

## AGA LEDGER



Advancing Government Accountability

<http://www.midmoaga.org>ABOUT OUR  
UPCOMING EVENTS

April 17, 2013

11:30 AM-1:00 PM

Awards Luncheon & Chapter Meeting  
Schepper's Clydesdale Room  
CPE: None

April 17, 2013

1:00 PM-2:50 PM

AGA Audio

Schepper's Clydesdale Room  
Topic: "Internal Control  
Considerations in a Shared  
Services Environment"  
CPE: 2 hours

May 22, 2013

1:00 PM-2:50 PM

AGA Audio

Schepper's Clydesdale Room  
Topic: "Ethics"  
CPE: 2 hours

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## Employee Appraisal Phrases: Productivity and Timeliness

by Ken Lloyd from *Performance Appraisals and Phrases for Dummies*  
(Obtained from <http://www.dummies.com> 4.8.2013)

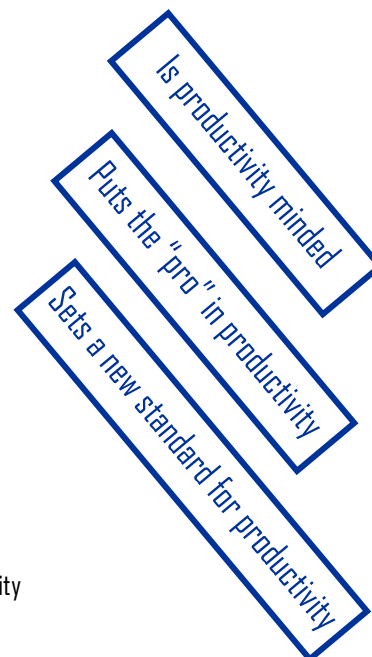
If your employees have differing levels of productivity and timeliness, you'll need to know how to phrase your employee appraisals. In order for the written feedback on your evaluations to have a long-lasting impact, you need to focus on the individual performance factors that determine the quality and quantity of your employees' work.

The best strategy is to include targeted phrases that energize an employee to keep up the good work in key areas, while also encouraging employees to focus more carefully on the quality and quantity of their work where needed.

## Productivity

## Exceptional: Consistently exceeds expectations

- Produces a remarkable amount of high-quality work
- Inspires others with his output
- Sets a new standard for productivity
- Puts the "pro" in *productivity*
- Monitors productivity and implements upgrades as needed
- Always seeks opportunities to be even more productive
- Dazzles everyone with the quality and quantity of her work
- Is productivity minded
- Regards productivity as a top priority
- Generates great productivity from others
- Identifies and implements steps to enhance output
- Is responsible for a major increase in departmental productivity
- Always goes the extra mile(s)
- Fully understands the figures behind productivity



("Employee Appraisal Phrases..." cont'd on page 8)



## Giving Back to the Community

April—June Chapter meetings & audios -  
collecting items for the  
Buddy Back Pack program at the Jefferson City Samaritan Center  
To donate—Contact Danielle Townsend (573) 751-3516 or  
[danielle.townsend@ded.mo.gov](mailto:danielle.townsend@ded.mo.gov)

# AGA LEDGER

**Published by: Mid-Missouri Chapter  
Association of Government Accountants**

## Our Mission is...

To serve government accountability professionals by providing quality education, fostering professional development and certification, and supporting standards and research to advance government accountability.

## Our Purpose is...

- To be a professional organization dedicated to the advancement of government financial management
- Serve members by providing or sponsoring appropriate educational programs, encouraging professional development, influencing government financial management policies and practices and serving as an advocate for the profession
- Serve government officials and the public by sponsoring efforts to ensure full and fair accountability for all public monies and by providing a variety of pro bono services throughout the United States and its territories that support that end.



## PRESIDENT'S MESSAGE

by Tammy Childress



Hello Mid-Missouri AGA!

I'm having sort of a déjà vu moment as I start to write this message. I started typing something about being ready for the snow to be gone and being anxious for spring and thought, "Hey, didn't I write that *last* month?!" As I'm *sure* you'll recall, yes, I did. Hopefully the snow is really gone for good until next winter and *now* we can look forward to the beauty and wonder of spring!

As you probably know, March was CGFM month. Governor Jay Nixon recently signed a proclamation recognizing CGFM month and importance of the CGFM certification. The many CGFMs in our chapter make a significant contribution to the governments they serve through their professionalism and expertise. Thank you! This is a great time to follow through if you have been considering adding this certification to your credentials.



