.

Adverse Weather – Coverage up to the full limit of indemnity for severe weather conditions such as, but not limited to snowstorms / ice storms, hurricanes, tornadoes and flooding. Adverse weather coverage for outdoor events can be included upon review and acceptance by underwriters.

Labor Disputes – Coverage up to full limit of indemnity for strikes by airline, hotel or transit workers.

Earthquake Coverage – Coverage up to the limit of indemnity for the hazards of earthquakes.

Remedial Action & Extra Expenses – Coverage for reasonable and necessary extra costs to avoid or diminish a loss.

Penalties for Failure to Vacate – Direct and necessary additional expenses incurred for failure to vacate venue facility on time.

National Mourning – Coverage for national mourning following the death of the President of the United States.

Future Marketing Expenses – Includes up to a maximum of \$150,000 for your future marketing expenses following the cancellation, abandonment, curtailment or rescheduling of the covered event.

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2019-2020

Agenda Item

2019-2020
BOARD OF DIRECTORS

OFFICERS

President
Ken Burke

President-Elect
Jamie Roberson

Secretary/Treasurer
Shannon Ramsey-Chessman

DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

Meeting Date: February 7, 2020

Title of Item: Government Finance Professionals Week 2020 Toolkit

Executive Summary, Explanation or Background Information on Request:

Attached for review is the final Government Finance Professionals Week toolkit. This will be available through the FGFOA website for download. Additional editable word documents will be available for customization.

Recommended Action:

For review.

Paul Shamoun

February 7, 2020

Date



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

Government Finance Professionals Week 2020 Toolkit

EXECUTIVE SUMMARY

The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms. The FGFOA is dedicated to being your professional resource by providing opportunities through education, networking, leadership and information.

EDUCATION

- ▶ Creating balanced and cost-effective educational programs.
- ▶ Utilizing various venues and methods of delivery.
- ▶ Enhancing cooperative training partnerships.

NETWORKING

- ▶ Establishing a network of membership expertise.
- ▶ Establishing relationships with other organizations.
- ▶ Establishing partnerships between chapters.

LEADERSHIP

- ▶ Providing opportunities for individual development.
- ▶ Being recognized as the governmental finance expert.
- ▶ Recruiting, mentoring and promoting leaders within our organization.
- ▶ Recognizing achievements.

INFORMATION

- ▶ Maximizing technology resources.
- ▶ Enhancing information delivery.
- ▶ Communicating technical and legislative issues.

On **March 16-20, 2020**, the FGFOA is sponsoring **Government Finance Professionals Week**, a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide for local government and the community in which they serve. During this week, government finance professionals throughout the state will be recognized and acknowledged for their hard work, dedication and leadership.

Resources, initiatives and materials for Government Finance Professionals Week can be found in this toolkit and on the **[FGFOA website](#)**.

Information includes:

- ▶ Content for social media platforms and websites.
- ▶ Tips for communicating government finance professional services.
- ▶ Social Media – A how-to guide for citizen engagement.
- ▶ A sample proclamation.
- ▶ A sample press release.

CONTENT FOR SOCIAL MEDIA PLATFORMS AND WEBSITES

VIDEOS

Create video clips of the finance professional that can be used on social media.

- ▶ Create two-minute videos to help promote Government Finance Professionals Week.
- ▶ Post to social media and websites.

FACTS AND PHOTOS

The general public is usually not aware of the finance professional's role, so this would be an opportunity to share facts and photos:

- ▶ Facts about finance professionals.
- ▶ Types of positions your specific city employs.
- ▶ Quick facts about the daily duties of staff.
- ▶ Photos of staff in action, serving residents at City Hall or in the community.
- ▶ Coaching programs.

SOCIAL MEDIA

Add a hashtag to social media posts to organize all updates associated with the week. Hashtags are also a great way to connect with others.

- ▶ Use #GovernmentFinanceProfessionalsWeek

KEY MESSAGES

In addition to videos and statistics, sharing key messages and credentials of staff is another great way to make an impact. Examples include:

- ▶ FGFOA is a professional organization founded in 1937.
- ▶ FGFOA serves more than 3,300 professionals.
- ▶ A Code of Ethics and Standards of Conduct that the members of the FGFOA are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of our professional responsibilities as set forth in this Code of Ethics.
- ▶ FGFOA has 15 local chapters throughout the state.
- ▶ FGFOA has eight member committees including education, membership, leadership and technical resources.
- ▶ (CITY) has XX finance employees on staff.
- ▶ (CITY) staff in the Finance Department have CPAs, CGFOs, MBAs/MPAs, etc.
- ▶ (CITY) staff in the Finance Department are officers on boards, members of committees and/or experts in their specific fields of study.

TOP TIPS FOR COMMUNICATING INFORMATION FOR GOVERNMENT FINANCE PROFESSIONALS WEEK

As you think about how to get more involved in Government Finance Professionals Week celebrations, here are some key things to keep in mind.

USE THE HUMAN ELEMENT

Communicate what finance professionals do in plain language, relating to people's daily lives.

UTILIZE EXISTING AND FAMILIAR COMMUNICATION CHANNELS

In addition to social media, utilize existing newsletters, magazines or guides; city operated television or radio channels; email signature blocks; utility bill stuffers or any other communications methods you currently use.

IF HAVING A CELEBRATORY EVENT

- ▶ Organize a committee within your organization.
- ▶ Begin messaging well before the event date.
- ▶ Prepare and have ready any informational materials.
- ▶ Photograph or videotape the event.
- ▶ Gather supporters and interested parties to participate as attendance is critical to the event's success.
- ▶ Use email signature blocks to promote the event.
- ▶ To facilitate awareness and encourage dialogue, make local contacts at newspapers, magazines, radio and television stations a primary focus.
- ▶ Keep a record for future reference.
- ▶ Review the event in detail after the event is completed. Were your goals/expectations met? What could be done differently?

SOCIAL MEDIA – A ‘HOW TO’ GUIDE FOR CITIZEN ENGAGEMENT

The internet is no longer just a static advertising resource for companies to push their messaging. Today, people get information online by engaging with trusted and relatable sources that speak to their specific interests. Social media provides excellent opportunities for local governments to build trust with their residents and spark meaningful dialogue.

Social media websites are tools that can allow associations to engage target audiences in a deep and profound way, if applied properly.

For those municipalities just beginning to use social media, this document will provide general information and best practices.

FACEBOOK

Facebook is the number one social media site in the world with more than 2.3 billion monthly active users. It's popular for building effective engagement and awareness campaigns. Citizen engagement is all about word of mouth and building advocates to pass along messages to individual networks. The key is to build trust with those advocates through regular engagement, meaning associations must not only post regularly but also respond to comments and react to other content.

The biggest challenge with Facebook is consistently producing quality messaging that generates continuous interaction with one's audience. A user's Facebook newsfeed is more likely to pick up content from other Facebook accounts where there has been a large amount of shared activity and dialogue. Photos, videos and links to trusted news sources are popular ways to appeal to diverse audiences. By defining the target audience outright, effective messages can be developed that are tailored to fit that group with the goal of opening meaningful conversations.

INSTAGRAM

Visual conversations are now the most popular form of communication on social media, and Instagram provides the perfect platform to share a variety of photo and video content. With more than 100 million users, Instagram is constantly releasing new ways to connect through stories, polls and fun filters. The best way to achieve views is to interact with followers and always reply to comments.

TWITTER

People who want up-to-the-minute coverage of events and daily affairs are likely to use Twitter. With 330 million global monthly active users, this social media website presents another

opportunity to spread messaging, but at a much faster rate. With a limit of 280 characters, Twitter messages, or tweets, must be to the point. There are several factors of a tweet that will determine how effective it will be.

Retweeting is the ultimate goal for Twitter advocacy campaigns. It is the mode through which tweets “go viral.” Hashtags and mentions also help. Hashtags (#) are useful for monitoring how specific conversations are circulating, and mentions (@) can be used to spark conversations with other Twitter users and groups. The use of these symbols before the right words and phrases can lead to very effective tweets and attract the attention of other Twitter users.

OTHER SOCIAL MEDIA TOOLS

Links are often an important feature of a social media post. When a post is composed that references an article, web page or other content, you should add a direct link to that source. The post can be used to attract people to a link, or the link can be used as a reference for a post – the two are always complementary. However, links typically take up too many characters in a post and can be shortened for free using websites such as bitly.com or tinyurl.com. The link makes the post more attractive to users, who are then more likely to share or retweet it to their own Twitter followers.

Facebook, Instagram and Twitter are popular social media websites, but they are not the only tools available. LinkedIn is an excellent way to connect to other professionals and develop a strong digital network. Pinterest is an excellent option for promoting products by allowing users to pin items to individualized boards. YouTube is the largest network of users dedicated solely to video.

There are plenty of other options to explore, but it is important to recognize that more is not always better when it comes to social media. These sites require constant attention and maintenance to be effective. Stretching one’s efforts too thin could end up hurting more than helping. Approach citizen engagement through social media with a solid objective in mind. Once defined, that goal will help prescribe the necessary tools for success.

