

Using the FGFOA List Serves



Benefits of Using the List Serves

- Obtain answers to technical inquiries
 - Legal, accounting, auditing, financial reporting
- Determine best practices
 - Is what I'm doing okay?
 - Is there a better way to do it?
- Survey others about various topics
 - Have you heard about . . . ?
- Disseminate/receive information to/from others that could be useful

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There may be a misperception that the List Serve is only for making technical inquiries

In fact, there are several other uses

Many of the questions posted have asked about specific business practices (e.g., billing and collection procedures)

Many have also acted as a survey (e.g., have you heard about a new law, how is it affecting you, etc.)

Also, you can let your peers know about a new law, report, event, etc, and they can do the same for you.

Example List Serve Postings

Accounting and Auditing

- How are you accounting for red light ticket revenues collected and the portion paid to the State?
- Do you have sample fixed asset disposal procedures and forms you could share?
- How do your internal auditors maintain and document their independence?

Example List Serve Postings

Budgeting

- Has anyone found a good software for budgeting, financial planning, or cash flow?
- If you are a city or county with multiple taxing districts, do you apply the 200.065(5)(a)1 limitation (less than 110%, 2/3 vote) to each individual millage or to the aggregate of operating millages?
- What process do you use to develop a capital project idea into an adopted project on the CIP plan? Who is responsible for creating the CIP?

Example List Serve Postings

Debt and Treasury Management

- Do you have payment collection procedure you can share?
- Are you aware of any law that prohibits including a contingent fee as an "add-on" to the amount placed with a collection agency for a delinquent account?
- Does anyone have experience structuring short-term formal debt arrangements?

Example List Serve Postings

Financial Administration

- What suggestions do you have for contracting with an ambulance service provider?
- Has anyone developed a checklist for contracts & grants (e.g., reporting, CFDA numbers, due dates)?
- Do you have a minimum unreserved fund balance policy you could share?

Example List Serve Postings

Personnel and Payroll

- Does anyone have any guidelines regarding a paperless payroll (i.e., all direct deposit, no paper checks) that they can share?
- What is your cap on accrual of sick and vacation hours for management employees?
- For supplemental payrolls for leave hour buy backs, annual allowances, bonuses, etc., do you allow employees to distribute these earnings across various accounts or are they restricted to one account?





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2014 Annual Conference Registration is Now Open!

May 31 - June 4, 2014 at the Orlando World Center Marriott

The FGFOA Board of Directors, Conference Host Committee and the Conference Program Committee are pleased to announce the 2014 FGFOA Annual Conference registration is now open! The theme, "Financial Rollercoaster-Staying on Track", depicts what we have been experiencing and the ongoing challenges as finance professionals.

Take advantage of the opportunity to receive over 20 hours of CPE as well as the required four hours Governmental Ethics Course. In addition, a choice of two Pre-Conference Seminars on Saturday, May 31, 2014: Investment Pre-con or Pension to cover the eight hours of investment training or Budget, Economics, and Financial Planning Pre-Conference Seminar for eight hours of TB.

FGFOA has secured special rates for the 2014 Annual Conference participants of \$149 per night at The Marriott World Center Orlando. Parking rates are \$15.00 Valet and \$5.00 self park per day. Please register early to ensure the conference room rate availability. The hotel registration form will be emailed to you once you're conference registration is received.

[Conference Announcement](#)
[Conference Registration Form](#)
[Online Registration](#)

2014-2015 FGFOA Committees

President-Elect Mary Lou Pickles invites you to join a committee. Deadline April 15, 2014.

[Committee Overview Power Point](#)

First, on the main FGFOA web page, you will see an icon titled "FGFOA List Serves"

Click on the "List Serves" icon, which will take you to the FGFOA List Serves web page (**see next slide**)



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Search

Resources

List Serve Information

FGFOA List Serves - Sign up today!

The FGFOA has established five new List Serve's to allow the membership to communicate on important issues.

What are List Serves? List Serves are email based communication where you become a member. As a member, you can ask the other members of the List Serve a question by sending an e-mail to that List Serve email address. Members of the List Serve can choose to get the emails as they are sent or get them all at once at some scheduled time. You will receive all emails sent to that List Serve address. You can unsubscribe at any time. There are five List Serves. You can sign up for one or all of them, depending on your interest.

Please click [here](#) to view a PowerPoint on how to use the ListServe

List Serve Categories Guidelines

(topics are sample only - other topics may be posted)

Accounting and Auditing

Accounting methods

Auditing

CAFR Preparation

Capital Assets

Financial Reporting

Fund balance

GFOA CAFR award

Internal Controls

State of Florida Policies and Regulations

Budgeting

Budget Preparation

Budget Types

Capital Improvement Program

Fiscal Policies - Best Practices

GFOA Budget Award

This web page tells you about the List Serve categories

Sample topics are provided for most categories

If you scroll down, you'll eventually see what's on the **next slide**

Procurement/Purchasing
Purchasing
Retirement Plans and Deferred Compensation Plans
Risk Management

Personnel and Payroll

Benefits
Deferred Compensation Plans
Fringe Benefits - Taxable and nontaxable
Health Care Plans
Other Post Employment Benefits
Overtime
Retirement Plans
Sick and Vacation Time
Unions
W-2 Reporting
Wage and Hour Law

To join, simply send an email to the following:

FGFOA-ACCOUNTINGAUDITING-subscribe-request@listserv.fgfoa.org
FGFOA-BUDGETING-subscribe-request@listserv.fgfoa.org
FGFOA-DEBTTREASURYMANAGEMENT-subscribe-request@listserv.fgfoa.org
FGFOA-FINANCIALADMINISTRATION-subscribe-request@listserv.fgfoa.org *NEW*
FGFOA-PERSONNELPAYROLL-subscribe-request@listserv.fgfoa.org *NEW*

Your registration will require verification of FGFOA membership and approval. You will receive notification once you have been approved for the List Serve and are subscribed.

Once you are subscribed, you can send an email to the list at:

FGFOA-ACCOUNTINGAUDITING@listserv.fgfoa.org
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FGFOA-DEBTTREASURYMANAGEMENT@listserv.fgfoa.org
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FGFOA-PERSONNELPAYROLL@listserv.fgfoa.org *NEW*

You can also visit the website directly at: <http://listserv.fgfoa.org/> and register, go to Online List Archives and sign up for new password. You can then manage your List Serve account, unsubscribe and view archive postings.