As we approach the end of the program year, we still have some significant events ahead of us. One of those is our chapter meeting on April 17<sup>th</sup>, when we will have our annual awards program. At this meeting we will:

- honor the winners of our scholarship contest,
- recognize the achievements of some of our members,
- say good-bye to retiring board members, and
- meet the incoming Chapter Executive Committee.

Be sure to mark your calendar to attend this exciting chapter meeting. See you soon!

## MEMBER SURVEY

**The Chapter Executive Committee needs your assistance in planning future events. Please take a few moments to give us your input by completing a short online survey at**

<http://www.surveymonkey.com/s/midmo2013memsurvey>.

**Your feedback is essential to ensure that we design activities that provide value to our members.**

## National & Regional AGA News

### 2012.2013 National AGA Officers

#### President

Evelyn A. Brown, CGFM  
Retired

#### President-Elect

Mary E. Peterman, CGFM, CPA  
Vice President  
Savantage Solutions Inc

#### Immediate Past President

Richard O. Bunce, Jr., CGFM  
Senior Advisor to the President  
Virginia Commonwealth University

#### Treasurer

John H. Lynskey, CGFM, CPA  
Deputy Director  
National Science Foundation

### Other Midwestern Chapters Information

Des Moines Chapter ([www.sites.google.com/site/desmoinesaga](http://www.sites.google.com/site/desmoinesaga))

- April 23, 2013—Spring Professional Development Conference)

Kansas City Chapter ([www.kcaga-cgfm.org](http://www.kcaga-cgfm.org))

- April 17, 2013—Chapter Spring Seminar

Topeka Chapter ([www.agaks.org](http://www.agaks.org))

- May, 2013—Professional Development Conference

## National AGA Announcement: Call for Academic Scholarship Applications

Are you or a family member pursuing undergraduate or graduate studies in disciplines such as accounting, auditing, budgeting, economics, finance, information technology, public administration, etc.? If so, consider applying for an AGA National Academic Scholarship today!

This year, AGA will award:

**Rising College Freshman:** Up to one full-time (\$3,000) and one part-time (\$1,500)

[Full-Time Application](#)

[Part-Time Application](#)

**Current Undergraduates:** Up to three full-time (\$3,000) and two part-time (\$1,500)

[Full-Time Application](#)

[Part-Time Application](#)

**Graduate Students:** Up to two full-time (\$3,000) and one part-time (\$1,500)

[Full-Time Application](#)

[Part-Time Application](#)

**Community Service:** AGA will award up to two \$1,500 scholarships for community service amongst the three collegiate categories noted above.

[Rising College Freshman Community Service Application](#)

[Current Undergraduate Community Service Application](#)

[Graduate Community Service Application](#)

The deadline for receipt of applications is **Friday, Apr. 12, 2013**. Apply now and take full advantage of your AGA membership.



### Vision

*AGA is the premier association for advancing government accountability.*

### Mission

*AGA fosters learning, certification, leadership and collaboration for professionals and stakeholders committed to advancing government accountability.*

### AGA Core Values

*Service, Accountability, Integrity, Leadership*



## Mid-MO AGA News

### CGFM Training



**Now is the time to get certified as a Certified Government Financial Manager. Don't let this opportunity pass you by.**

The Mid-Mo chapter is hosting a 3-day training event on November 12-November 14, 2013. This course typically is not offered nearby or at this low, low price. The 3-day training event is geared toward preparing attendees to take Exam II (Governmental Accounting, Financial Reporting, and Budgeting) of the three part CGFM exam. Additionally, if you need just CPE, this opportunity provides 24 hours of CPE. Sign up today, space is limited and the registration deadline is September 16, 2013.

Please contact Karmen Stockman at [Karmen.Stockman@modot.mo.gov](mailto:Karmen.Stockman@modot.mo.gov) or phone (573) 526-6030 for further information.

