



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Wednesday, June 12, 2019

Lunch 11:30 a.m.
Meeting 12:00 p.m.

Diplomat Beach Resort – Room 214
3555 S Ocean Drive, Hollywood

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Wednesday, June 12, 2019
Lunch 11:30 a.m. Room 214
Meeting: 12:00 p.m.

LOCATION: Diplomat Beach Resort – Room 214

- I. Call to Order – Ken Burke, President**
- II. Roll Call**
- III. Consideration of Minutes – May 10, 2019**
- IV. Report of Officers**
 - A. President – Ken Burke**
 1. Strategic Planning Action Items
 - B. President-elect – Jamie Roberson**
 - C. Secretary/Treasurer – Shannon Ramsey-Chessman**
 - D. Executive Director Report – Paul Shamoun**
 1. 2019 – 2020 Budget
- V. Ad Hoc Committee**
 1. Enhancing the Role of the Finance Professional
Chair – Bryan Cahen
- VI. Standing Committee Reports**
 - A. Certification Committee**
Chair – Lorrie Simmons Liaison: Jonathan M.
 - B. Conference Host**
Chair – Lisa Snead Liaison: Frank DiP.

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: Kelly Strickland

G. 2018 School of Governmental Finance

Chair – Sharon Almeida

Liaison: Melissa Burns

H. Technical Resources

Chair – Linda Benoit

Liaison: Mike Gomez

VII. Other Business

VIII. Next Meeting – Friday, August 9, 2019

Florida League of Cities Office – Third Floor Conference Room
125 East Colonial Avenue, Orlando

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

June 12, 2019

NOT
PRESENT

PRESENT

OFFICERS

Ken Burke
Jamie Roberson
Shannon Ramsey-Chessman

DIRECTORS

1st Term	2nd Term	3rd Term
2019-2022		
2016-2019	2019-2022	
2017-2020		
2015-2018	2018-2021	
2017-2018	2018-2020	
2014-2017	2017-2020	
2018-2021		
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
Sharon Almeida, 2019 SOGF
Linda Benoit, Technical Resources
Bryan Cahen, Ad-Hoc-Enhancing the Role of the Finance Professional

CHAPTER PRESIDENTS

Mike Gomez, Big Bend
Kurt Petersen, Central Florida
Judy Garard, Florida First Coast
Cindy Nenno, Gulf Coast
Karen Keith, Hillsborough
Marge Strausbaugh, Nature Coast
Claudia Rasnick, North Central Florida
Leslie Harmon, Palm Beach
Tatiana Abernathy, Panhandle
Marie Elianor, South Florida
John Lege, Southwest
Milo Zonka, Space Coast
Judith Browning, Treasure Coast
Catherine Colwell, Volusia/Flagler

OTHERS IN ATTENDANCE

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

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
May 10, 2019

The meeting of the FGFOA Board of Directors took place on May 10, 2019 by conference call.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Kent Olson, Deputy Treasurer/Clerk, City of Tallahassee

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

Secretary – Treasurer, Jamie Roberson, Finance Director, Apopka

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

Director, William Spinelli, Controller, Orlando

Director, Kelly Strickland, Director of Financial Administration, Sarasota

COMMITTEE CHAIRS

Laura Aker Reece, Conference Host

Bryan Cahen, Conference Program

Linda Davidson, Legislative

Sharon Almeida, 2019 SOGF

Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

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 Olson called the May 10, 2019 meeting of the FGFOA Board of Directors to order at 2:03 p.m.

CONSIDERATION OF MINUTES

The April 5, 2019 minutes were reviewed. Mr. Olson recommended the creation of the Code of Ethics “Task Force” should not be stated as such. Wording should read “recommends an ad hoc committee”. Ms. Davidson also requested her name be corrected to Ms. Davidson, instead of Mrs. Davidson, in all locations.

Ms. Gasparri moved, seconded by Mr. Burke, to approve the April 5, 2019 minutes with edits. Motion passed unanimously.

PRESIDENT'S REPORT

Appointments to Ad Hoc Committee on Ethics Compliance

Mr. Olson appointed the following Past Presidents to review the material presented by Mr. Shamoun and serve on the Ad Hoc Committee on Ethics Compliance: Linda Davidson, Chair; Bob Inzer; Mary-Lou Pickles; Barry Skinner; Linda Howard.

EXECUTIVE DIRECTOR REPORT

Revised December 31, 2018 Financial Statements

Mr. Shamoun presented the revised December 31, 2018 Financial Statements for review.