SAMPLE PROCLAMATION

GOVERNMENT FINANCE PROFESSIONALS WEEK MARCH 16-20, 2020

WHEREAS, The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms; and

WHEREAS, the FGFOA is dedicated to being your professional resource by providing opportunities through education, networking, leadership and information; and

WHEREAS, this inaugural Government Finance Professionals Week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and our community; and

WHEREAS, during this week, government finance professionals throughout the State of Florida will be acknowledged for their hard work, dedication and leadership.

NOW THEREFORE, I, _____, as Mayor, and on behalf of Commissioner _____, Commissioner _____, Commissioner _____ and Commissioner _____, do hereby proclaim March 16-20, 2020, as Government Finance Professionals Week in the City/County of _____ and extend our appreciation to all government finance professionals throughout the state and here in the City/County of _____ for their hard work, dedication and leadership.

Dated this March _____, 2020

Mayor _____

MEDIA RELEASE

THE CITY/COUNTY _____

DATE: _____, 2020

CONTACT: Contact Name, Department, Phone Number

CITY/COUNTY OF _____ CELEBRATES FINANCE PROFESSIONALS WEEK

An official proclamation, from the City/County of _____, designates March 16-20 as “Government Finance Professionals Week.”

The proclamation issued Date _____, 2020, extends appreciation to all government finance professionals in the State of Florida and in the City/County of _____ and acknowledges their hard work, dedication and leadership.

This inaugural Government Finance Professionals Week is sponsored by the Florida Government Finance Officers Association, a professional association founded in 1937 and serving more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms.

“This is a wonderful opportunity to showcase the talents of many professionals who are generally not in the public eye,” said Ken Burke, FGFOA president and Pinellas County clerk of the Circuit Court and comptroller. “We offer congratulations to all of the government finance professionals throughout the State of Florida as we celebrate their accomplishments.”

The FGFOA is dedicated to being a professional resource by providing opportunities through education, networking, leadership and information. The week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and to our communities.

“The professional finance officer’s knowledge, integrity and dedication make certain that funds entrusted to government are properly budgeted, disbursed and accounted for,” Burke said. “This accountability is a key ingredient to ensure people’s faith in government.”



Florida Government Finance Officers Association Certification Committee 2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Lorrie A. Simmons, MSA, CGFO
Manager, Accounting & Payroll
Systems
City of Sarasota
1565 1st St
Sarasota, FL 34236-8597
(941) 365-2200 ext. 4217
Lorrie.Simmons@sarasotaFL.gov

BOARD LIAISON

John McKinney

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
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Rebecca Bowman
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Johnna Morris
Susan Nabors
Mary-Lou Pickles
Diane Reichard
AnnMarie Ricardi
Scott Simpson
Diane Smith
Todd Taylor
Viendu Tran
Terrence Vecchio
Patricia White

Meeting Date: February 7, 2020

Title of Item: CGFO Exam Results

Executive Summary, Explanation or Background Information:

During the 2019 FGFOA School of Government Finance, the newly written CGFO Exam Reviews, Study Guides, and an Exams were presented to the CGFO Candidates. We have received the results of the exams and I would like to share with the Board the average exam score for each section.

I would also like to inform the Executive Board that additional statistics broken out by exam are available and can be provided by the League. Based on the results, each exam will be reviewed by the sub-committee chairs for any problem questions revealed in the data provided, as well as the supporting materials for areas of deficiency.

Accounting & Financial Reporting	85.16%
Debt Administration	80.33%
Financial Administration	71.23%
Municipal Budgeting	80.20%
Treasury Management	83.84%

Recommended Action:

Review of the newly written CGFO Exam results by the Executive Board.

Lorrie Simmons

Lorrie Simmons

01/24/2020

Date

Student Statistics Report

Accounting and Financial Reporting

Overall

Class Average: 85.16%

Student	Total	Percent	
12971	55 / 75	73.33	
28167	67 / 75	89.33	
23759	63 / 75	84.00	
29619	65 / 75	86.67	
11699	67 / 75	89.33	
28533	57 / 75	76.00	
26883	69 / 75	92.00	
24794	71 / 75	94.67	
29677	67 / 75	89.33	
23024	62 / 75	82.67	
36875	64 / 75	85.33	
31816	62 / 75	82.67	
11861	65 / 75	86.67	
36154	72 / 75	96.00	
33152	61 / 75	81.33	
23004	61 / 75	81.33	
34236	68 / 75	90.67	
28317	62 / 75	82.67	
36803	65 / 75	86.67	
24356	70 / 75	93.33	
35830	62 / 75	82.67	
13060	62 / 75	82.67	
23873	52 / 75	69.33	
Mean	63.87	85.16	

Student Statistics Report

Debt Administration

Overall

Class Average: 80.33%

Student	Total	Percent
17362	60 / 75	80.00
30464	68 / 75	90.67
26883	70 / 75	93.33
28533	56 / 75	74.67
29592	58 / 75	77.33
29619	65 / 75	86.67
34874	26 / 75	34.67
13060	55 / 75	73.33
25415	72 / 75	96.00
36803	52 / 75	69.33
24356	66 / 75	88.00
35830	58 / 75	77.33
34236	63 / 75	84.00
23004	60 / 75	80.00
33152	64 / 75	85.33
36154	72 / 75	96.00
35184	66 / 75	88.00
11861	66 / 75	88.00
31816	60 / 75	80.00
36875	48 / 75	64.00
Mean	60.25	80.33

Student Statistics Report

Financial Administration

Overall

Class Average: 71.23%

Student	Total	Percent
36878	60 / 75	80.00
36533	55 / 75	73.33
36875	50 / 75	66.67
31816	50 / 75	66.67
11861	57 / 75	76.00
33152	59 / 75	78.67
23004	46 / 75	61.33
15612	56 / 75	74.67
34236	52 / 75	69.33
24356	59 / 75	78.67
36803	63 / 75	84.00
12554	50 / 75	66.67
27858	66 / 75	88.00
03060	56 / 75	74.67
34874	35 / 75	46.67
29619	54 / 75	72.00
29592	51 / 75	68.00
28533	41 / 75	54.67
26883	55 / 75	73.33
Mean	53.42	71.23

Student Statistics Report

Municipal Budgeting

Overall

Class Average: 80.20%

Student	Total	Percent	
29619	62 / 75	82.67	
35830	60 / 75	80.00	
34236	71 / 75	94.67	
23004	56 / 75	74.67	
33152	68 / 75	90.67	
36154	74 / 75	98.67	
11861	63 / 75	84.00	
31816	69 / 75	92.00	
36875	62 / 75	82.67	
36533	53 / 75	70.67	
23024	57 / 75	76.00	
12971	58 / 75	77.33	
23759	59 / 75	78.67	
26883	57 / 75	76.00	
34874	40 / 75	53.33	
13060	60 / 75	80.00	
12554	48 / 75	64.00	
36803	65 / 75	86.67	
24356	70 / 75	93.33	
28533	51 / 75	68.00	
Mean	60.15	80.20	

Student Statistics Report

Treasury Management

Overall

Class Average: 83.84%

Student	Total	Percent
36878	60 / 75	80.00
36533	70 / 75	93.33
36875	58 / 75	77.33
31816	72 / 75	96.00
11751	69 / 75	92.00
33152	58 / 75	77.33
23004	59 / 75	78.67
15612	62 / 75	82.67
34236	67 / 75	89.33
35830	59 / 75	78.67
24356	59 / 75	78.67
36803	61 / 75	81.33
14557	58 / 75	77.33
25415	66 / 75	88.00
28317	64 / 75	85.33
13060	63 / 75	84.00
34873	37 / 75	49.33
14976	67 / 75	89.33
29619	68 / 75	90.67
11699	64 / 75	85.33
29592	69 / 75	92.00
28533	56 / 75	74.67
26883	65 / 75	86.67
29677	70 / 75	93.33
30464	71 / 75	94.67
Mean	62.88	83.84



Florida Government Finance Officers Association Conference Host Committee 2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Lisa Snead

Director of Financial Services
Longwood
175 W Warren Ave
Longwood, FL 32750-4107
(407) 260-3475
lsnead@longwoodfl.org

BOARD LIAISON

Frank DiPaolo

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Jodi Bain
Christine Davis
Linda Howard
Dianne Klaiss
Angela Oxley
Jeanette Phillips
Jeffrey Towne
Alfreda Wooten

Meeting Date: February 7, 2020

Title of Item: Conference Host Committee Update

Executive Summary, Explanation or Background Information:

The Conference Host Committee is busy organizing the Opening General Session line-up (Color Guard, National Anthem, etc.) as well as many on site events.