**Government Financial  
Manager (GFM) Training  
Program-Course 2**

**ONE-TIME  
TRAINING  
OPPORTUNITY**



**AGA Mid-Missouri Chapter**

**Governmental Accounting, Financial Reporting, and Budgeting  
November 12-14, 2013  
Harry S Truman State Office Building  
Room 493/494**

This course covers the general principles of governmental accounting, financial reporting, performance measures and budgeting. It also covers the unique aspects of accounting and reporting for the federal government as well as state and local governments. It is designed for accountants, auditors, budget professionals and controllers in government as well as academics and other professionals who have an interest in government. It is particularly appropriate for newly hired professionals. **This course is also an aid in studying for the Exam 2 in obtaining a CGFM.**

Course materials/study guide will be provided to each participant (an \$89 value!). Course is led by Pete Rose, course developer and prior Professional Certification Board Member. Upon completion of this course, you will have an understanding of:

- the characteristics and differences of the government environment that necessitate the unique accounting and financial reporting;
- the process of setting accounting and financial reporting standards for government entities;
- the bases of accounting and measurement focuses used by governments;
- fiscal accountability;
- exchange and non-exchange transactions;
- the uses of cost accounting in government;
- performance measures;
- budgeting in government;
- accounting and reporting in Federal, State and Local governments, including:
  - determining the financial reporting entity;
  - fund accounting and reporting;
  - government wide accounting and reporting;
  - accounting and reporting for specific transactions.
  - federal budgeting;
  - budgetary accounting;
  - federal financial accounting foundations;
  - the federal financial statements, notes, and supplementary reporting;

#### Registration Fee and Information

A minimum of 20 participants is required before the course can be offered. Space is limited for this program, so register early. The first 10 CGFM candidates to register with payment received will receive a voucher to sit for one part of the CGFM Exam at no charge which is a \$109 savings. The training event is being offered at a cost of \$450 per attendee. This is a bargain at \$18.75 per CPE hour, which includes the \$89 study guides.

No payment is expected at this time—only the commitment to the event. Sign up by contacting Vandee DeVore, at 573-751-1987 or email at [education@midmoaga.org](mailto:education@midmoaga.org) no later than September 16, 2013. Our online registration system is not available for this event but credit card payments will be accepted. Meals will not be provided at this event. A hotel room block is being coordinated.

**Refund Policy:** Refunds will not be given on an individual basis, however substitution is allowed. If the course must be cancelled due to lack of participation, a full refund will be given to each individual.

## Mid-MO AGA News

### CGFM

by Karmen Stockman



### 3 Months Left, Have You Scheduled Your Exam?

Your free exam voucher will expire June 30, 2013. That means that you have less than three months to take the CGFM exam. So create a schedule to meet that deadline. Commit to scheduling your exam now and study.

### CGFM Education Requirement Updated

Certified Government Financial Managers (CGFMs) represent a diverse group of professionals working in the government financial management field, including accountants, auditors, budget analysts, controllers, finance directors, financial analysts, program managers, IT professionals, CFOs and consultants. Many government financial managers come to this profession with varied academic backgrounds and expertise, which brings a breadth of knowledge that enhances the field of government financial management.

In light of this diversity and ongoing changes in the profession since the CGFM program inception in 1994, AGA's Professional Certification Board (PCB) has updated the eligibility requirement to take the CGFM examinations. From the onset of the program, a prerequisite to sit for the CGFM examinations has been a bachelor's degree from an accredited college or university, with 24 credit hours in certain designated areas, such as accounting, auditing, finance or public administration. The PCB determined that the focus of the 24-hour requirement was too limiting to completely capture the full and ever-expanding range of knowledge, skills and abilities that represent today's government financial management workforce.

Therefore, effective immediately, CGFM candidates are no longer required to have 24 credit hours in a particular discipline or range of disciplines to be eligible to take the CGFM examinations. In order to establish their eligibility, CGFM applicants still must have a bachelor's degree from an accredited college or university and must provide a copy of an official transcript documenting their degree. In addition to the education requirement, the knowledge and experience in government financial management remain essential components of the CGFM certification program. Accordingly, to earn their CGFM, all candidates must also pass the three rigorous CGFM examinations that test knowledge of government financial management have at least two years of professional-level work experience in government financial management.

If you have any questions about the CGFM eligibility requirements or any other aspects about the CGFM program, please contact AGA's Director of Professional Certification, Katya Silver ([ksilver@agacgfm.org](mailto:ksilver@agacgfm.org) or at 800.AGA.7211, ext. 305) or Certification Manager Brian Watkins ([bwatkins@agacgfm.org](mailto:bwatkins@agacgfm.org) or at ext. 341).