PLEASE NOTE:

- You must be a member of the FGFOA to sign up for the List Serve (membership will be verified before acceptance).
- The postings will be reviewed and approved prior to submission to the entire List Serve to ensure integrity of the List Serv.
- The Technical Resources Committee and the FGFOA Board of Directors will be participating in the List Serve to make sure that questions are responded to.

List Serve Policies

[List Serve Etiquette](#)
[List Serve Information](#)
[List Serve Policies](#)
[List Serve Tips](#)

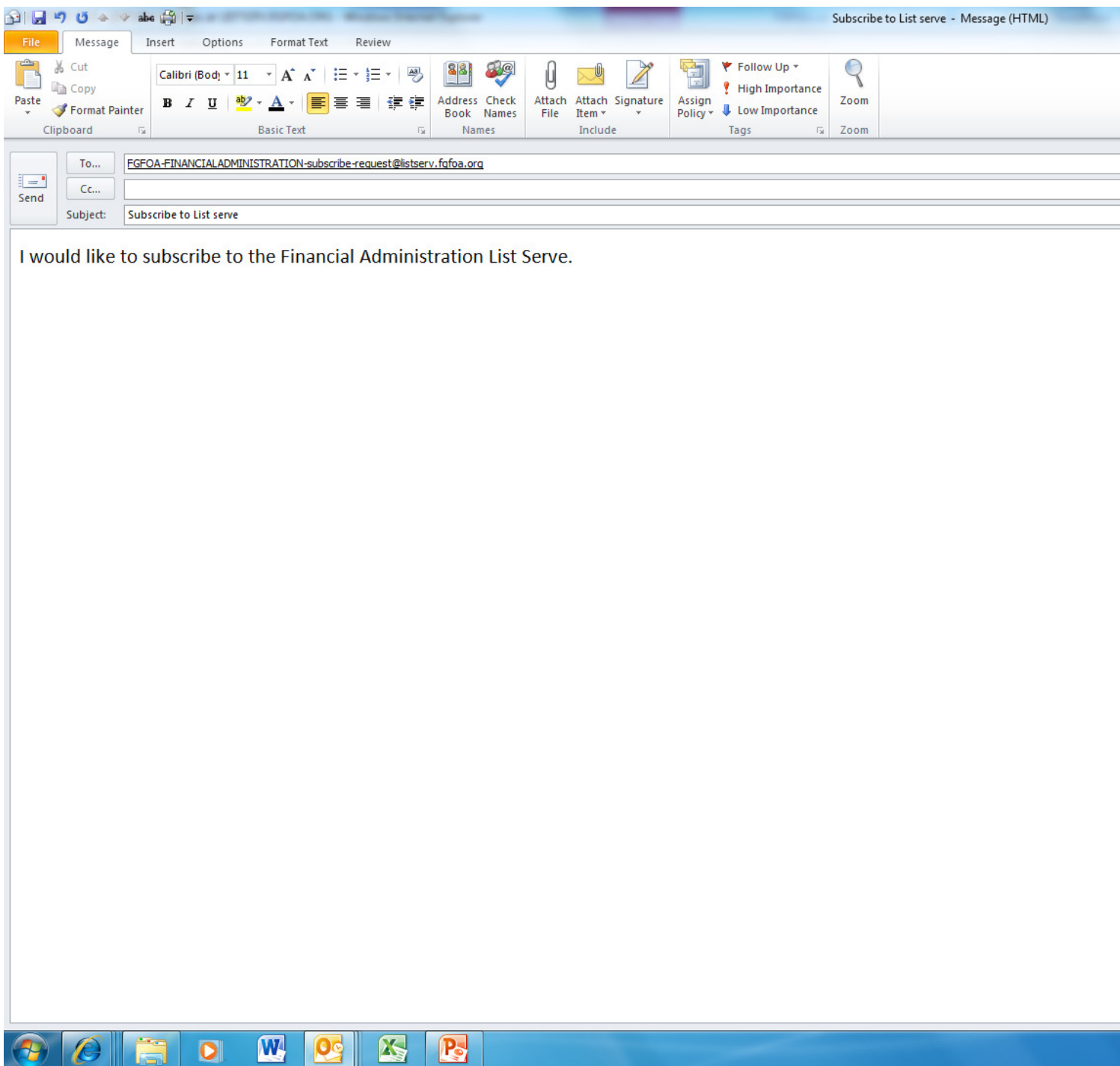
If you have any questions please contact [Jeannie Garner](#).

[print](#)