Mr. Colvin moved, seconded by Mrs. Ramsey-Chessman, to approve the December 31, 2018 Financial Statements as presented. Motion passed unanimously.

2019 School of Governmental Finance Budget

Mr. Shamoun presented the 2019 School of Governmental Finance Budget which will be held at the Hilton San Destin Resort in Destin, FL on October 21-25, 2019. Upon review, there is additional information that's needed prior to approval. This document will be revised and included in the June 12, 2019 Board Meeting.

March 31, 2019 Financial Statements

Mr. Shamoun presented the interim March 31, 2019 Financial Statements. They were reviewed and will be presented again at the April 12, 2019 Board Meeting.

STANDING COMMITTEE REPORTS

School of Governmental Finance

Mrs. Almeida presented the 2019 SOGF session and topics with tentative descriptions. There were suggestions for changes that Ms. Almeida will incorporate into the final version which will be presented at the June 12, 2019 Board Meeting.

Ms. Gasparri moved, seconded by Mrs. Strickland, to proceed with topics as described with speakers to be decided within the presented format. Motion passed unanimously.

OTHER BUSINESS

NEXT MEETING

The next meeting of the Board of Directors **will be Wednesday, June 12, 2019** at the Diplomat Beach Resort, 3555 S Ocean Drive, Hollywood, Room 214. This meeting will be held in conjunction with the FGFOA Annual Conference.

ATTEST:

Jamie Roberson, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors
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: June 12, 2019

Title of Item: Strategic Planning Items

Executive Summary, Explanation or Background:

Recommended Action:

Review and approve the attached items which were discussed at the 2019-2020 Strategic Planning meeting held on May 30 – 31, 2019

Ken Burke

Ken Burke, President

06/12/2019

Date

2019-2020 Strategic Planning Notes

Action Items

1. Strategic Planning

Moving forward, the cost of Strategic Planning (food and hotel) will be covered by FGFOA as board activity.

2. Theme for 2020

The theme for 2020 will be “Enhance the Image of the Financial Professional” (or something along these lines as organized by our Publications department).

3. Annual conference

Thought will be given to placing greater emphasis on the soft skills needed for the financial professional. Topics such as leadership, effective management, recruiting and maintaining a quality workforce and engagement are possible session themes.

4. Theme Ad Hoc Committee

Bryan Cahen will be the chair of the ad hoc committee on the theme “Enhance the Image of the Financial Professional” and incorporating it into sessions for the Annual Conference 2020.

5. Retiree Network

The Board approved Sarah Koser as the chair of the ad hoc committee on the Retiree Network. The Board has given direction that a vetting process should be considered. People participating in the Retiree Network will be compensated (not volunteer). Items to consider with the vetting process include areas of a candidate’s expertise, gathering their contact information, and posting it to a page on the FGFOA website (the look of this page is to be developed by the ad hoc committee). Members of the committee will need to be chosen and notified. An item will be prepared for the August Board meeting.

6. Establishment of Committees

The Board recommends a policy change stating that ad hoc committees only be established after the board has determined the charge of the ad hoc committee is outside the scope of one of our existing standing committees. It is the intent of the board to use the existing standing committee structure first prior to the formation of an ad hoc committee.

7. Election Process and Nominating Committee

The Board approved using a concept or guideline similar to the GFOA model where the nominating committee designates a slate (board and secretary-treasurer) which is ratified at conference. They also approved a nominating committee of 7 to be composed of the President-elect (chair) and two members appointed for three-year terms by each President. The board will give direction to the committee for procedural and implementation recommendations. People wanting to serve on this committee would need a letter of recommendation similar to the Leadership application. The format of the nominating committee would need to be addressed prior to the election process being updated. The committee would need to develop a transition plan for implementation. It is further the board’s direction that the current structure of the board remain in place.

8. Election Ad Hoc Committee

The Board approved the creation of an Election Ad Hoc committee. The chair will be Rip Colvin, and the members are: Shannon Ramsey-Chessman, Nicole Gasparri, Frank DiPaolo, John McKinney, Kelly Strickland and Paul Shamoun. This committee will conduct its work so that a report may be accepted at the August Board meeting.

9. Annual Conference

Continue with one hotel concept but allow meeting planning to research other opportunities such as convention centers. The Board approved increasing Annual Conference Registration rates by \$25 per year for a “period of time” not yet defined.

2019-2020 Strategic Planning Notes

10. Leadership

The Board approved continuing the FGFOA Leadership program with the same subsidy.