### Remember to Renew Your CGFM!

All active CGFMs must renew their certification annually. At the beginning of each year, invoices will be sent to all active CGFMs. Annual CGFM renewal payments are due by **March 31**. The CGFM renewal fee was not included in the Mid-Missouri chapter's membership seminar fees.



Remember, if you have any questions about the CGFM Program, or would like to be part of a study group, feel free to contact me at [Karmen.Stockman@modot.mo.gov](mailto:Karmen.Stockman@modot.mo.gov) or phone (573) 526-6030 for further information.



## Mid-MO AGA News

## CGFM

by Karmen Stockman



Office of the Governor  
State of Missouri

## Proclamation

**WHEREAS**, the Kansas City, Mid Missouri, Ozark and St. Louis chapters of the Association of Government Accountants (AGA) are professional organizations that are part of an association that has a network of 15,000 members in 100 chapters in the United States and around the world; and these Missouri chapters have approximately 500 active members representing state, federal, municipal and private sector accountants, auditors, and financial managers in Missouri; and

**WHEREAS**, AGA Kansas City, Mid Missouri, Ozark and St. Louis Chapter members have responded to AGA's mission of Advancing Government Accountability, as it continues its broad educational efforts, with emphasis on high standards of conduct, honor, and character in its Code of Ethics; and are making significant advances both in professional ability and in service to the citizens of Missouri by mastering increasingly technical and complex requirements; and

**WHEREAS**, the Certified Government Financial Manager (CGFM) program of AGA provides a means of demonstrating professionalism and competency by requiring CGFM candidates to have appropriate educational and employment history, to abide by AGA's Code of Ethics, and to pass three examinations requiring expertise in Governmental Environment, Governmental Financial Management and Control, and Governmental Accounting, Financial Reporting and Budgeting; and each CGFM holder is required to maintain certification by completing at least 80 hours of continuing professional education in government financial management topics or related technical subjects every two years.

**NOW THEREFORE**, I, Jeremiah W. (Jay) Nixon, GOVERNOR OF THE STATE OF MISSOURI, do hereby proclaim March 2013 to be

### **CERTIFIED GOVERNMENT FINANCIAL MANAGER MONTH**

in Missouri.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, this 7<sup>th</sup> day of March, 2013.



  
Jeremiah W. (Jay) Nixon  
Governor

Attest:

  
Karmen Stockman  
Secretary of State

## Mid-MO AGA News

### Membership Report

By RayeAnn Lecure

Mid-Mo AGA currently has 261 Active members (this year we have 19 new members and 39 suspended members). If your field is government financial management—no matter your specialization or where you work—AGA membership is invaluable. AGA is the only association supporting more than 15,000 professionals working in federal, state and local governments as well as the private, nonprofit and academic sectors. AGA membership will give you the tools and support you need to make your mark on the profession.

AGA membership costs are the following:

- Full Government Member—\$90/year
- Private Sector Member—\$150/year
- Early Career Member—\$45/year (Fewer than three years professional experience)
- Student Membership—\$30/year (Full time college/university students not gainfully employed)
- Retired Member—\$30/year
- contact RayeAnn Lecure at (573) 751-0357 or [rayeann.lecure@dese.mo.gov](mailto:rayeann.lecure@dese.mo.gov) for more information pertaining to AGA membership.



# Welcome!

*Sharon Helton - DHSS*

*John Luetkemeyer— Auditor's Office*

*Angela Schaben - DSS*

*Randal Schenewerk - Columbia College*

## Membership Renewal Reminders

# Membership Reminders

- If you attended Mid-MO AGA Membership Seminar in December 2012, Mid-MO AGA has sent payment for your AGA dues to the National AGA office.
- If you did not attend the Mid-MO AGA Membership Seminar, then, you will be responsible for the payment of your National AGA dues.
- Are you a CGFM member? If so, please remember to pay your CGFM dues. CGFM dues are not paid by Mid-MO AGA if you attended the Mid-MO AGA Membership Seminar—only membership dues are paid.
- If you have any questions about membership renewal, please contact RayeAnn Lecure at (573) 751-0357 or [rayeann.lecure@dese.mo.gov](mailto:rayeann.lecure@dese.mo.gov).