Recommended Action:

Lisa Snead

Lisa Snead

02/07/2020

Date



Florida Government Finance Officers Association Conference Program Committee 2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Nicole Jovanovski, CPA

Director of Finance

Sarasota County

1660 Ringling Blvd

Sarasota, FL 34236-6808

(941) 861-5184

njovanov@scgov.net

BOARD LIAISON

Rip Colvin

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Moises Ariza

Victoria Barnett

Kelly Bennett

Michelle Blackstock

Robert Broline

Yenevin Capote

Zach Chalifour

Yvonne Clayborne

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Jeffrey Kern

Jeffrey Larson

Gladymir Ortega

Tanya Quickel

Tracy Ramsey

Rebecca Reynolds-Russell

James Rizzo

Sharhonda Rush

Jonathan Rushnak

Daniela Russell

Natalee Wallace

Brent Wertz

Cassandra Williams

Meeting Date: February 7, 2020

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information:

Since the last Board Meeting, the Conference Program Committee has been hard at work updating the 2020 program, refining the list of topics and speakers and beginning to formalize all the speaker details. The Committee is very close to having a final version.

Attachments: Revised schedule with revisions since last Board meeting. An updated version may be provided prior to the meeting on February 7th, if there are any additional changes.

Recommended Action:

Consider proposed session topics and provide feedback so a final master schedule can be completed.

Nicole Jovanovski

Nicole Jovanovski

01/27/2020

Date

2020 FGFOA Conference Program - Proposed Topics and Draft Session Descriptions					
PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION		PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Leadership - Preconference - (4) 100-minute sessions					
1	Coaching and Mentoring Part I	Understanding the difference between coaching and mentoring and how to effectively do both. This session will include a self- assessment of your coaching and mentoring skills and also role playing exercises.		Debbie Goode , Managing Partner, Carr, Riggs & Ingram, Melbourne Office dgoode@cricpa.com 321-255-0088 Frank Mason, CPA Audit Partner, Carr, Riggs & Ingram, Gainesville, Florida Office fmason@cricpa.com 352-548-3613	100
2	Coaching and Mentoring Part II	This course will assist you with understand, in a fun and interactive way, the four personality types or combination of types that individuals fall into, how each of them is important to an organization and how to use this facilitate team synergy. We will also look at generational differences and their impact on coaching and mentoring.		Debbie Goode , Managing Partner, Carr, Riggs & Ingram, Melbourne Office dgoode@cricpa.com 321-255-0088 Frank Mason, CPA Audit Partner, Carr, Riggs & Ingram, Gainesville, Florida Office fmason@cricpa.com 352-548-3613	100
3	Dynamic Leadership	<p>A dynamic leader does not need the word leader in their job title to take ownership of their area of influence. Leadership plays an essential part in the realization of an organization’s vision and mission. Teams should understand the concept of internal and external customers to whom they provide a product or service. One team, a cross-functional team, and/or a multi-department team must work together effectively towards a common goal.</p> <p>A dynamic leader needs to have the ability to properly analyze situations and make deliberate, calculated decisions to motivate and engage their team to move forward. Peter Brill, Assistant Director of Finance and Customer Service with the City of Ocala will share his best practices in dynamic leadership to the attendees of this year’s Energy Connections Conference & Trade Show in Kissimmee. Learn skills to become a more dynamic leader, which encompasses inspirational and imaginative leadership. Learn how an engaged employee team is a more productive team.</p>		Peter Brill Assistant Director of Finance and Customer Service City of Ocala 201 SE 3rd Street Ocala, FL 34471 Direct: (352) 629-8250 Cell: (352) 598-7245	100
4	Lessons from Dramatic Organizational Change	New ideas, new management philosophy, and dramatic change in this significant local government bureaucracy! This session covers the ongoing transformational journey of the Okaloosa County Clerk’s Office over the last five years. Strategies for engagement, change, and innovation will be covered. JD will share lessons learned in this journey of new beginnings and local governmental improvement.		JD Peacock II, CPM Clerk of Courts & Comptroller Okaloosa County, Florida Crestview, Florida 32536 (850) 689-5000 jdpeacock@okaloosaclerk.com	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Investments - Preconference- (4) 100-minute sessions				
1	Update on the Economy, Market & Macro Events that Affect Our Investment Opportunity	TBD	John M. Huber CFA Chief Investment Officer, Senior Vice President, PMA Financial Network, LLC 5353 Wayzata Boulevard Suite 606, Saint Louis Park, MN 55416 612-509-2580 Office 612-720-6669 Mobile JHuber@pmanetwork.com Don Holt Vice President, Sales and Relationship-Florida, PMA Financial Network, LLC 121 S. Orange Ave., Suite 1500, Orlando, FL 32801 dholt@pmanetwork.com	100
2	How to Handle and Manage Your Investments Given Limited Time, Resources, Staff & Experience – Best Practices	TBD	Jeff Larson President Larson Consulting Services, LLC, 407-496-1597, jlarson@larsonconsults.com Linda Senne, CPA, CGFM Finance Director, City of Venice 401 W. Venice Avenue, Venice, FL 34285 941-882-7421 lsenne@venicegov.com	100
3	How to Manage Your Portfolio from a Total Return Perspective; Changes in Investment Options for Larger Governments	TBD	Mark Mason, CPA City of Tamarac Director of Finance Mike Dunlop Sarasota County Clerk & Comptroller's Office Treasury Manager <i>Tentative</i>	100
4	Investment Stimulation	TBD	TBD	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Conference				
Accounting, Auditing & Financial Reporting				
1	GASB Update	This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements.	David Bean, CPA Director of Research & Technical Activities, Government Accounting Standards Board 401 Merritt 7, P.O. Box 5116, Norwalk, CT 06856-5116 T: 203-956-5290	100
2	GASB Hot Topics	This session will include a general update on future pronouncements and proposals affecting state and local government.	Brian W. Caputo, Ph.D., CPA Vice President, Administrative Affairs & Treasurer, College of DuPage Contact Information: (630) 675-0624	100
3	Auditor General Update	Update from the Florida Auditor General's Office on current issues pertaining to local governments.	Derek H. Noonan, CPA Audit Supervisor Florida Auditor General 850-412-2864 dereknoonan@aud.state.fl.us 111 West Madison Street, Room 401P Tallahassee, FL 32399	100
4	Financial Reporting Complexities in Local Governments	This session will provide answers to a series of hypothetical questions that present complex accounting and financial reporting issues facing many Florida governments of varying sizes and structures.	Andrew Laflin, CPA Principal, State and Local Government CLA (CliftonLarsonAllen LLP) Direct 813-384-2711 andrew.laflin@CLAconnect.com	100
5	OPEB Lessons Learned	Now that we have two years of GASB 75 OPEB implementation under our belts, an actuary, auditor and preparer will discuss various nuances, surprises and lessons learned for future compliance. These topics may touch on treatment of OPEB trusts, key actuarial assumptions and data, materiality, breakouts by component units, funds and departments, the alternative measurement method and others.	Yvonne Clayborne, CPA Partner Carr, Riggs & Ingram, LLC 321.426.3014 yclayborne@cricpa.com 215 Baytree Drive Melbourne, FL 32940 Kelly Strickland Director of Finance City of Sarasota 1565 1st St Sarasota, FL 34236-8501 (941) 954-4124 kelly.strickland@sarasotafl.gov	50
6	Updated overview of the Uniform Guidance requirements	This session will provide an overview of current developments in grants management, as tailored for typical issues faced by Florida local government federal award recipients.	Brett Friedman Assurance Partner RSM US LLP Brett.Friedman@rsmus.com	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
7	Did you get what you paid for? - Construction Contract Risk and Fiscal Management	The session will focus on the most common fraud risks and red flags and cover the essential fiscal management and audit tools to help mitigate the risk of fraud, waste and abuse in the contract management of construction projects. This session will utilize real life examples on how to help protect your entity in these risky areas.	Rob Broline, CPA, CCA Partner Carr, Riggs & Ingram, LLC 215 Baytree Drive Melbourne, FL 32940 Voice: 321-426-3026 John C. Herbst, CGFO, CPA City Auditor Fort Lauderdale 100 N Andrews Ave Fort Lauderdale, FL 33301-1016 (954) 828-4350 jherbst@fortlauderdale.gov	100
8	Hot Topics in Taxes Impacting Local Governments	This session will cover a variety of common Federal and State tax topics local governments are faced with, including sales tax collection and remittance, IRS fringe benefits, contractor taxability, etc.	Chris Davis, CPA Senior Manager Crowe LLP (813) 209-2441 Chris.Davis@crowe.com DOR representative TBD	100
9	Creating Efficiencies for Internal Audit	Obtain insights and best practices on how to be efficient with internal audit activities, and when to leverage outsource resources.	Jill Reyes, CPA, CIA, CFE Director RSM US LLP Laura Manlove, RSM US LLP	50
10	GASB 87 Implementation Update	This session will cover the major accounting and financial reporting issues associated with implementing GASB 87.	Victoria Barnett Senior Auditor MSL, P.A. 255 S Orange Ave Ste 600 Orlando, FL 32801-3428 (407) 740-5400 vbarnett@mslcpa.com	75
11	Intro Governmental Accounting	Are you new to the governmental arena? This session covers the basics and foundation of governmental accounting and reporting in today's environment. It will review the unique aspects of the governmental environment, recognize the financial reporting structure used by governments and review the basic differences between commercial and governmental accounting and why these differences exist.	Moises D. Ariza, CPA, CGMA Partner Marcum LLP 525 Okeechobee Boulevard, Suite 750 West Palm Beach, FL 33401 P: (561) 653-7302 ext. 39612 F: (561) 653-7301 Moises.Ariza@marcumllp.com Branden Lopez Manager Marcum LLP One SE Third Avenue, Suite 1100 Miami, FL 33131 P: (305) 995-9687 F: (305) 995-9601 Branden.Lopez@marcumllp.com	100
	Alternatives:			
	Hot topics in Disaster Recovery	Discusses current commonalities in disaster recovery plan successes, failures, and how to build a better plan.	TBD	