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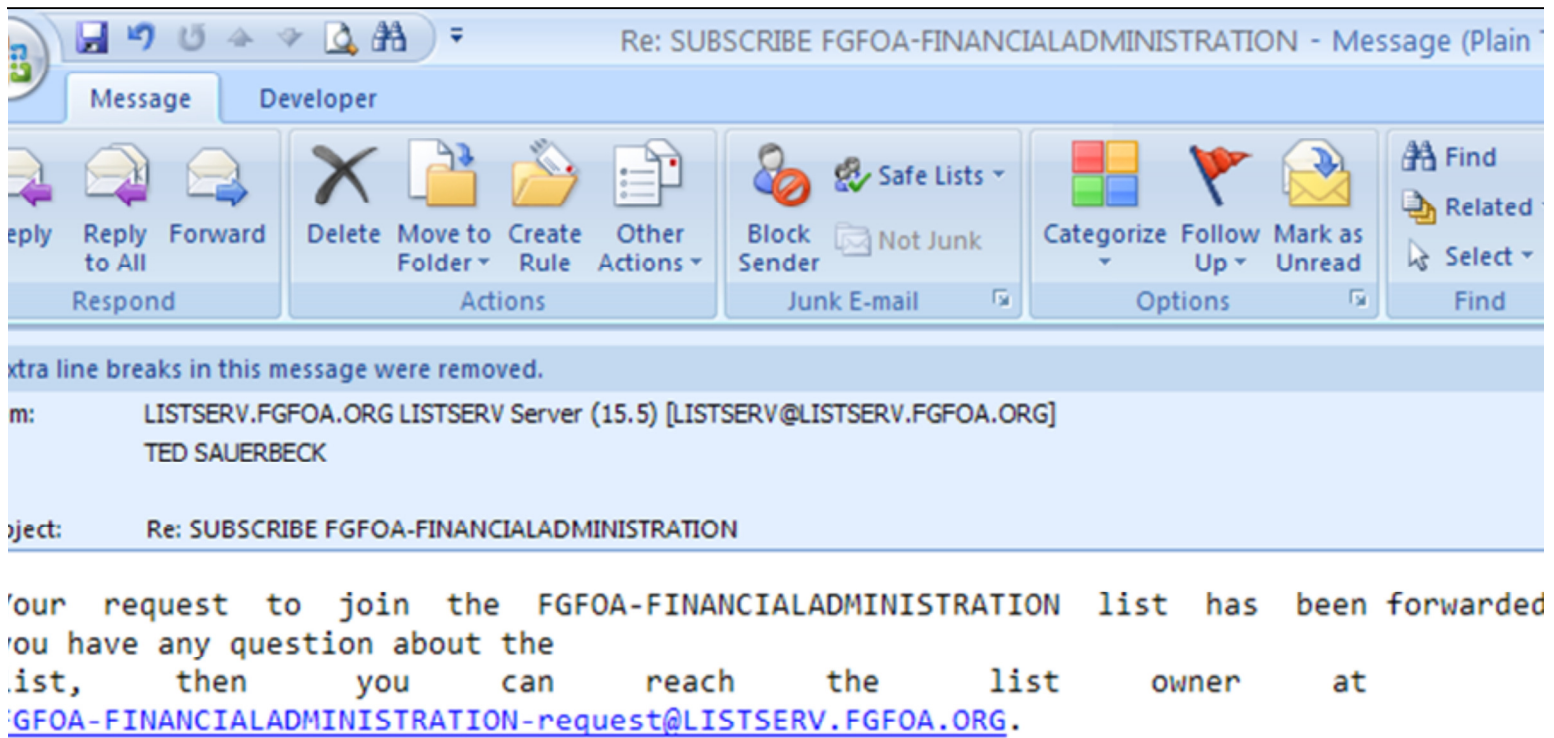
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To join a particular List Serve, you click on the link for the category you are interested in, which brings up an email (see next slide)



This is an example of an email sent to join the Financial Administration List Serve

After you send the email, you'll get a response email
(see next slide)



This email will let you know that your request is being considered

After verification that you are an FGFOA member, you'll receive an email notifying you that you have been approved for the List Serve and are subscribed

You should receive this notification email in less than an hour (**see next slide**)

“To reduce the chance of servers blocking incoming listserv emails, we recommend that user’s have their email administrator white list, at minimum, the following IP addresses:

209.119.0.145 [lychee.ease.lsoft.com]
209.119.0.170 [loquat.ease.lsoft.com]
209.119.0.189 [louvi.ease.lsoft.com]
67.94.7.99 [listserv.fgfoa.org]

All of our mail is sent from various servers in the following address blocks:

209.119.0.0/24
209.119.1.0/24
69.94.7.0/24

(We own all three blocks, and have outbound servers in each.)”



Procurement/Purchasing
Purchasing
Retirement Plans and Deferred Compensation Plans
Risk Management

Personnel and Payroll

Benefits
Deferred Compensation Plans
Fringe Benefits - Taxable and nontaxable
Health Care Plans
Other Post Employment Benefits
Overtime
Retirement Plans
Sick and Vacation Time
Unions
W-2 Reporting
Wage and Hour Law

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FGFOA-BUDGETING-subscribe-request@listserv.fgfoa.org
FGFOA-DEBTTREASURYMANAGEMENT-subscribe-request@listserv.fgfoa.org
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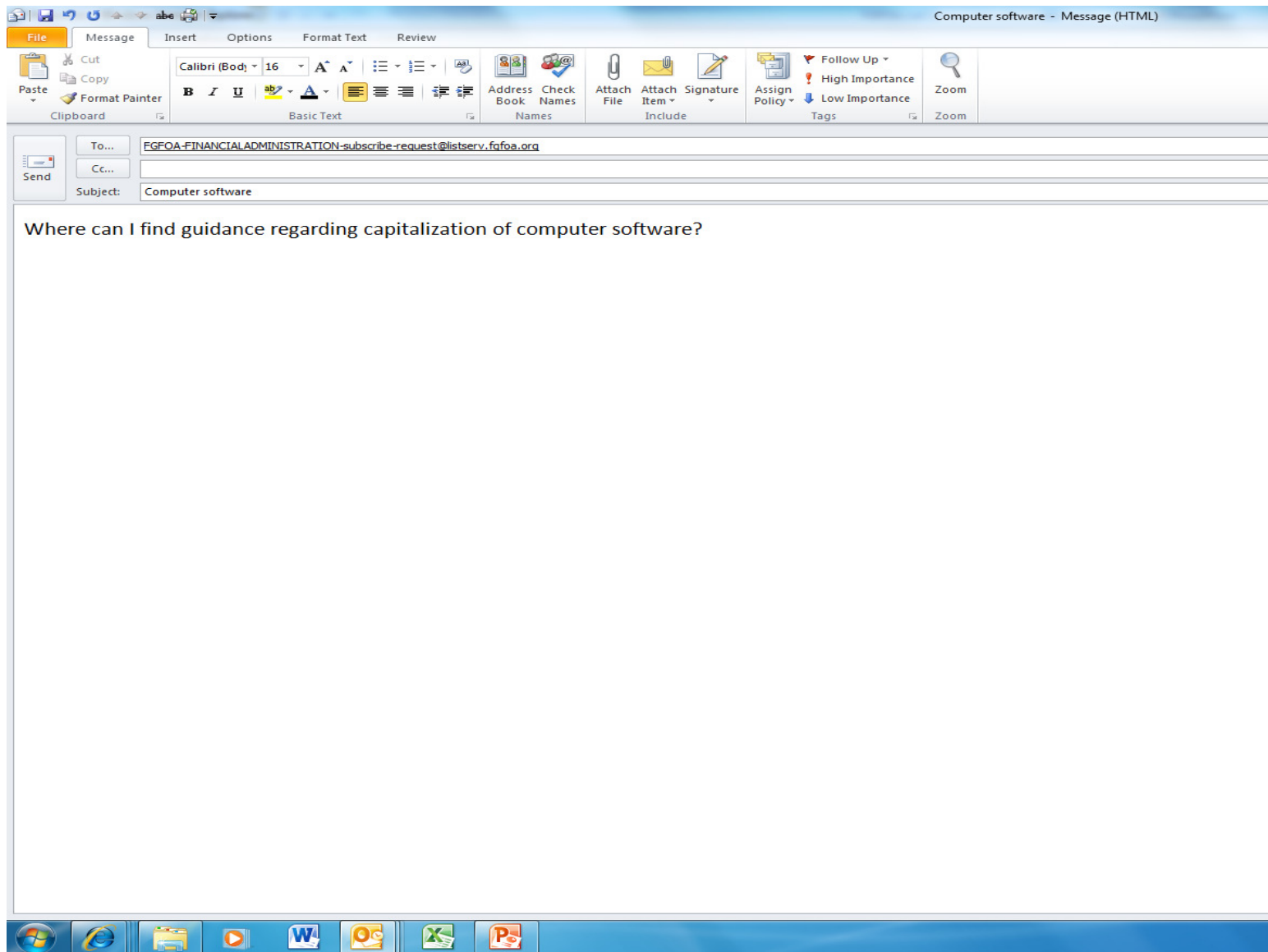
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There are two ways to post a question or message to the List Serve:

1. You can go to the List Serve web page (**see slide**) and click on the link for the category you are interested in, which brings up an email

or

2. You can respond to emailed postings you receive



This is an example of an email with a technical inquiry (answer would be GASB Statement No. 51)

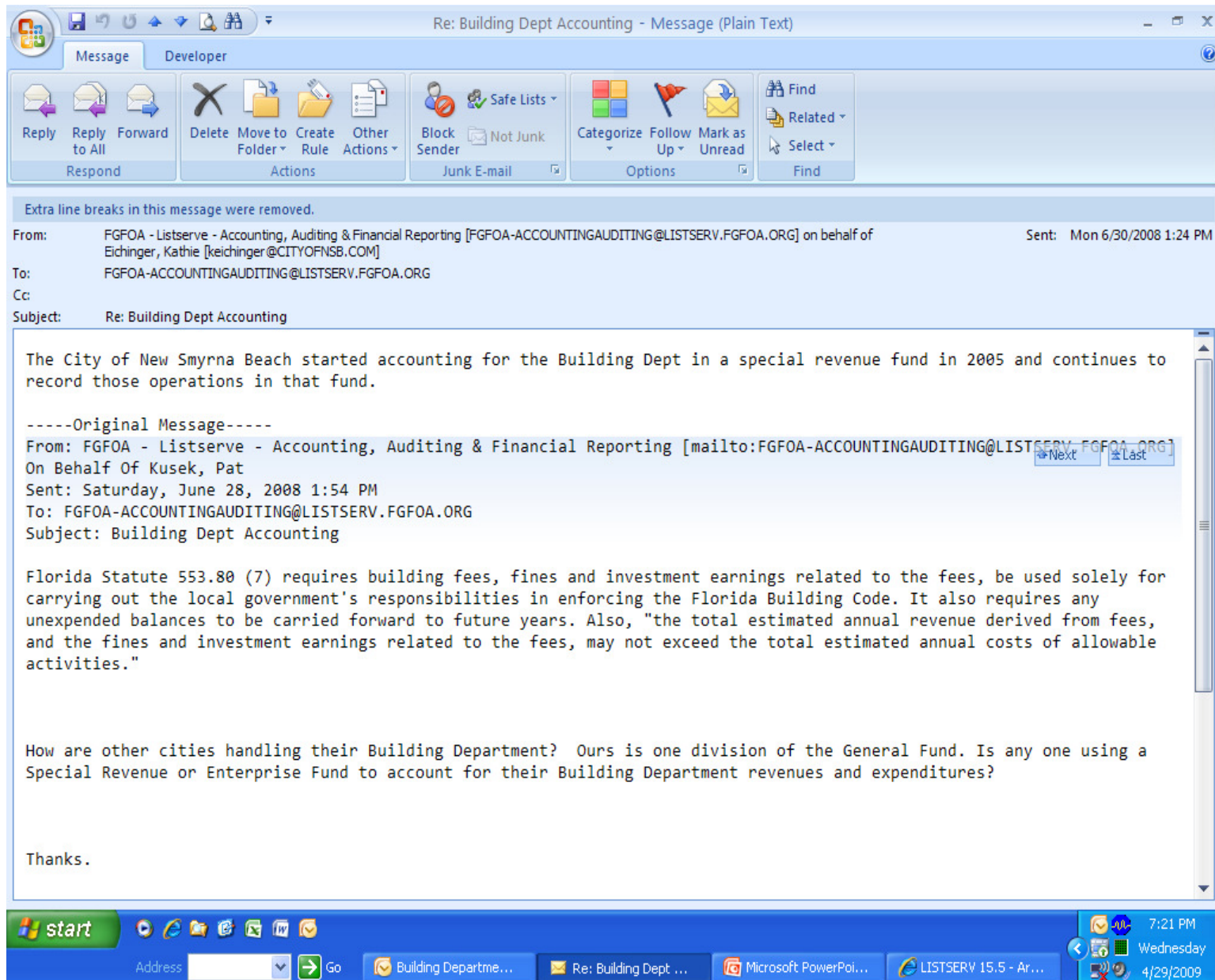
Since it relates to accounting/financial reporting, it would be posted to the Accounting and Auditing List Serve

It's important to put something in the subject category

Remember that there are five (5) List Serve categories

Guidelines as to what topics relate to each category are on the main List Serve web page





If you have elected to receive emails of all postings for the List Serves you've joined:

- You will receive an email showing each posting to those List Serves (**see above example**)

Otherwise, you would have to check the List Serve archives



Procurement/Purchasing
Purchasing
Retirement Plans and Deferred Compensation Plans
Risk Management

Personnel and Payroll

Benefits
Deferred Compensation Plans
Fringe Benefits - Taxable and nontaxable
Health Care Plans
Other Post Employment Benefits
Overtime
Retirement Plans
Sick and Vacation Time
Unions
W-2 Reporting
Wage and Hour Law