Florida Government Finance Officers Association, Inc.
Board of Directors
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: June 12, 2019

Executive Summary, Explanation or Background Information on

Request: Attached for your review is the proposed 2019-2020 budget. All items discussed during the planning session have been incorporated into the budget.

Recommended Action:

Approval of the 2019-2020 annual budget

Paul Shamoun

June 12, 2019

Date

Proposed 2019-2020 FGFOA Budget

	2017 - 2018	2018-2019
	<i>ACTUAL</i>	<i>Approved 2/22/19</i>
<u>REVENUES</u>		
Membership Dues	\$103,635	\$105,000
Investment Income	\$3,160	\$4,000
Annual Conference	\$600,583	\$636,500
Boot Camps	\$40,960	\$52,800
School of Governmental Finance	\$78,802	\$78,230
Divergent Series	\$3,675	\$0
Leadership FGFOA	\$54,000	\$19,900
Pre-Conference Seminar	\$25,635	\$27,000
CGFO Fees	\$37,575	\$45,000
Miscellaneous Income	\$543	\$0
TOTAL REVENUES	\$948,568	\$968,430
<u>EXPENSES</u>		
Training/ Education		
Conference Expenses	\$531,747	\$644,700
Boot Camps	\$21,407	\$41,200
School of Governmental Finance	\$51,914	\$77,550
Leadership FGFOA	\$63,625	\$61,150
Divergent Series	\$889	\$0
Pre-Conference Seminar	\$24,785	\$25,000
CGFO Expenses	\$8,102	\$63,000
NASBA Fees	\$795	\$1,000
Local Chapter Support	\$0	\$0
Total - Training/ Education Expenses	\$703,264	\$913,600
Standing Committees:		
Standing Committee Meetings	\$848	\$2,000
All Committee Mtgs @ Conference	\$4,381	\$7,000
Total - Standing Committees	\$5,229	\$9,000
Communication to Members		
Internet Homepage	\$0	\$0
Postage & Mailing	\$911	\$500
Printing & Duplicating	\$482	\$1,500
Total Communication to members	\$1,393	\$2,000
Professional Services:		
Administrator	\$99,898	\$115,000
Auditor Fees	\$9,150	\$9,500
Total - Professional Services	\$109,048	\$124,500
Meeting Expenses:		
GFOA Reception	\$5,083	\$5,000
Board of Directors	\$8,721	\$21,500

Proposed 2019-2020 FGFOA Budget

	2017 - 2018	2018-2019
	<i>ACTUAL</i>	<i>Approved 2/22/19</i>
Strategic Planning	\$1,544	\$3,500
GFOA Conference	\$3,669	\$4,000
Total Meeting Expenses	\$19,017	\$34,000
Administrative Expenses:		
Insurance Expense	\$4,340	\$4,500
List Serve - ongoing fees	\$2,346	\$4,000
Filings & Registrations	\$61	\$100
Staff Travel	\$2,307	\$3,500
Miscellaneous Expense	\$2,167	\$3,500
Depreciation	\$127	\$200
Credit Card Terminal	\$27,417	\$30,000
Total - Administrative Expenses	\$38,765	\$45,800
TOTAL EXPENSES	\$876,716	\$1,128,900
Increase (Decrease) in Net Assets	\$71,852	(\$160,470)
Net Assets-Beginning of Period	\$272,230	\$344,082
Net Assets-End of Period	\$344,082	\$183,612