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Budget, Economics, and Financial Planning				
1	Budgeting for Capital Expenditures	Budgeting for Capital Expenditures - how capital expenditures link to the strategic plan to attain Future Goals. Discussion includes incorporating debt, uncertainties, ROI and fiscal policies into the program.	Christine Brevik Assistant City Administrator City of West Palm Beach 401 Clematis Street, 2nd Floor West Palm Beach, FL 33401 cbrevik@wpb.org (561) 822-1400	75
2	Budgeting for Small Governments	Great techniques for new budget staff, those with limited or no budget staff (finance staff wearing all the hats), and smaller governments	Lynda "Lyn" Boswell Finance Director, City of Temple Terrace (813) 506-6412 lboswell@templeterrace.com	100
3	Grant Writing I & II	Information from the Government Agency grants staff and the engineer and consultants who help write the grant (updated description forthcoming)	Andrea Holtz and Christine Miranda Holtz Consulting Group andrea.holtz@holtzconsulting.com	100
4	Economic Update	The focus of this session is investment related information that is useful in decision making for for large to medium to small governments	David Jang, CTP Partner, Client Advisory Services Water Walker Investments Office: 813-321-3252 Cell: 407-618-4269	100
5	Disaster Recovery - How do You Solve the Hurricane Problem: FEMA Challenges and Issues	Build your culture of preparedness - have pre-positioned contracts with enforcement mechanisms, "rainy day" or disaster relief funds, and understand federal procurement standards.	Sgt. Steve Hynes - CEM Region 7 AHIMT – Incident Commander Cell: 954-298-5737 Hynes@mydelraybeach.com Emergency Management Director City of Delray Beach	100
6	Public Procurement – How to Manage the Acquisition Process	This session will provide information on the various steps necessary to properly purchase goods and services in the public sector, and how to avoid certain pitfalls and issues	Km! Ra CPSM, C.P.M., CPPO, CPPB, CAP, OM; CPCP, FCCM, PMP Purchasing and Contracts Director office: (561) 799-4197 site: www.pbgfl.com address: 10500 N. Military Trail Palm Beach Gardens, FL 33410 kmra@pbgfl.com	100
7	Retirement Plans Best Practices (DB, DC and OPEB Plans)	The industry has evolved significantly during the past decade, and service providers have improved their technology platforms. This session will discuss industry trends, best practices, and how plan sponsors can take advantage of possible enhancements for their DB, DC and OPEB plans. Key discussions will include but not limited to: retirement income replacement, default investment option, Roth 457(b), data aggregation, VEBA trusts, and service guarantee.	Frank Wan Senior Vice President Burgess Chambers & Associates, Inc. Phone: 407.644.0111 Fax: 407.644.0694 fwan@burgesschambers.com	50
8	Budget-Busting Pension Assumptions	Short-term budgets and longer-term budget forecasts are significantly affected by pension assumptions, especially the investment return assumption. We know there is no free lunch and someone has to pay the tab. What happens if the return assumption is not met? What is the difference between affordability and sustainability in pension funding. How can we make realistic assumptions, while still balancing our budgets? These and other questions will be addressed with interactive actuarial modelling for budget planning.	James J. Rizzo, ASA, MAAA Senior Consultant and Actuary Gabriel, Roeder, Smith & Company One East Broward Blvd Suite 505 Fort Lauderdale, FL 33301 Office Phone: 954.527.1616 x 2107 Cell Phone: 954.699.4750 jim.rizzo@grsconsulting.com	50
Alternatives:				

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
	Parks & Recreation's Role in Economic Development: More Than Just Fun & Games	The benefits of parks and recreation are endless. Chief among these benefits is the economic value parks and recreation bring to their communities. Parks improve the local tax base and increase property values. While parks and recreation supports environmental stewardship and promotes health and wellness in communities it also contributes to economic prosperity. Park and recreation agencies employ hundreds of thousands of people while their operations and capital spending generate significant economic activity. This session will review highlight economic activity and job creations resulting from the operations and capital spending of local park and recreation agencies. Further discussion will center on the additional ways that parks and recreation drives economic activity and how local governments can use these findings to support greater and more stable funding for their agencies.	TBD	
	Superbrewconomics: How Craft Beer & Microbreweries Are Growing Local Economies	Everybody's into "buying local" nowadays. Why should your beer be any different? Microbreweries offer substantial opportunities for communities. Not only do they allow for re-using vacant space, they also create local jobs; attract new companies or expand existing ones; and increase the tax base. In this session, you will hear municipal and industry perspectives on how microbreweries help grow local economies. We will discuss Due South Brewery, Copperpoint Brewery, and NOBO Brewery, all n Boynton Beach, Florida and review their efforts and successes. The growth of the craft beer market is worthy of attention given that microbreweries and brew pubs in many cases have become part of local community redevelopment efforts.	TBD	

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Policy, Leadership, Strategic Planning, and Personnel				
1	Legislative Update	This session will review the 2020 legislative session, review the bills that passed and failed, and discuss their implications for local governments.	Laura Youmans Legislative Counsel Florida Association of Counties 100 S. Monroe St Tallahassee, FL 32301 850-294-1838 Amber Hughes Senior Legislative Advocate Florida League of Cities Ahughes@flcitites.com 850.701.3621 Jason Harrell Director of Legislative & Public Affairs Florida Court Clerks & Comptrollers Jasonharrell@Flclerks.com	100
2	Strategic Multigenerational Communication	Over the last thirty years, researchers William Strauss and Neil Howe have postulated on the different generations within American society and how those generational differences occur. Through their work, they have provided language and characteristics through which to understand and contrast different segments of the population as they relate to school, work, and personal lives. Going forward, new voices are emerging to continue their scholarship, particularly as it relates to the next generation, Generation Z. Insight into this new generation as well as multigenerational communication can be critical for workplace communities.	Dr. Monnie Wertz Assistant Vice President, Operations and Planning The University of Tampa mhwertz@ut.edu (813) 257-3757	100
3	Strategies for Developing Effective/Excellent Presentation Skills	Verbal and non-verbal messages, Developing/organizing/preparing the presentation, Using visual aids, handling questions from your target audience	Annetta Wilson President of Annetta Wilson Media Training & Success Coaching (321) 926-3181 Operations@SpeakWithEase.com https://speakwithease.com/	50
4	Strengthening your people skills	Tips to influence others to your way of thinking, How to build rapport with new people, Techniques to handle difficult people more effectively with less stress, How to deal confidently with conflict, confrontation and disagreements, To pinpoint and eliminate habits and tendencies that hold you back, Diplomacy tactics to handle every tough situation by knowing exactly what to say and when	Monique Akanbi, PHR, SHRM-CP Human Resources Manager FBMC Benefits Management Inc. Office: 850-425-6200 ext. 2554 Cell: 850-510-1742 makanbi@fbmc.com Nichole Solomon Regional Program Manager Department of Children and Families- Office of Economic Self Sufficiency 813-337-5957 Nichole.solomon@myflfamilies.com	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
5	Management leadership skills for 1st time supervisors	Managing people is a great responsibility. When you first become a manager it is normal to feel proud about yourself and the accomplishments that got you there. However, over time and with experience, however, you will find that your pride is about your employee's success instead of your own; great managers take on the success of their employees as their own. This session outlines a look into management tips to help you understand what success in management means early on in your career, so that you know what to expect from your new responsibilities, as well as what to do in your new role as manager or supervisor.	<p>Darlene S Malaney, CIMA® Chief Operating Officer of Finance Clerk & Comptroller Palm Beach County dmalaney@mypalmbeachclerk.com Phone: 561-355-2306</p> <p>Olga Enrique Director of Finance Services Clerk & Comptroller Palm Beach County OEnrique@mypalmbeachclerk.com Phone: 561-355-3384</p> <p>Patricia Barnett Manager of Finance Services – Payroll Clerk & Comptroller Palm Beach County PBarnett@mypalmbeachclerk.com Phone: 561-355-1886</p>	100
6	Public records law (This session needs to be scheduled for the afternoon on June 1.)	Overview of Florida's Public Records Act, Chapter 119, Florida Statutes.	<p>Pat Gleason Special Counsel for Open Government Office of the Attorney General Pat.Gleason@myfloridalegal.com (850) 245-0140</p>	100
7	Six Sigma	Overview of Six Sigma process improvement methodology	<p>Robert H. Seemer Chief Operating Officer ets, Inc. rseemer@etsfl.com Ph. 321-636-2212 Fax 321-639-6756</p>	100
8	Talking to Media	TBD	<p>Beth Kassab Enterprise Editor, Orlando Sentinel bkassab@orlandosentinel.com.</p> <p>Kathy Burstein Chief Communications Officer Clerk & Comptroller Palm Beach County kburstein@mypalmbeachclerk.com 561-355-7045 (direct line) 561-601-9997 (office cell)</p> <p>Shannon Ramsey-Chessman, CPA, CGFO Chief Operating Officer, Clerk & Comptroller Palm Beach County SLRamsey@mypalmbeachclerk.com</p>	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
9	Building organizational and leadership performance	<p>Organizations everywhere are looking for ways to effectively and efficiently meet their missions and achieve their visions. The National Malcolm Baldrige Criteria for Performance Excellence provides a framework to improve your organization's performance and get sustainable results. It is a model that helps organizations address a dynamic environment, focus on strategy-driven performance, achieve customer and workforce engagement, and improve governance and ethics, societal responsibilities, competitiveness, and long-term organizational sustainability. It offers you a comprehensive management approach that focuses on results in all areas, organizational and personal learning, and knowledge sharing. Applying these criteria builds leadership skills, and uncovers the leadership potential in staff.</p> <p>This session will illustrate how, with the resources available from the Florida Sterling Council, you can use the criteria to improve overall performance and build your leadership bench.</p>	<p>Gordon Klein City of Tallahassee UU&PI Chief Financial Services Manager,</p> <p>Dionne Geiger Executive Director Florida Sterling Council dgeiger@floridasterling.com (850) 922-5316</p>	100
	Alternatives:			
	Legal aspects of work from home programs, what work can be done from home and performance metrics	Working from Home: Trends, Benefits, and Challenges of Implementing Telework in the Local government sector	<p>Lisa Turner Chief Human Resources Officer Clerk & Comptroller Palm Beach County Email: lturner@mypalmbeachclerk.com Phone: 561-355-4994</p>	50
	Budgeting through Crisis	Learning how to budget when your expenses are increasing but your revenue is not can be difficult, but not impossible. In this session, you will learn how to trim back expenses while maintaining government services.	<p>Peter Brill Assistant Director of Finance and Customer Service City of Ocala 201 SE 3rd Street Ocala, FL 34471 Direct: (352) 629-8250 Cell: (352) 598-7245</p>	100