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To search the archives you need to click on the link
<http://listserve.fgfoa.org> from the main List Serve web
page (shown above)

This will take you to the LISTSERVE Archives web page
(see next slide)



LISTSERV.FGOA.ORG

This LISTSERV server is located at LISTSERV.FGOA.ORG. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an HTML description, you get more information about the list by hovering the mouse over the list name.

| List Name | List Title | Access Unlisted Lists |
|-------------------------------|---|--|
| FGFOA-ACCOUNTINGAUDITING | FGFOA - Listserv - Accounting, Auditing & Financial Reporting (555 Subscribers) | <input type="text"/> <input type="button" value="Search"/> |
| FGFOA-BUDGETING | FGFOA - Listserv - Budgeting (467 Subscribers) | |
| FGFOA-DEBTTREASURY | FGFOA - List - Debt & Treasury (719 Subscribers) | |
| FGFOA-FINANCIALADMINISTRATION | FGFOA - Listserv - Financial Administration (430 Subscribers) | |

Lists per Page: 50

Options

Log Out
 Change Password

Search Archives

Preferences

Resources

About LISTSERV
 LISTSERV Documentation



The first time you go to use the archives you'll need to get a password

To do this, click on "Get Password," which will take you to the "Register LISTSERVE Password" web page (**see next slide**)



Register LISTSERV Password

Register LISTSERV Password

Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.

Email Address:

Password:

Password (Again):

(Verification)

Register Password

On this web page, fill in the boxes and click "Register Password"

You'll then receive a notification that your request for a password has been granted, and you'll end up at the "LISTSERV Archives" web page again (**see next slide**)



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Lists per Page: 50

Options

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- Search Archives
- Preferences

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- LISTSERV Documentation



From the LISTSERVE Archives web page, click on “Search Archives,” which will take you to the “Archive Search” web page (**see next slide**)

http://listserv.fgfoa.org/scripts/wa-FGFOA.exe?REPORT&z=4&X=788B476F4FA43C2850&Y=tedsauerbeck%40aud.state.fl.us

Favorites <http://www.myflorida.co...> National Association of In... Suggested Sites

LISTSERV 16.0 - Archive Search

Archive Search

Search For

String: Substring ☐

Advanced Search

Subject Contains: Author's Address:

Since: Until:

Search Options

Sort By: Complete Search ☒

LISTSERV.FGFOA.ORG (5 Lists)

☐ Check All ☐ Uncheck All

| | List Names |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | FGFOA-ACCOUNTINGAUDITING FGFOA - Listserv - Accounting, Auditing & Financial Reporting |
| <input checked="" type="checkbox"/> | FGFOA-BUDGETING FGFOA - Listserv - Budgeting |
| <input checked="" type="checkbox"/> | FGFOA-DEBTTREASURY FGFOA - List - Debt & Treasury |
| <input checked="" type="checkbox"/> | FGFOA-FINANCIALADMINISTRATION FGFOA - Listserv - Financial Administration |
| <input checked="" type="checkbox"/> | FGFOA-PERSONNELPAYROLL |

Lists per Page: Show Lists:

[LISTSERV.FGFOA.ORG](http://listserv.fgfoa.org)

On this web page, type in a keyword or words for the topic you are interested in in the search string box, and then select all List Serve categories you are interested in. **Note:** It is recommended that you select all categories because many times messages are not posted to the proper List Serve category

Then click on “Search,” which will bring up a list of all posted messages matching the search string in the selected categories (**see next slide**)

| Favorites http--www.myflorida.co... National Association of In... Suggested Sites ▾ | | | | |
|---|------------|-------|-------|---|
| LISTSERV 16.0 - Archive Search | | | | |
| Item # | Date | Time | Lines | Subject |
| 004919 | 2014-04-07 | 15:25 | 62 | Re: High deductible health plan (HDHP) with/without HSA contribution |
| 002154 | 2014-03-14 | 19:44 | 150 | Re: Information Request |
| 004711 | 2013-11-14 | 12:24 | 108 | Re: Business Tax Receipts |
| 004709 | 2013-11-14 | 09:05 | 177 | Business Tax Receipts |
| 002055 | 2013-11-04 | 14:50 | 60 | FW: Insurance and Sewer Stoppages |
| 004680 | 2013-10-29 | 09:36 | 270 | Baker Act - Is the County responsible for extended stay commitments - Baker Act; with no felony arrest? |
| 002018 | 2013-10-22 | 18:13 | 69 | Re: Deferred Comp Advisor RFP |
| 004660 | 2013-10-03 | 14:49 | 73 | Re: Uniform Chart of Accounts Change - Salaries |
| 004659 | 2013-10-03 | 11:38 | 40 | Uniform Chart of Accounts Change - Salaries |
| 004622 | 2013-09-19 | 12:17 | 45 | Re: Position titles |
| 004592 | 2013-09-12 | 17:32 | 72 | Re: Vacation Benefits |
| 001957 | 2013-08-09 | 20:16 | 121 | Re: annuitization of pension obligations |
| 001952 | 2013-08-02 | 20:31 | 35 | annuitization of pension obligations |
| 004426 | 2013-06-17 | 13:02 | 982 | Re: Worker's Comp Indemnity checks |
| 004400 | 2013-06-10 | 14:14 | 11039 | Re: Worker's Comp Indemnity checks |
| 004397 | 2013-06-05 | 17:47 | 2746 | Re: Worker's Comp Indemnity checks |
| 004399 | 2013-06-05 | 14:47 | 44 | Re: Worker's Comp Indemnity checks |
| 004396 | 2013-06-05 | 13:40 | 58 | Re: [SPAM] - Worker's Comp Indemnity checks - Character set not allowed (n/a) |
| 004395 | 2013-06-05 | 11:55 | 31 | Worker's Comp Indemnity checks |
| 004323 | 2013-05-06 | 16:50 | 178 | Re: GASB 45 ACTUARIAL SERVICES - HOW MUCH DOES YOUR CITY PAY? |
| 004317 | 2013-05-05 | 12:39 | 131 | Re: GASB 45 ACTUARIAL SERVICES - HOW MUCH DOES YOUR CITY PAY? |
| 004310 | 2013-05-02 | 11:07 | 108 | Re: GASB 45 ACTUARIAL SERVICES - HOW MUCH DOES YOUR CITY PAY? |
| 004292 | 2013-04-30 | 18:52 | 72 | Re: FMV of Overage Dependent Health Care Coverage |
| 004293 | 2013-04-30 | 15:17 | 114 | Re: FMV of Overage Dependent Health Care Coverage |
| 004289 | 2013-04-29 | 15:12 | 74 | Re: FMV of Overage Dependent Health Care Coverage |
| 004286 | 2013-04-29 | 14:23 | 42 | FMV of Overage Dependent Health Care Coverage |
| 001863 | 2013-04-16 | 08:50 | 41 | Re: Health Insurance Increases for FY 2014 |
| 001861 | 2013-04-15 | 20:48 | 68 | Re: Health Insurance Increases for FY 2014 |
| 001862 | 2013-04-15 | 16:58 | 124 | Re: Health Insurance Increases for FY 2014 |
| 001860 | 2013-04-15 | 16:40 | 62 | Re: Health Insurance Increases for FY 2014 |
| 001859 | 2013-04-15 | 16:32 | 529 | Health Insurance Increases for FY 2014 |
| 004245 | 2013-04-10 | 12:34 | 250 | Re: Mayor and Council as Employees |
| 004243 | 2013-04-10 | 11:16 | 214 | Re: Mayor and Council as Employees |
| 004224 | 2013-03-27 | 15:25 | 75 | GASB 45 ACTUARIAL SERVICES - HOW MUCH DOES YOUR CITY PAY? |
| 001834 | 2013-02-25 | 16:32 | 78 | Re: Affordable Care Act: Defining Full-Time Employees for Benefit Purposes |
| 001835 | 2013-02-25 | 11:18 | 91 | Re: Affordable Care Act: Defining Full-Time Employees for Benefit Purposes |
| 001833 | 2013-02-25 | 10:43 | 49 | Affordable Care Act: Defining Full-Time Employees for Benefit Purposes |
| 001788 | 2013-02-25 | 07:36 | 75 | Re: Agent of Record |
| 001787 | 2013-02-22 | 16:37 | 39 | Agent of Record |