**2020 Annual Conference Proposed Budget
Orlando, FL**

	2018 Budget Approved October 25, 2017	2018 Actual	2019 Approved Budget
<u>REVENUES</u>			
<u>REGISTRATIONS</u>			
Member Registrations	\$210,000	\$247,200	\$275,000
Member Late Registrations	\$6,500	\$5,780	\$9,000
Associate Registrations	\$41,000	\$46,440	\$41,000
Associate Late Registrations	\$4,000	\$1,600	\$4,000
Non-Member Registrations	\$15,000	\$13,440	\$15,000
Non-Member Late Registrations	\$2,000	\$4,600	\$1,000
TOTAL REGISTRATIONS	\$278,500	\$319,060	\$345,000
<u>OTHER REVENUES</u>			
Exhibitor Fees *	\$188,400	\$202,475	\$195,000
Tuesday Night Event Ticket			\$0
Extra Tickets All Events	\$5,000	\$3,365	\$2,000
Golf	\$6,000	\$5,500	\$6,000
Hotel Commissions (1)	\$43,600	\$45,025	\$58,000
Cancellation Fees	\$1,000	\$1,260	\$1,000
Ethics Income	\$9,000	\$10,740	\$9,000
Convention & Visitors Bureau	\$0	\$0	\$10,000
Room Credits (2)	\$10,500	\$13,158	\$10,500
TOTAL OTHER REVENUE	\$263,500	\$281,523	\$291,500
TOTAL REVENUES	\$542,000	\$600,583	\$636,500
<u>EXPENSES</u>			
<u>INSTRUCTIONAL</u>			
Equipment Rental	\$35,000	\$37,652	\$35,000
Speaker's per diem/honorarium	\$10,000	\$3,517	\$10,000
Refreshment Breaks	\$120,000	\$129,381	\$135,000
Tuesday Business Luncheon	\$45,000	\$41,102	\$50,000
Monday Lunch	\$20,000	\$20,910	\$20,000
TOTAL INSTRUCTIONAL EXPENSE	\$230,000	\$232,562	\$250,000
<u>SPECIAL EVENTS</u>			
Golf Tournament	\$6,000	\$5,657	\$6,000
Opening Ceremony	\$500	\$300	\$500
Association Night Reception	\$55,000	\$48,743	\$55,000
Ethics Course Expense	\$10,000	\$9,284	\$10,000
Tuesday Event	\$95,000	\$116,227	\$95,000
Hospitality Food, Beverages & Supplies	\$30,000	\$24,883	\$35,000
President's Reception	\$12,000	\$11,179	\$14,000
Emerging Leaders Reception	\$4,000	\$4,314	\$5,000
TOTAL SPECIAL EVENTS EXPENSE	\$212,500	\$220,587	\$220,500
<u>SPECIAL CONFERENCE EXPENSES</u>			
Room Rate By Down	\$0	\$0	\$70,200

**2020 Annual Conference Proposed Budget
Orlando, FL**

	2018 Budget Approved October 25, 2017	2018 Actual	2019 Approved Budget
Host Committee	\$0	\$0	\$1,000
Welcome Bags	\$5,000	\$2,763	\$5,000
Speaker Gifts	\$3,500	\$2,850	\$3,500
Transportation & other	\$6,000	\$5,630	\$6,000
TOTAL SPECIAL CONFERENCE EXPENSES	\$14,500	\$11,243	\$85,700
<u>REGISTRATION/MAILINGS</u>			
Postage	\$500	\$60	\$500
Printing/Duplicating	\$6,000	\$3,805	\$6,000
Office Supplies	\$2,000	\$1,386	\$2,000
TOTAL REGISTRATION/MAILING EXPENSE	\$8,500	\$5,251	\$8,500
<u>EXHIBITOR</u>			
Security	\$1,000	\$437	\$1,000
Service	\$15,000	\$15,200	\$20,000
TOTAL EXHIBITOR EXPENSES	\$16,000	\$15,637	\$21,000
STAFF EXPENSES	\$12,000	\$10,389	\$12,000
<u>OTHER</u>			
Miscellaneous	\$5,000	\$3,723	\$5,000
Meeting Planner Services	\$29,400	\$30,480	\$30,000
Cancellation Insurance	\$1,900	\$1,876	\$2,000
Internet Café - High Speed Connections	\$10,000	\$0	\$10,000
TOTAL OTHER EXPENSES	\$46,300	\$36,079	\$47,000
TOTAL EXPENSES	\$539,800	\$531,747	\$644,700
NET INCOME	\$2,200	\$68,836	-\$8,200

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

Proposed 2019 SOGF Budget

		2018 Approved February 9, 2018	2018 Actual as of 12/31/18	2019 Proposed 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
Insurance		\$500	\$434	\$1,000
Hotel Attrition		\$0	\$0	\$0
Transportation		\$0	\$0	\$0
TOTAL EXPENSES		\$77,550	\$70,773	\$78,100
NET INCOME		\$680	\$43,374	\$1,005

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 Proposed Budget
<u>REVENUES</u>				
2018 Registration Fees (\$995)	\$54,000	\$19,900	\$19,900	\$19,900
TOTAL REVENUES	\$54,000	\$19,900	\$19,900	\$19,900
<u>EXPENSES</u>				
Hotel Fee	\$14,513	\$15,000		\$15,000
Breaks	\$3,140	\$3,500		\$3,500
Room Rental		\$0		\$0
Lunch	\$3,762	\$4,500		\$4,500
Dinner	\$7,278	\$7,500		\$7,500
Staff Travel	\$2,100	\$2,200		\$2,200
Equipment Rentals	\$3,909	\$4,000		\$4,000
Speaker Expenses & Travel	\$24,883	\$20,200		\$20,000
Awards/Pins/	\$1,410	\$1,500		\$1,500
Operating Supplies	\$0	\$0		\$0
Printing/Duplicating	\$630	\$750		\$750
Meeting Planning Services	\$2,000	\$2,000		\$2,000
TOTAL EXPENSES	\$63,625	\$61,150	\$0	\$60,950
NET INCOME	(\$9,625)	(\$41,250)	\$19,900	(\$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			