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Banking, Investments, Risk, Treasury Management, and Debt Management				
1	Portfolio Investment Consideration: Rethinking Strategies for Bond Market Transition	The nature and duration of interest rate transitions, including the impact to investments such as bond proceeds. The importance of mitigating risks and diversification by credits, issuers, and security types.	Denise de Bombelles , Senior Vice President, Global Investor Relations, Federal Home Loan Banks Office of Finance (FHLB) Greg Pagans , Vice President, Multi-Bank Securities Daniela Russell , Chief Financial Officer, Seacoast Utility Authority Wes Hami, CPA , Director, Financial Services, City of Winter Park, FL	100
2	Where Are We—Late Cycle or End Cycle	Problems for the major central banks: Low inflation, rising probabilities of recession, and the ineffectiveness of monetary policy. Seeking opportunities for diversification through US Debt, Credit, currencies, and non-US dollar debt. Finding pockets of value and watching for increasing downside risks from geopolitical risks, excess leverage, illiquidity, and unprecedented negative interest rates in developed markets. The importance of economic signals and its measurement.	Chris Ahrens , Managing Director – Senior Strategist of STIFEL (6/1-6/3 availability) 100 Motor Parkway, 2nd Floor Hauppauge, NY 11788 800-645-5424 www.stifel.com	100
3	Bank Account / Investment Account – Fraud Prevention	Advances in technology have reduced the effectiveness of traditional fraud prevention techniques and have even enabled new forms of fraud. Uniform Commercial Code (UCC) regulations and responsibilities of counterparties in business and banking transactions.	Mary Harrington , CTP, Senior Technical Sales Consultant, Synovus Treasury & Payment Solutions 614-214-7848 maryharrington@synovus.com Amy Crews , Senior Director, Financial Intelligence, Financial Crimes Unit 706-644-9535 amycrows@synovus.com	100
4	Debt: Financing Options Used for Public Infrastructure	The fundamentals of tax-exempt bonds & financial tools available to state and local government and related entities; the role tax exempt bonds play in infrastructure financings & as an investment product. Update on any regulatory or Congressional actions related to this market.	Natalie Sidor, Managing Director PRAG – Public Resources Advisory Group 150 Second Avenue North Suite 400 St. Petersburg, FL 33701 Telephone: (727) 822-3339 Fax: (727) 822-3502 Email: nsidor@pragadvisors.com https://pragadvisors.com/st-petersburg/ [pragadvisors.com]	75
5	Digital Disbursements and the Metamorphosis of Paper to Electronic Data	Electronic transitions are replacing paper to increase efficiencies and reduce costs. Banking and investment platforms for both payables and receivables continue to evolve for processing, reconciliation and electronic receipts. New technologies for consumer and mobile payments, same-day ACH, EMV, pins and chips are available options. Learn about the benefits and best practices for the future of cash management.	JPMorgan Chase (need name & contact information) Government & Not-for-Profit 407-310-6074 Mobile 407-236-7074 Office Rebecca.Reynolds@chase.com	50
6	Actuarial Risk Management – You’ve Got a Tiger by the Tail	Most discussions about risk at pension board meetings revolve around portfolio risks and volatility: beta, standard deviation, Sharpe Ratio and maybe even Sortino Ratios. But the down-stream implications of portfolio risk are more important to the employers and taxpayers who bear the risks. Consider the effects of portfolio risk on the employer contribution rate, the unfunded liability or balance sheet liability, and the funded ratio.	Chad Little, ASA, EA Partner, Freiman Little Actuaries, LLC 4105 Savannahs Trail, Merit Island, FL 32953-8607 321-453-6542 Office 321-591-8265 Mobile chad@flactuaries.com	50

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
7	How Rating Agencies Factor-In Pension Risks	TBD	<p>Tom Aaron, Vice President-Senior Analyst, Public Finance Group, Moody's Investors Service, 100 N. Riverside Plaza, Suite 2220, Chicago, IL 60606, 312-706-9967, thomas.aaron@moody.com</p> <p>Todd D Kanaster, ASA, FCA, MAAA, Director, Municipal Pensions S&P Global Ratings 7400 S Alton Ct Centennial, CO 80112 T: 303.721.4490 C: 303.330.5104 todd.kanaster@spglobal.com</p>	75
8	Payments Security and Cyber Fraud	TBD	TBD	100
	Alternatives:			
	How to Evaluate, Manage and Leverage Your Banking Relationships	Topic presented last summer with Sarasota County. Shift focus to the needs of smaller municipalities vs. the larger ones.	TBD	
	Investment and Economic Perspectives from a Personal Level (Investment Credit Members)	How to Evaluate, Manage and Leverage Your Banking Relationships	Damien Grant	

PROPOSED SESSION TOPIC		DRAFT SESSION DESCRIPTION	PROPOSED SPEAKER(S)	ESTIMATED SESSION TIME
Technology				
1	Dark Web Effects on Local Governments	This session will provide an overview of the "Dark Web" as well as the threat actor groups operating on open and closed sources. We will take a deep dive into some case studies on how data is stolen, and then provide some tactical tips for how local governments/individuals can protect their entities/themselves.	Shan Grant RSM US LLP Supervisor Security and Risk shan.grant@rsmus.com 954-449-8017	100
2	SOC Reports and their Usefulness	SOC reports help build trust and confidence in the services provided by service organizations. We will discuss the various types of SOC reports, their purpose, and their implication on a user's internal controls.	Michal Gurgacz IT Risk Assurance Manager MoorStevensLovelace mgurgacz@mslcpa.com 407-740-5400 ext 1115	100
3	Ransomware - Don't be a victim!	Stop the spread and learn how governments and agencies are being affected by ransomware and what can be done to prevent email phishing, hacks, and viruses.	Louis Boglioli Finance Director City of Stuart jboglioli@ci.stuart.fl.us	75
4	Importance of Project Management	As projects become more and more intensive, how are you and your team handling the transition? Learn best practices for finishing your projects and implementations on time and successfully.	David Winiecki Information Technology Officer Sarasota County Clerk & Comptroller's Office dwiniecki@scgov.net	100
6	System Redundancy and Utilizing Systems to Fullest Potential - Haven't we Seen This Before?	With so many systems options available, it's easy to be lured into purchasing yet another. Find out the best ways to utilize the systems in place, use everything to the fullest potential, and eliminate system redundancies.	Curtis McCallister James Moore CPA's and Consultants 352-378-1331 Curtis.McCallister@jmcoit.com	100
7	ERP Implementation from the Pros	Implementing a new ERP is a tremendous challenge. Learn about the potential pitfalls and successes to streamline the rollout of your ERP.	Sharhonda Rush Controller Jacksonville Transit Authority 904-630-3116 srush@jtafla.com	75
Alternative:				
	ADA and the way you Communicate	With a wave of lawsuits targeted to external communications, learn how local governments and agencies are protecting themselves, their data, and are remaining compliant with the Americans with Disabilities Act.	Civitek (possibly)	100
	Tech Talk Panel	Panel discussion of the latest technologies and systems being used (and LOVED!) by municipalities for employee communication, resident communication, customer service functions, utility billing, parks & rec booking, special events, etc.	TBD	