The above is an example of a search for all posts relating to “insurance”

From here, click on the messages you’re interested in

The subject field gives you an idea of what the message is about

For example, if you clicked on message 4919, it would bring up a screen as shown on the next slide



FGFOA-ACCOUNTINGAUDITING Archives

FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG

View: Message: [First | Previous | Next | Last]
 By Topic: [First | Previous | Next | Last]
 By Author: [First | Previous | Next | Last]
 Font: Proportional Font

LISTSERV Archives
 FGFOA-ACCOUNTINGAUD
 FGFOA-ACCOUNTINGAUD



Subject: Re: High deductible health plan (HDHP) with/without HSA contribution
 From: Bob Mays <bmay@WILTONMANORS.COM>
 Reply-To: FGFOA - Listserv - Accounting, Auditing & Financial Reporting
 Date: Mon, 7 Apr 2014 15:25:52 -0400
 Content-Type: text/plain

Parts/Attachments: text/plain (1 lines)

The City of Wilton Manors started offering an HDHP with an HSA four years ago as part of a long-range plan to hold down the increase in health insurance costs. HDHP coverage was at coverage was at first voluntary as one of several coverage options, but became mandatory this fiscal year - the HDHP is now the only health insurance plan that we offer. Our City offer. Our City contributes \$1,000 per year to the HSA of single employees and \$1,200 to the HSA of employees who have ES, EC, or Family coverages. Employee acceptance of the acceptance of the program has been very strong.

Bob Mays
 Finance Director
 City of Wilton Manors
 954-390-2143

Note: Florida Public Records Law provides that most written communications to or from municipal employees are public records. Both the message and the email address it was sent address it was sent from (excepting any information that is exempt from disclosure under state law) may be released in response to a public records request. Therefore, this email request. Therefore, this email message may be subject to public disclosure.

Do you really need to print this email? Think before printing.

-----Original Message-----

From: FGFOA - Listserv - Accounting, Auditing & Financial Reporting [mailto:FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG] On Behalf Of Forsythe, Jody
 Sent: Monday, April 07, 2014 1:24 PM
 To: FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG
 Subject: High deductible health plan (HDHP) with/without HSA contribution

If you currently offer a high deductible health plan (HDHP);

1. Do you contribute to the employees HSA account
 - a. if so, how much?
2. If you do NOT contribute
 - a. do you offer any other compensation to bridge the gap between the deductible portion and the beginning of the coverage?

Thanks,
 Jody

JoAnn Forsythe, CPA
 Finance Director
 Village of Tequesta
 561-768-0424
 jforsythe@tequesta.org

Search Archives

Advanced Options

Search

Options

Log Out
 Change Password

Search Archives

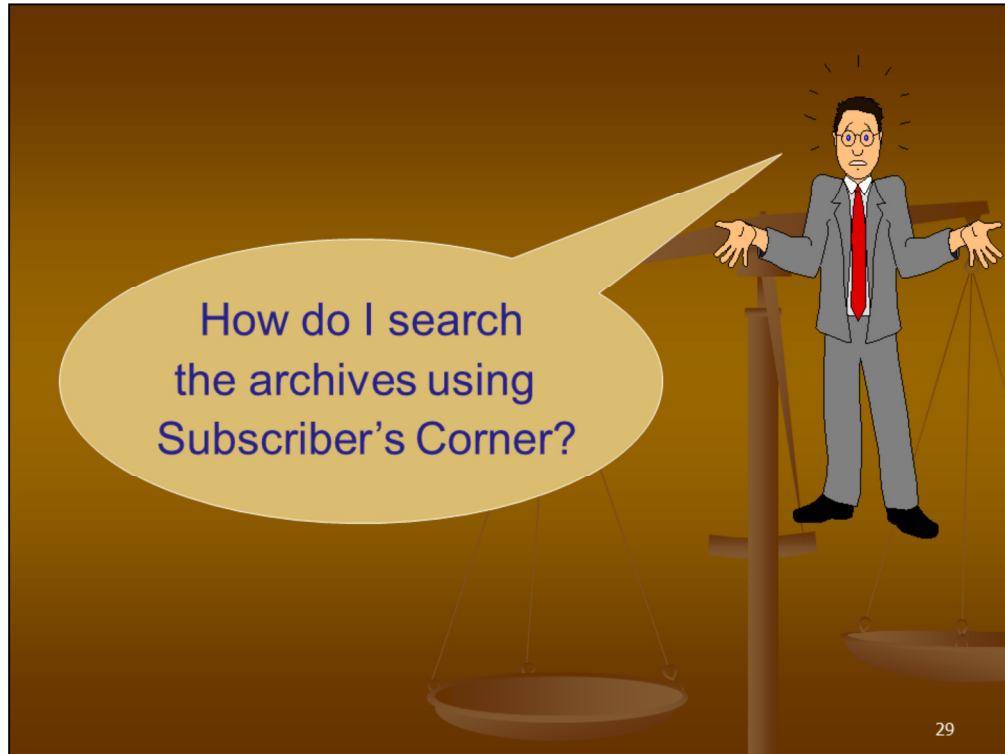
Subscribe or Unsubscribe
 Post New Message
 Newsletter Templates