Proposed 2019 - 2020 CGFO Budget

	2018-2019 Approved Budget	2018-2019 Actual	2019-2020 Proposed Budget
<u>REVENUES</u>			
Renewals	\$4,000	\$4,015	\$4,000
Application Fee	\$3,000	\$2,000	\$3,000
Review Courses	\$22,000	\$16,760	\$22,000
Fall Review			
Spring Webinar			
Exams	\$16,000	\$9,720	\$16,000
Fall			
Spring			
Miscellaneous Income	\$0	\$0	\$0
TOTAL REVENUES	\$45,000	\$32,495	\$45,000
<u>EXPENSES</u>			
Scantron Maintenance & Upgrades & Supplies	\$500		\$500
NASBA Fees	\$0		\$0
CGFO Printing & Mailing	\$1,000		\$1,000
CGFO Exam Rewrite or Update *	\$47,000		\$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 ADMINSTRATIVE EXPENSES	\$63,000	\$9,297	\$63,000
NET INCOME	(\$18,000)	\$23,198	(\$18,000)

* Per April 7, 2017 Board Meeting

Proposed 2019-2020 Boot Camp Budget

	2018 - 2019 Approved Budget	2018 - 2019 Actual	2019 Summer	2019 SOGF	2020 Spring	2020 Conference	2019 - 2020 Proposed Budget
<u>REVENUES *</u>							
Active Members	\$52,800	\$38,280	\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>TOTAL REVENUES</u>	\$52,800	\$38,280	\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
<u>EXPENSE</u>							
Speaker Fee	\$12,000	\$8,959	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
AV	\$4,000	\$2,051	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Refreshment Breaks	\$12,000	\$4,332	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Lunch	\$7,000	\$4,618	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Room Rental	\$1,000	\$1,011	\$500	\$0	\$500	\$0	\$1,000
Printing	\$1,200	\$0	\$300	\$300	\$300	\$300	\$1,200
Staff Travel	\$1,000	\$344	\$500	\$0	\$500	\$0	\$1,000
<u>TOTAL EXPENSES</u>	\$38,200	\$21,315	\$10,800	\$9,800	\$10,800	\$9,800	\$41,200
<u>NET INCOME</u>	\$14,600	\$16,965	\$2,400	\$3,400	\$2,400	\$3,400	\$11,600

Registrations Type

Active Member	440.00	440.00
Associate Member	480.00	480.00

Fee Increased per April 7, 2017 Board Meeting

* Based on 30 participants per session

Proposed 2019-2020 Board Budget

	2018 - 2019 Approved Budget	2018 - 2019 Actual	2019 - 2020 Proposed
<u>EXPENSE</u>			
Hotel	\$10,000		\$13,000
Meals			
Breakfast	\$2,500		\$3,500
Lunch	\$4,000		\$5,000
Dinner	\$5,000		\$7,500
Other	\$0		\$0
<u>TOTAL EXPENSES</u>	\$21,500	\$0	\$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>Approved</i>	<i>Proposed</i>
Net Assets Check				
	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
Operating Expenses	873,336	882,080	1,128,900	1,129,750
Average Three Year Expenses	851,790	848,796	961,439	1,046,910
Minimum Net Assets - Two months	141,965	141,466	160,240	174,485
Desired Net Assets - Four Months	283,930	282,932	320,480	348,970
Middle	212,947	212,199	240,360	261,728
Budgeted Fund Balance	212,401	344,082	183,612	239,637



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2019-2020

2019-2020

Agenda Item Request

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
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Elizabeth Walter
Katherine Woodruff
Tammy Wilson
Sean Congero
Devin Carter

Meeting Date: June 12, 2019

Title of Item: 2019 School of Governmental Finance Update

Executive Summary, Explanation or Background Information on Request:

1. Update on 2019 SOGF speakers
2. Recommendation for subsidizing the 2019 school costs for those affected by Hurricane Michael.

Recommended Action:

Board approval on the recommended costs to be subsidized.

Sharon Almeida

Sharon Almeida

6/4/19

Date

NEXT MEETING:

Friday, August 9, 2019 Florida League of Cities Office – Third Floor

Conference Room, 125 East Colonial Avenue, Orlando

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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