Florida Government Finance Officers Association Education & Webinar Committee 2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Rebecca Schnirman

Director of Financial & Support
Services
Palm Beach County
2700 6th Ave S
Lake Worth, FL 33461-4727
(561) 966-6650
rschnirman@pbcgov.org

VICE-CHAIR

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SUB-COMMITTEE CHAIR

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STAFF LIAISON

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Sharhonda Rush
Andrea Simon
Barry Skinner

Meeting Date: February 7, 2020

Title of Item: Update

Executive Summary, Explanation or Background Information:

A request came through to the Education & Webinar Committee regarding presenting a topic on how to complete the updated W-4 form. After discussion, the Committee liked the idea but felt it could be incorporated with additional IRS updates. The tentative title is "New Year-New IRS Forms" and it will be incorporated into our 2019/2020 webinar schedule. I have contacted Michael Moore, a Federal State and Local Government Specialist with the IRS and am awaiting availability. I will update the Board on the specific date once I have more information.

The Education & Webinar Committee Topic Schedule is below:

Webinar Topic	CP E	Webinar Date	Attendees
XBRL (HB 1073)	TB	09/19/19	384
457(b) Deferred Compensation Plans - Fiduciary Responsibility	TB	10/17/19	294
ADA Compliance/Accessibility of Documents on Local Government Websites	TB	11/21/19	446
Preparing for an ERP Implementation	TB	12/19/19	278
Best Practices for Internal Control in an IT Environment	AA	01/16/20	444
Strategies for Managing Health Care Costs	TB	02/20/20	
Understanding the Property Tax Assessment Process in Florida	TB	03/19/20	
Legislative Update	TB	04/16/20	
Budget Preparation and Communicating Budget to Elected Officials	TB	05/21/20	
Florida Public Records and the Sunshine Law	TB	06/18/20	
Disaster Recovery/Having a Continuity of Operations Plan	TB	07/16/20	
GASB 84 - Fiduciary Activities	AA	08/20/20	

Rebecca Schnirman

01/20/2020

Rebecca Schnirman

Date



Florida Government Finance Officers Association Legislative Committee 2019-2020

2019-2020

CHAIRPERSON

Stephen Timberlake

Special Projects Manager

Boca Raton

201 W Palmetto Park Rd

Boca Raton, FL 33432-3730

(561) 393-7729

stimmerlake@myboca.us

BOARD LIAISON

William Spinelli

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

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Agenda Item Request

Meeting Date: February 7, 2020

Title of Item: Legislative Committee Update

Executive Summary, Explanation or Background Information:

The legislative session kicked off on January 14th, 2020. The committee has had one meeting and commented on three separate bills since the last Board Meeting.

In November, the committee was asked to comment on a bill from last year, HB447. This bill passed and was enrolled into Chapter 2019-75 in June. The bill dealt with building permits and the accounting of fees. Laura Youmans from the Florida Association of Counties was meeting with legislators and wanted our assistance in clarifying language associated with bill. The committee's feedback is attached for review.

Our first bill for this year's legislative session that the committee provided feedback on was HB701. HB701 reforms the Communication Service Tax. The committee provided feedback to Amber Hughes from the League of Cities. I have attached a summary of the Committee's responses for review.

The third bill commented on by the Committee was HB637, dealing with impact fees. David Cruz asked for our feedback prior to the bills first committee stop the first week of the session. Members provided feedback, and David has subsequently asked for additional comments for an amendment that is currently in process.

The committee will continue to meet bi-weekly via phone conference and respond with comments on bills and amendments to bills as necessary through the end of the session.

Recommended Action: N/A

Stephen Timberlake

Stephen Timberlake

1/22/2020

Date

Below is the feedback I received on the HB447 possible revisions. I have attempted to format the responses to make them clearer.

Response #1

If Laura is looking for suggestions on compromises in lieu of being able to repeal HB447, may I suggest the creation of Building Code Services Improvement Fee tied to a jurisdiction's CIP? This would allow jurisdictions to collect revenues to provide for improvements to Building Code services (i.e., building improvements, updated software systems, etc.) or related debt without relying on building permit fee revenues in excess of costs which typically only occur during strong construction activity cycles. In a recession, the jurisdiction needs those excess building permit fee revenues to subsidize base operations so they can't be diverted to improvements.

Response #2

I don't understand the logic of allowing the exemption provided for in **lines 482/489** to only be permitted for local governments that had established the Advisory Board prior to 2019 and not to local government's establishing an Advisory Board after that date. Did the bill sponsor have a local government in mind in writing this language into the bill? If the Advisory Board concept is a good idea, open it up to all local governments anytime. If not a good idea, then eliminate this exemption language from the law.

Lines 515/519 of HB 447 state "Enforcement and implementation of any other local ordinance, excluding validly adopted local amendments to the Florida Building Code and excluding any local ordinance directly related to enforcing the Florida Building Code as defined in paragraph (a)." However, the actual statute reads the Florida Building Code as defined in subparagraph 1." In any event, I don't see where the Florida Building Code is defined anywhere in Section 553.80(7). The current statutory language needs to be revised to clarify intent.

Lines 520/524 of HB 447 state "A local government shall use recognized management, accounting, and oversight practices to ensure that fees, fines, and investment earnings generated under this subsection are maintained and allocated or used solely for the purposes described in paragraph (a)." However, the actual statute reads "for the purposes described in subparagraph 1." I suspect that by "subparagraph 1" the statute is referring to subparagraph (a)1. If that is true, since this language is in paragraph (c), the statute should

read “for the purposes described in subparagraph (a)1.” However, since subparagraph (b) also addresses uses of fees for enforcing the Florida Building Code, the language should probably read “for the purposes described in subparagraphs (a) and (b).” The current statutory language needs to be revised to clarify intent.

Response 3 (with additional notes in blue from a different respondent)

Lines 477, 478, 479 and 480 may create a problem. They say, “A local government may not carry forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the previous 4 fiscal years.”

It would better to replace, "an amount", with, "fund balance", to avoid confusing actual cash ("an amount") with fund balance. *Agree. However, if this is done, need to change “unexpended balances” on line 474 to “unexpended fund balances” and “amount” on line 481 to “unexpended fund balance.”*

Do they really want to use the words, "operating budget"? They probably mean, “operating expenditures”, since budgets can be inflated.

We might as well tell them to say what they mean so we don't argue over it later and ultimately need more legislation to clarify what they really meant. I suggest using, “total expenditures”, so we don't argue over whether capital expenditures are included in "operating" expenditures. *Agree with “total expenditures.”*

I don't have a huge problem with limiting fund balance to one-times average total expenditures, except if money is being set-aside for a major capital item, like an ERP or a new building.

I suggest allowing additional fund balance to be maintained above the one-times average limit if it is assigned or committed for "major non-recurring capital expenditures". We could work on defining "major non-recurring". As it is written, it forces governments to borrow more often to smooth out large capital expenditures, which is an unintended consequence they probably haven't considered that will drive-up costs related to interest payments and related borrowing costs.

After a recession like the one we just had plus the slow recovery, expenditures will likely be way below normal for a while, so building-up fund balance based on below average expenditures could take a long time. I'd like to see more years

than 4 in the average, at least 5 or 6 years, to get a more realistic average over the "long-run". Agree. We use 5 years for financial condition evaluation.

Lines 504 and 505 say, "A local government must use any excess funds that it is prohibited from carrying forward to rebate and reduce fees. "

I don't like the word, "prohibited", because it means we can't carry it over, but we have no choice but to carry it over until fees are reduced or it can be rebated.

How about something like, "A local government must use any excess funds ~~that it is prohibited from carrying forward above average total expenditures~~ to rebate or ~~and~~ reduce fees." Agree. However, I suggest the language be revised as follows: "A local government must use any ~~excess funds~~ fund balance carried forward exceeding the limit established in subparagraph (a)1 to rebate or ~~and~~ reduce fees." This proposed language is based on assumption that the limit (referred to on line 481) is already defined in subparagraph (a)1 to be based on average of total expenditures for the specified period (thus can just say "limit" rather than "average total expenditures").

It also doesn't say how fast fee reductions or rebates must be provided. How to best reduce or rebate fees could be complicated. For example, we usually don't know what our fund balance is until after the audit is done, which around March and could be April. Would we have to reduce or rebate the excess within the next six months of the fiscal year? There should be some type of smoothing mechanism, so developers don't experience large fee fluctuations year to year.