Preferences

Archives

April 2014
 March 2014
 February 2014
 January 2014
 December 2013
 November 2013
 October 2013
 September 2013
 August 2013
 July 2013
 June 2013
 May 2013
 April 2013
 March 2013
 February 2013
 January 2013
 December 2012
 November 2012
 October 2012
 September 2012
 August 2012
 July 2012
 June 2012

This happens to be a question about a high deductible health plan



Another way to search the archives is to use
Subscriber's Corner

To do this, from the main List Serve web page click
on the link "<http://listserve.fgfoa.org>," which will take
you to the "LISTSERVE Archives" web page (**see
next slide**)



LISTSERV.FGFOA.ORG

This LISTSERV server is located at LISTSERV.FGFOA.ORG. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an F, get more information about the list by hovering the mouse over the list name.

| List Name | List Title | Access Unlisted Lists |
|---|---|---|
| FGFOA-ACCOUNTINGAUDITING | FGFOA - Listserv - Accounting, Auditing & Financial Reporting (555 Subscribers) | <input type="text"/> <div>Options</div> <div> Log Out Change Password Search Archives Preferences </div> <div>Resources</div> <div> About LISTSERV LISTSERV Documentation </div> |
| FGFOA-BUDGETING | FGFOA - Listserv - Budgeting (467 Subscribers) | |
| FGFOA-DEBTTREASURY | FGFOA - List - Debt & Treasury (719 Subscribers) | |
| FGFOA-FINANCIALADMINISTRATION | FGFOA - Listserv - Financial Administration (430 Subscribers) | |

Lists per Page: 50

Update

From this web page, click on “Subscriber’s Corner” (located in the upper left corner), which will take you to the “Subscriber’s Corner” web page (**see next slide**)

LISTSERV 16.0 - Subscriber's Corner

Subscriber's Corner

Report Format
Report Format: On Screen

Search Options
Show Lists:
Show All Lists: Show Subscribed Lists Only

My Lists **My Settings**

Subscribed to 5 Lists as tedsauerbeck@aud.state.fl.us

[Check All](#) | [Uncheck All](#)

List Names ▲

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | FGFOA-ACCOUNTINGAUDITING [Settings] [Post] FGFOA - Listserve - Accounting, Auditing & Financial Reporting |
| <input type="checkbox"/> | FGFOA-BUDGETING [Settings] [Post] FGFOA - Listserve - Budgeting |
| <input type="checkbox"/> | FGFOA-DEBTTREASURY [Settings] [Post] FGFOA - List - Debt & Treasury |
| <input type="checkbox"/> | FGFOA-FINANCIALADMINISTRATION [Settings] [Post] FGFOA - Listserve - Financial Administration |
| <input type="checkbox"/> | FGFOA-PERSONNELPAYROLL [Settings] [Post] |

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Lists per Page: 50

LISTSERV.FGFOA.ORG

On this web page, click on the List Serve category you are interested in

This will bring up a web page for that List Serve category (**see next slide**)



FGFOA-ACCOUNTINGAUDITING Home Page

FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG

| Latest Messages | | |
|--------------------------------|---|---------------------------------|
| Re: Accounts Payable Positions | Kennie Hobbs <khobbs@LAUDERHILL-FL.GOV> | Mon, 14 Apr 2014 13:18:31 +0000 |
| Re: Sample RFP | Lu, Karin <klu@PPINES.COM> | Mon, 14 Apr 2014 07:32:17 -0400 |
| Re: EFT Vendor Signup Process | Lu, Karin <klu@PPINES.COM> | Mon, 14 Apr 2014 07:43:51 -0400 |

FGFOA-ACCOUNTINGAUDITING

FGFOA - Listserve - Accounting, Auditing & Financial Reporting

[Hide Latest Messages](#)

- April 2014
- March 2014
- February 2014
- January 2014
- December 2013
- November 2013
- October 2013
- September 2013
- August 2013
- July 2013
- June 2013
- May 2013
- April 2013
- March 2013
- February 2013
- January 2013
- December 2012
- November 2012
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- August 2012
- July 2012
- June 2012
- May 2012
- April 2012
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- February 2012
- January 2012
- December 2011
- November 2011
- October 2011
- September 2011
- August 2011
- July 2011
- June 2011
- May 2011
- April 2011
- March 2011
- February 2011
- January 2011
- December 2010
- November 2010

This is an example of what you would see for the Accounting and Auditing List Serve category

Just click on a month and it will bring up a web page showing all the messages posted during that month for the selected category (**see next slide**)



FGFOA-ACCOUNTINGAUDITING Archives

February 2014

View: [Show Author](#) | [Hide Author](#)
[Show Table of Contents](#) | [Hide Table of Contents](#)