## Potential Grants Training Opportunity

*Mid-MO AGA board members are considering offering grant courses conducted by Management Concepts during 2013. If you would be interested in these courses, please contact a Mid-MO AGA board member.*

*To view all courses offered by Management Concepts, please zoom to [www.managementconcepts.com](http://www.managementconcepts.com).*

## Early Careers—

*If you know someone who has just entered the Governmental Accounting career field, please send their name & contact info to [education@midmoaga.org](mailto:education@midmoaga.org)*

## Employee Appraisal Phrases: Productivity and Timeliness *(cont'd from page 1)*

by Ken Lloyd from *Performance Appraisals and Phrases for Dummies*  
(Obtained from <http://www.dummies.com> 4.8.2013)

- Works hard and works smart
- Streamlines departmental operations
- Raises the bar for everyone else
- Is energized by challenges that would derail others
- Offers outstanding suggestions to increase productivity

### Excellent: Frequently exceeds expectations

- Is motivated to be highly productive
- Has steadily increased personal output
- Provides suggestions that enhance productivity
- Serves as an excellent role model of productive behavior
- Focuses on people as well as productivity
- Is productive under less-than-perfect conditions
- Makes others more productive
- Generates and implements creative ideas
- Works directly with others to enhance their productivity
- Is eager to learn about ways to be more productive
- Quickly incorporates new knowledge to build productivity
- Turns challenges into opportunities
- Is a stellar producer
- Is productive beyond standard requirements
- Takes on any task
- Single-handedly led to the success of the XYZ project through his efforts
- Is regarded as a productivity guru

### Fully competent: Meets expectations

- Produces solid quality and quantity of work
- Helps others work better
- Shares insights to improve productivity
- Works with the team to build output
- Has been improving her productivity
- Understands how to produce more
- Puts in extra hours to get the desired results
- Builds productivity by being well organized
- Fully embraces the need for greater productivity
- Is a storehouse of productivity knowledge
- Does more than talk about productivity

### Marginal: Occasionally fails to meet expectations

- Is sporadic with his output
- Is often uneven with her productivity
- Can work hard, but not consistently
- Could be far more productive
- Tends to set the bar too low

Helps others work better

- Does not exert consistent effort
- Can meet the mark in terms of productivity, but frequently falls short
- Blames productivity problems on others
- Bogs down performance and productivity with his misdirected actions
- Spends too much time on low-priority tasks
- Works reactively rather than proactively
- Tries to do just enough to get by
- Is an amateur in the world of productivity
- Sets aside quality
- Talks about working productively, but rarely does so

### Unsatisfactory: Consistently fails to meet expectations

- Is slipping in terms of her personal productivity
- Is distracted by non-work issues
- Doesn't focus enough energy and attention on the work to be done
- Sets low goals and fails to meet them
- Doesn't regard productivity as a priority
- Sees his personal output slipping and does nothing to stop it
- Interferes with the performance of others
- Displays disruptive or distracting behaviors
- Often needs to redo her work
- Rarely gets out of first gear
- Regards productivity as someone else's concern
- Takes inappropriate or reckless shortcuts
- Shows little interest in being more productive
- Fails to fully engage in projects
- Disregards suggestions to build productivity

### Timeliness

#### Exceptional: Consistently exceeds expectations

- Is a master of time management
- Is on time and on target with his work
- Generates more than an hour's worth of productivity in each hour
- Is excellent at prioritizing work
- Helps others manage their time
- Builds the time-management skills of fellow employees
- Streamlines tasks and processes
- Has a great sense of time and timing
- Never misses a deadline
- Meets deadlines like clockwork

*("Employee Appraisal Phrases..." cont'd on page 9)*



## Employee Appraisal Phrases: Productivity and Timeliness (cont'd from page 8)

by Ken Lloyd from *Performance Appraisals and Phrases for Dummies*

(Obtained from <http://www.dummies.com> 4.8.2013)

- Creates and implements timesaving strategies
- Consistently makes the best use of her time
- Plans out the work, and then works the plan
- Has a high degree of expertise in time management, and applies it on every project
- Completes most projects early and all projects on time
- Is sensitive to the time demands and constraints of others
- Produces on-time, high-quality work
- Knows when and how to delegate