How about adding something like, "... to rebate and reduce fees over the following three fiscal years." This would provide time to estimate how much fees would have to drop or be refunded, based on projected activity and it wouldn't require a large fee decrease in one-half of a fiscal year, which could then result in a large fee increase the very next year. Since no time frame is currently specified, could the current language be interpreted to mean it is the local government's discretion as to the timeframe in which the local government must use the excess fund balance for the purpose specified in subparagraph (a)2? If so, would it be best to leave language as is?

Lines 536-541 are not clear. Do they mean "a person" can only be charged one search fee, forever, or once for each of their projects? What if they have different projects at different times on the same units and same parcel? Inserting the words, "per project", or something like that would help. BTW, I am really not sure what problem they were trying

to solve here. I also found this paragraph confusing. I'm not clear as to whether this "search fee" is in addition to the fee previously discussed in Section 553.80(7) or is a component of that prior discussed fee. If the latter, looks like micromanaging of use of the fee. Suggest Laura seek clarification regarding this paragraph.

Committee Responses for HB701

Response 1:

The Bill does not streamline or reform the CST; the Bill reduces the CST rate and related revenue.

The Bill cannot honestly be described tax reform and streamlining, because the Bill introduces a complex and convoluted formula to offset some of the related tax reductions; therefore, the net effect of this Bill is added complexity and nothing remotely resembling reform.

The current CST is easy to administer, and CS providers can easily program different tax rates into their computer systems, just like with sales taxes.

If the state legislature desires a uniform CST rate, then the rate should be raised to 6% rather than reduced to 5%, which would provide an identical level of so called "streamlining".

In response to legislators' quotes that Florida's CST is among the highest in the country, it should also be mentioned (but it never is) that Florida has no income tax, as do 43 of the 50 states. The lack of an income tax in Florida compensates many times over for having a slightly higher CST. Florida provides the same vital public services as do the other 43 states that do levy an income tax, including public safety services and transportation, which is more difficult to provide without an income tax.

In response to legislators' quotes regarding the need for tax relief, Florida is already among the most tax friendly states in the Country by most measures and most sources and is always ranked among the top five or ten most tax friendly states. The state's growth to the third most populated state is a testament to Florida's tax friendly environment, which is cited by many people who have changed their residence to Florida, included President Trump.

Most legislators appear unaware that CST revenue has been declining for over a decade as consumers have reduced or deleted related services, such as cable TV. Competition and technology improvements have also driven down CS tax revenue, due to lowering of the tax base. In 2009, the City of Largo's CST revenue was \$4.3 million. By 2018, the City's CST revenue had declined to \$2.9 million, or 33%, excluding inflation. Also, in relative terms, the City's CST revenue has dropped from about 8% of General Fund revenue to about 4%, because costs have been increased. Almost all cities in Florida have experienced the same declines, which has placed greater reliance on other revenues, such as property taxes, to pay ever-increasing costs, especially public safety and transportation costs.

The average family pays very little CST, but in total, the CST provides an alternative revenue source to fund essential public safety services, which reduces the pressure on property taxes. The CST also provides a small level of revenue diversification, which helps cushion declines in property taxes and sales taxes during recessions, thus providing greater financial stability and resilience.

Response 2:

I'm not sure I have an issue with this if governments generate more revenue (or at the very least, this revenue source stops decreasing).

Based on looking at my service bill, it seems like the tax is already being applied to streaming services, so I'm not sure what carving out the definition in 202.11(24)(c) on line 76-80 of the bill does to help.

Is the bill sponsor open to eliminating the roll back of the CST rate from 5% to 4% in 2021; or accepting a higher floor (say 4.5%); and/or phasing in the roll back over a longer period (say 3-5 years)?

Would the bill sponsor be willing to include a provision to allow governments to recover damages to city property caused by dealers of communications services in section 202.19(3)(a)1.f. on line 279-286 of the bill?

202.197 on line 451-481 would damage the value of the CST as a pledged revenue source. Would the bill sponsor be open to some compromise whereby local governments with pledged CST can have a rate higher than the State maximum until such time that the related debt is paid off? Or some type of rebating of future CST after the related debt is paid off? The autonomy for managing debt covenants requirements must remain with the local government.

Response 3:

The bill contemplates that local governments currently derive revenues from sources other than the CST (e.g., public services tax, franchise fees) that in theory are collected for the same purpose (i.e., to offset local government costs associated with placing or maintaining facilities in or on public roads or rights-of-way to facilitate the provision of communication services). The bill appears to preclude this by providing that the CST may only be collected in lieu of these other revenue sources. That may sound good in theory; however, the question is how the bill sponsor determined that the proposed maximum CST rates will be sufficient for all local governments to generate sufficient revenue in lieu of the other revenue sources. What analysis was done to arrive at the proposed rates?

The bill has a safety provision (lines 451 through 481) that would in theory provide funding to those local governments for which the CST revenues were determined to be insufficient. However:

The language says "the Legislature may appropriate to the affected jurisdiction." So by no means is this a guaranteed remedy.

The assistance is for when "revenues are expected to be insufficient to timely pay principal and interest or to comply with any covenant under a bond resolution for bonds or other indebtedness outstanding as of January 1, 2020." So for local governments with insufficient CST revenues to cover related costs for which there is no long-term debt involved, no assistance would be provided.

This remedy would not be available for local governments issuing debt after January 1, 2020.

The bill (lines 460 through 464) says "The fact that the revenues of a local communications services tax are pledged generally or that multiple revenue streams are pledged creates a presumption that the jurisdiction's insufficient revenue amount does not directly result from the

tax rate changes.” This presumes that each local government would be able to derive sufficient revenues from sources other than CST to cover related costs. Is that possible given current statutory limitations pertaining to these other revenue sources? Again, what analysis has been done to determine that these other revenues would be sufficient in lieu of the CST?

The bill (line 51) indicates the bill would “promote greater tax transparency.” What specific proposed law changes in the bill promote transparency?

Current law and the bill proposed law changes contemplate differing CST rates for charter and non-charter counties (this is also done in Section 337.401(3)(c)). At the risk of showing my ignorance, why does the law make this distinction? As the law provides for a lower rate for non-charter counties, there appears to be a presumption that non-charter counties would have a lesser need for CST revenues. I would think demographics, and not whether a county is chartered or not, would determine a county’s need for CST revenue. What am I missing?

Committee Responses for HB637 (Initial Feedback)

Response 1, Response 2 (in blue), & Response 3 (in red):

Line 35 - At a minimum, each county and municipality that adopts an impact fee by ordinance and each special district that adopts an impact fee by resolution must satisfy all of the following conditions:

Line 40 - Require that the calculation of the impact fee be based on the most recent and localized data and exclude any **operating** cost that does not meet the definition of a capital asset under generally accepted accounting principles for local governments, **exclusive of allowable administrative costs**. The cost per student station established in school impact fee calculations may not exceed the statutory total maximum cost per student station established in s. 1013.64(6).

Comments: I don't have a big problem with the above, in theory. I would like to add "operating" and the other wording just to clarify the intent.

One small concern is that every capital expenditure may not result in a capital asset, based on dollar thresholds. It mentions GAAP in general, so I think that leaves room for a correct interpretation of the intent.

Line 35 – Is it clear that design would be considered a capital cost of the impact fee funded capital expenditure?

Line 49 - (b) Segregate the revenues and expenditures of any impact fee that addresses the local governmental entity's infrastructure needs ~~in a separate impact fee trust fund.~~ **in a manner that makes all activity transparent, easy to audit and easy to report.**

Comments: I don't like the word "trust" or the word "separate". The type of fund should be dictated by GAAP, not state law, and setting-up a separate fund for every impact fee may be unnecessary and therefore, inefficient. Changes are suggested above.

I'm okay with the suggested changes. If they won't buy off on the suggested language, perhaps they would at least agree to drop the word "trust" so that the LG may use the appropriate GAAP fund type. However, I think a separate fund will be necessary for each impact fee because each fee is associated with a particular "development or parcel" and, to satisfy the "reasonable nexus" requirement, the impact fee may only be used for the "development or parcel" with which it is associated.

Line 49 – Could the use of trust fund imply the requirement of a separate bank account in addition to separate funds?

Line 57 - (c) On an annual basis, prepare a financial report for each impact fee ~~trust fund.~~ The annual financial report must include the following:

Comments: Requirements 1-4 are a terrible waste of time, and therefore, a terrible waste of money. They are unnecessary to conduct an audit and no one from the public will care one bit, ever, never. Luckily, the language seems vague enough so as to allow the preparation of a basic schedule that should allow compliance with minimum effort. Let's call it 4 to 8 hours of work annually, depending...