Table of Contents: [Check signing policy \(1 message\)](#)
[Component Unit Determination \(4 messages\)](#)
[Do you use Sungard Naviline? \(3 messages\)](#)
[Expense accounts \(2 messages\)](#)
[Gasb 67 implementation \(2 messages\)](#)
[RECREATION DISTRICTS \(1 message\)](#)

| Subject ▲ | From | Date | Size |
|----------------------------------|---|---------------------------------|-----------|
| Check signing policy | | | |
| Re: Check signing policy | Viki Taylor <vtaylor@CWGDN.COM> | Mon, 3 Feb 2014 19:42:31 +0000 | 70 lines |
| Component Unit Determination | | | |
| Re: Component Unit Determination | Braithwaite, Al <abraithwaite@CI.OLDSMAR.FL.US> | Tue, 4 Feb 2014 10:43:46 -0500 | 31 lines |
| Re: Component Unit Determination | Nissen, Lori A <lnissen@KPMG.COM> | Tue, 4 Feb 2014 15:58:20 +0000 | 85 lines |
| Re: Component Unit Determination | White, April <white@ESTEROFIRE.ORG> | Tue, 4 Feb 2014 11:35:39 -0500 | 152 lines |
| Re: Component Unit Determination | Ron Harring <rharring@CTSFLUS> | Tue, 4 Feb 2014 12:40:50 -0500 | 66 lines |
| Do you use Sungard Naviline? | | | |
| Do you use Sungard Naviline? | Pamela Winegardner <pwinegardner@LADYLAKE.ORG> | Thu, 6 Feb 2014 13:44:40 -0500 | 58 lines |
| Re: Do you use Sungard Naviline? | Feeney, Karen <KFeeney@DUNEDINFL.NET> | Thu, 6 Feb 2014 16:37:50 -0500 | 97 lines |
| Re: Do you use Sungard Naviline? | Anne Bauer <AnneBauer@OKALOOSAGAS.COM> | Thu, 6 Feb 2014 16:38:59 -0600 | 105 lines |
| Expense accounts | | | |
| Expense accounts | Michael Adams <Mike@MARIONCOUNTYCLERK.ORG> | Wed, 5 Feb 2014 15:10:15 -0500 | 35 lines |
| Re: Expense accounts | Smith, Janette <Janette.Smith@CITYNMB.COM> | Thu, 6 Feb 2014 11:13:33 -0500 | 71 lines |
| Gasb 67 implementation | | | |
| Gasb 67 implementation | Ron Harring <rharring@CTSFLUS> | Tue, 11 Feb 2014 13:18:41 -0500 | 50 lines |
| Re: Gasb 67 implementation | Smith, Janette <Janette.Smith@CITYNMB.COM> | Wed, 12 Feb 2014 12:00:07 -0500 | 81 lines |
| RECREATION DISTRICTS | | | |
| RECREATION DISTRICTS | John Lege <John.Lege@SARASOTAGOV.COM> | Fri, 21 Feb 2014 14:58:26 -0500 | 111 lines |

From here, browse through the messages

The subject field gives you an idea of what the message is about

Just click on those messages you're interested in to view the entire posted message



Procurement/Purchasing
Purchasing
Retirement Plans and Deferred Compensation Plans
Risk Management

Personnel and Payroll

Benefits
Deferred Compensation Plans
Fringe Benefits - Taxable and nontaxable
Health Care Plans
Other Post Employment Benefits
Overtime
Retirement Plans
Sick and Vacation Time
Unions
W-2 Reporting
Wage and Hour Law

To join, simply send an email to the following:

FGFOA-ACCOUNTINGAUDITING-subscribe-request@listserv.fgfoa.org
FGFOA-BUDGETING-subscribe-request@listserv.fgfoa.org
FGFOA-DEBTREASURYMANAGEMENT-subscribe-request@listserv.fgfoa.org
FGFOA-FINANCIALADMINISTRATION-subscribe-request@listserv.fgfoa.org *NEW*
FGFOA-PERSONNELPAYROLL-subscribe-request@listserv.fgfoa.org *NEW*

Your registration will require verification of FGFOA membership and approval. You will receive notification once you have been approved for the List Serve and are subscribed.

Once you are subscribed, you can send an email to the list at:

FGFOA-ACCOUNTINGAUDITING@listserv.fgfoa.org
FGFOA-BUDGETING@listserv.fgfoa.org
FGFOA-DEBTREASURYMANAGEMENT@listserv.fgfoa.org
FGFOA-FINANCIALADMINISTRATION@listserv.fgfoa.org *NEW*
FGFOA-PERSONNELPAYROLL@listserv.fgfoa.org *NEW*

You can also visit the website directly at: <http://listserv.fgfoa.org/> and register, go to Online List Archives and sign up for new password. You can then manage your List Serve account, unsubscribe and view archive postings.

PLEASE NOTE:

- You must be a member of the FGFOA to sign up for the List Serve (membership will be verified before acceptance).
- The postings will be reviewed and approved prior to submission to the entire List Serve to ensure integrity of the List Serv.
- The Technical Resources Committee and the FGFOA Board of Directors will be participating in the List Serve to make sure that questions are responded to.

List Serve Policies

[List Serve Etiquette](#)
[List Serve Information](#)
[List Serve Policies](#)
[List Serve Tips](#)

If you have any questions please contact [Jeannie Garner](#).

[print](#)

P.O. Box 10270 • Tallahassee, FL 32302 Phone: (850) 222-9684 • Fax: (850) 222-3806
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Back on the main List Serve page there are three links that provide information about using the List Serves, including what to do and what not to do

They are:

- List Serve Etiquette
- List Serve Policies
- List Serve Tips

Please read the information on these web pages the first time you begin register to use the List Serves

| Examples of Improper Categories | | |
|--|-----------------------|--------------------------|
| Message | Category Used | Correct Category |
| Has anyone used zero based budgeting? How would you compare to line item budgeting? | Accounting & Auditing | Budgeting |
| Does anyone have procedures regarding calculation of taxable fringe benefits they could share? | Accounting & Auditing | Financial Administration |
| How do you determine what rates to charge for rental of your facilities? | Budgeting | Financial Administration |

The most prevalent problem is the use of the wrong List Serve category

It is important to use correct category to facilitate use of the archive search function and to ensure that those signed up only receive messages they interested in

The category most commonly used by mistake is Accounting and Auditing. Most of the messages in that List Serve should be in a different List Serve

The above are examples of incorrect categorization of postings

List Serve Usage - Things to Remember

- Use correct List Serve category
- Email Jeannie Garner at jgarner@flcities.com about email changes
- Don't respond to questions that have already been answered correctly
- Check sample documents on FGFOA web site before using List Serve to ask for a sample policy, contract, RFP, etc.
- Don't send a thank you to responder

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