### Excellent: Frequently exceeds expectations

- Coordinates projects to meet deadlines
- Develops realistic plans and schedules
- Keeps the entire team on time
- Has a keen sense of what to do and when to do it
- Gives top attention to top priorities
- Manages time instead of letting time manage him
- Doesn't procrastinate
- Stays on schedule or ahead of it
- Never loses sight of time constraints
- Is excellent at estimating the time required for projects
- Manages to get more done in less time
- Is punctual in all aspects of the job
- Maintains flexibility to take on additional tasks
- Completes many projects before the due date
- Has yet to miss a deadline
- Delegates work and follows up as needed

### Fully competent: Meets expectations

- Completes work on time
- Avoids time wasters
- Establishes appropriate priorities
- Develops workable schedules
- Knows what needs to be done and not done
- Effectively assigns work to others
- Keeps commitments to get work done
- Places a premium on planning
- Keeps projects on schedule
- Delivers results on time
- Tracks projects carefully

Knows what needs to be done and not done

Stays on schedule or ahead of it

- Makes productive use of her time
- Follows a proven time-management system
- Lives by the philosophy that time is money
- Makes commitments to deadlines and keeps them
- Watches the time, not the clock

Makes commitments to deadlines  
and keeps them

### Marginal: Occasionally fails to meet expectations

- Treats deadlines as if they are optional
- Devotes too much time to second-tier matters
- Rarely completes the assigned tasks on time
- Constantly feels overwhelmed
- Works on many assignments that should be delegated
- Is easily drawn into secondary tasks
- Is too quick to set aside important projects
- Randomly rank-orders projects
- Blames others when work runs late
- Is intermittent, at best, with planning
- Is late with major projects but on time with minor ones
- Surprises others when work is on time
- Occasionally meets deadlines but with questionable quality
- Is too late with too much work

### Unsatisfactory: Consistently fails to meet expectations

- Wastes time on low-ticket items
- Places procrastination over performance
- Allows work to stack up
- Constantly falls behind
- Has yet to meet a deadline
- Waits until the last minute
- Ignores coaching
- Doesn't pay enough attention to the needs of those waiting for his work
- Consistently fails to make the best use of time
- Spends too much time crafting excuses
- Regards time management as a waste of time
- Is uninterested in time-management tools or programs
- Feels no sense of urgency
- Manages time like a pinball

## AGA Audio Conferences

(Register on-line via [www.midmoaga.org](http://www.midmoaga.org))



### Topic:

**"Internal Control  
Considerations in a  
Shared Services  
Environment"**

**Date: April 17, 2013**

**Times: 1:00–2:50 PM**

**CPEs: 2 credit hours**

**Location:**

**Schepper's Clydesdale  
Room**

**Cost:**

**\$15—Members**

**\$20—Non-Members**

Many government agencies have adopted shared services and others are considering it as a way to save resources in challenging budget times. This new way of conducting business brings risks, as well as benefits, however. This audio conference will introduce internal control concepts as they apply to the shared services environment in government.

The first segment will feature the perspective of a Shared Services Center of Excellence, the USDA National Finance Center. The second segment will address user agency control responsibilities, including a discussion of SSAE16, Reporting on Controls at a Service Organization. Finally, the speakers will offer an outlook of where the federal government is headed with regard to shared services adoption.

### Speakers:

- **Adam Goldberg**, Executive Architect, Office of Financial Innovation and Transformation, US Department of Treasury
- **Gil Hawk**, Chief Information Officer, USDA National Finance Center
- **Francois Barnard**, Manager, MorganFranklin
- **Geoff Harkness**, Managing Director, MorganFranklin

**Topic: "Ethics" (Note: On-line registration for this event is not available yet)**

**Date: May 22, 2013**

**Times: 1:00–2:50 PM**

**CPEs: 2 credit hours**

**Location: Schepper's Clydesdale Room**

**Cost: \$15—Members; \$20—Non-Members**



Further information will be posted in the May 2013 *Mid-Missouri Chapter AGA Ledger*

**Mid-MO AGA  
Professional Development  
Conference**

**August 20th-21st, 2013**



What is success?

I think it is a mixture of having a flair for the thing that you are doing; knowing that it is not enough, that you have got to have hard work and a certain sense of purpose.

*Margaret Thatcher*

**Association of  
Government Accountants  
Mid-Mo Chapter  
Executive Committee  
January 10, 2013  
Meeting Highlights**  
by Rosemarie Nichols



AGA Mid-Missouri Chapter  
PO Box 1104  
Jefferson City, MO 65102  
Website: [www.midmoaga.org](http://www.midmoaga.org)

**In attendance:** Tammy Childress, Tracy Farris, Robin Renfrow, Ami Patel, Vandee DeVore, Robin Burkhart, Karmen Stockman, Raye Ann Lecure, Rosemarie Nichols and Danielle Townsend.