Language could be simplified as follows (also removes the word “trust”):

(c) On an annual basis, prepare an auditable financial report for each impact fee ~~trust~~ fund, ~~to~~ The annual financial report must include the following:

- ~~1. An auditable schedule of impact fee collections and expenditures and the~~ 2. The balance of the ~~trust~~ fund at the beginning and end of the fiscal year.
- ~~3. The amount of interest or other earnings on the monies~~ 63 in the trust fund for the fiscal year. ~~64~~
- ~~4. An auditable schedule of impact fee expenditures.~~

Line 57 - I’m also concerned about the timing of the information within 90 days of fiscal year end. Most local governments prepare and issue financial statements within 180 days of fiscal year end. What does “an auditable schedule” mean for impact fee collections and impact fee expenditures? And will there be separate reporting to the state as part of the annual financial report filed with the Division of Financial Services? And additional audit requirements through the Auditor General’s office?

Line 142 - (12)(a) Each county or municipality that assesses impact fees must establish an impact fee review committee.

(b)1. The committee shall be composed of the following members appointed by the county or city commission:

- a. Two members who are employed by the local government.
- b. Two members who represent the business community.
- c. Two members who are local residential contractors.
- d. One at-large member.

2. The county or city commission shall appoint three alternate members, consisting of one representative from each of the categories described in sub-subparagraphs 1.a.-c. who shall serve in the absence of their respective member.

Comments: Where will we get all these people? Everyone is super busy and we have trouble filling our Advisory Board seats as it is. It will be even more difficult for small communities to fill all these seats with qualified individuals.

The above is also a ridiculous expansion of government. Do we really need more government and more added administrative costs?

Managing this committee will take a significant amount of staff time. Recommend deletion of this costly and unnecessary requirement.

If they won't budge, at least cut the number of members down to one for each category, PLEASE.

Line 142 – What’s the purpose of the oversight board if a local government is following all of the established regulations and reporting and documents such as part of its year end audit?

Line 174 - 2. Review the proposed impact fee on each new development before the fee becomes final.

Comments: This will be expensive, time consuming and likely impossible to do for EACH new development. This will significantly delay the issuance of the building permits, especially when (not if) committee seats are vacant.

What problem are they trying to solve here? If the rules are established by the Committee, then each fee is easily auditable, and the Committee should not have to review EACH fee. This is administrative work for staff, not work for a volunteer Committee.

Line 185 - (e) The committee shall select an impact fee consultant to develop the impact fee recommendations.

Comments: This is adding more costs that will take money away from capital projects. Do we really need more consultants? Is this really a Florida bill or a California bill? Unbelievable. This is not rocket science.

Also, Line 185 seems out of place in the bill. Look at Line 176 and Line 181. Seems like selecting a consultant in Line 185 should come before both lines 176 and 181.

Recommend deleting Lines 176-189.

Recommend changing the bill's title to: A bill to be entitled, expanding local government bureaucracy and costs for no good reason, ...

Response 4:

The City of Wauchula Commissioners voted in 2006 to stop assessing impact fees for any developments in hopes of attracting development to Wauchula. The absence of impact fee assessments for development continues until today and although we have had some development, attracting development growth has been minimal for our rural community.

After reading others comments I continue to puzzle over where the Legislature believes the line should be drawn between legitimate necessity of transparency and unfunded mandates.

Currently, the Legislature's requirements and deadlines for posting information on entities' websites is a struggle for small municipalities working to make sure websites are ADA compliant to avoid legal challenges.



**Florida Government Finance Officers Association
Member & Leadership Development Committee
2019-2020**

2019-2020

Agenda Item Request

CHAIRPERSON

Olga Rabel, CGFO

Budget Manager
Clay County BCC
PO Box 988
Green Cove Springs,
FL 32043-0988
(904) 278-3724

Olga.Rabel@claycountygov.com

BOARD LIAISON

Melissa Burns

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jonathan Allen
Mandy Barrows
Jolanta Data
Alyssa Doerr
Judy Fleurimond
Michael Gauci
Carlisha Jenkins
Marcia Mack
Yana Matiyuk
Cecilia McCorkell
Carmen Mosley
Katie Roundtree
Sharhonda Rush
Daniel Sarkissian
Michelle Tipp
Ann Wynter

Meeting Date: February 7, 2020

Title of Item: FGFOA Leadership Class of 2020 Program

Executive Summary, Explanation or Background Information:

January 24, 2020 is the official deadline for the application. At the time of agenda preparation, we had 25 completed applications and anticipate more to be finalized before 5 pm deadline. The results will be reported at the meeting as additional information.

Recommended Action:

For Review.

Olga Rabel

Olga Rabel

01/24/2020

Date



**Florida Government Finance Officers Association
Member & Leadership Development Committee
2019-2020**

2019-2020

Agenda Item Request

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Clay County BCC
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Michelle Tipp
Ann Wynter

Meeting Date: February 7, 2020

Title of Item: Coaching Program

Executive Summary, Explanation or Background Information:

The subcommittee completed matching up the coachees and coaches and the introductions happened in January 2020. We have 15 pairs for this year. The committee members did the official introduction email together with signing the contract to ensure that the coach and coachee are connected and have the committee's point of contact if they need any assistance. The committee is planning to have the satisfaction survey distributed in April-May 2020.

Recommended Action:

For Review.

Olga Rabel

Olga Rabel

01/24/2020

Date



**Florida Government Finance Officers Association
SOGF Committee
2020-2021**

2019-2020

Agenda Item Request

CHAIRPERSON

Mark Parks, CPA

Chief Financial Officer

West Palm Beach

PO Box 3366

West Palm Beach, FL 33402-3366

(561) 822-1322

mparks@wpb.org

BOARD LIAISON

Nicole Gasparri

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

George Barbar

Marcia Carty

Catherine Colwell

Jennifer Desrosiers

Michael Dunlop

Cindy Emshoff

Benjamin Finkelstein

Sheila Fitzgerald

John Grady

Sharon Harding

Jeanette Haynes

Ann Kenny

Jeffrey Kern

Jeff Larson

Roberto Martinez

Everlyne Ololo

Maureen Powell

Tanya Quickel

Bridget Sims

Diane Smith

Christine Tenney

Elizabeth Walter

Tammy Wilson

Katherine Woodruff

Meeting Date: February 7, 2020

Title of Item: 2020 School of Government Finance

Executive Summary, Explanation or Background Information:

The Chair held individual calls with the Sub-Chairs for each section to become better acquainted and to solicit a SWOT Analysis on last year's school. A meeting with all Sub-Chairs was held on January 14, 2020. Dates and location of the school were discussed. A February 11, 2020 deadline was given to decide what the theme of the school would be. We discussed getting the word out to local chapters and it was suggested we ask for help from the board and the Chapter Presidents. The deadline to determine session topics and descriptions is May 12, 2020. Each group is to submit ten session ideas. Speakers and final descriptions are due June 16, 2020.

There were a few suggestions for enhancements, they are as follows:

1. The "Welcome" might be better at the new attendee's luncheon, because the 7:15 am "Welcome" may be too early.
2. The Committee should send "Thank You" letters to the speakers.
3. Drinks other than coffee at breaks would be appreciated.
4. We should work with local chapter in Fort Myers and the University of Georgia to identify speakers.
5. We should have someone explain the App at orientation and offer incentives for App usage.

The meeting dates for 2020 were set for 8:30am the second Tuesday of each month.

Recommended Action:

For all the initiatives mentioned above, the Committee would like guidance and assistance from the Board.

Mark Parks

1-24-2020

Date



Florida Government Finance Officers Association Technical Resources Committee 2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Linda Benoit, CPA

Division Manager Fiscal &
Accounting Services
Enterprise Solutions and
Quality Assurance
601 E Kennedy Blvd.
Tampa, FL 33602
(813) 301-7272

BenoitL@HillsboroughCounty.org

SUB-COMMITTEE CHAIR

Ryan Bernal

BOARD LIAISON

Michael Gomez

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Michelle Balais
Barbara Boyd
Kathleen Campbell
Yvonne Clayborne
Jordan Cupps
Michael Florio
Susan Friend
Ajay Gajjar
James Halleran
Wayne Hart
Derek Noonan
James Rizzo
Wade Sansbury
Terrence Vecchio
Joseph Welch
Mark White

Meeting Date: February 7, 2020

Title of Item: Technical Resources Committee Report

Executive Summary, Explanation or Background Information:

The Technical Resources committee completed 2 responses to GASB exposure drafts: Replacement of Interbank Offered Rates, and Implementation Guidance Update--2020.

As of this agenda, GASB has not issued any additional proposals for comment. They do have a full plate of new proposals later this year, including Disclosure Framework, Conceptual Framework for Revenue and Expense Recognition, and Financial Reporting Model

The committee has reviewed List-serve activity and found no topics needing committee research or action.

Recommended Action: None

Linda Benoit

January 24, 2020

Date

[illegible]

NEXT MEETING:

Friday, April 3, 2020 at the Embassy Suites, Orlando in conjunction with the FGFOA Leadership Class V graduation. You are invited to attend dinner on Thursday, April 2, 2020 at the Citrus Club. More details will be sent in a future calendar invite.