Tammy opened the meeting by welcoming everyone in attendance. Secretary minutes will be provided at a later date by Rosemarie.

**President:**

- SLMR attendees are: Robin Renfrow, Danielle Townsend, Tammy Childress, Mark Runyan and Rosemarie Nichols

**Treasurer's Report:**

- Ami updated everyone on the current balance in the treasury.

**Communications:**

- Robin B mentioned that the deadline for the February newsletter will be January 25<sup>th</sup>.
- The CGFM flyer will be included in the January newsletter. Tammy will send out an invitation letter.
- The newsletter will also note the added value of being an AGA member.

**CGFM:** Karmen announced that the CGFM Course II will be presented in November of 2013. Notices will be sent to prior attendants. So far 9 people have committed to the class. Invoices will be sent once we obtain the required 20 attendees.

**Education:**

- Vandee updated everyone on the upcoming educational events. Volunteers/speakers are still needed for future chapter meetings.
- Vandee requested that a note be included in the newsletter regarding retirement membership rate.
- Vandee agreed to assist with the CGFM course 2 training event to be held in November 2013.

**Community Service:**

- Danielle T stated that information was sent to a volunteer in regards to the tax preparation assistance rendered at the Samaritan Center. An email will also be sent to all members in regards to donating time for tax preparation at the Samaritan Center.
- Additionally, scholarship application information for business or accounting students will be sent to the local high schools this month. There are 3 volunteers that have agreed to be the review team for the scholarship selection.
- A reminder of the upcoming Chapter Awards Ceremony April 17, 2013 will be in the newsletter.
- Silver Star families will be invited to the Past President's meeting in February.

**Membership:** Raye Anne noted that we currently have 250 members.

**President-Elect:**

- Robin R noted that the CRP report was sent to National.
- The contracts for speakers for the PDC have been solidified. Speakers on ethics and white collar crime will present. Reservations have been made for the PDC to be held at the Courtyard Marriot in Columbia on August 20-21.

**Past President:** Tracy noted that there are still officer positions open for the upcoming 2013-2014 year.

**Adjourn:** With no further discussion, a motion was made by Tracy Farris and seconded by Danielle Townsend to adjourn the chapter executive committee meeting. Motion approved.

**Association of  
Government Accountants  
Mid-Mo Chapter  
Executive Committee  
February 8, 2013  
Meeting Highlights**  
by Tracy Farris



AGA Mid-Missouri Chapter  
PO Box 1104  
Jefferson City, MO 65102  
Website: [www.midmoaga.org](http://www.midmoaga.org)

**In attendance:** Tammy Childress, Tracy Farris, Robin Renfrow, Ami Patel, Vandee DeVore, Robin Burkhart, Karmen Stockman, Raye Ann Lecure and Danielle Townsend.

President Tammy opened the meeting by welcoming everyone in attendance. The December meeting minutes were approved as presented. The January meeting minutes were approved with changes.

**President:**

- Tammy discussed the SLM in Los Angeles will run from 04/19/13-04/20-13 (Friday and Saturday) and reminded everyone that reservations are due March 8. There was discussion on which positions can go and alternates to fill empty slots. Flights must be purchased by March 21.
- State Employee Recognition will be May 31. The board discussed if the chapter wanted to have a booth again this year with free meeting coupons. No decision was made.

**Treasurer's Report:**

- Ami updated the board of the cash balance in the bank of \$15 thousand.
- A motion was made by Vandee to roll the minimum amount required into a short term CD at Hawthorn.

**Communications:**

- Robin noted that the newsletter for February will be sent out tonight.
- The website has recently been updated, so Robin asked the board to review it.
- The March newsletter deadline is February 25.
- There was also a discussion about publishing the Member of the Year information in the newsletter.

**CGFM:** Karmen updated the board that the Proclamation was sent to the Governor's Office for the four chapters in Missouri.

**Education:**

- Vandee updated the board that there are no outstanding invoices at this time.
- The Past President's Meeting will be February 27 and invitations will be sent out. Roberta Broeker from MoDOT will present and be followed by an audio conference from National.
- Vandee then updated the board with the status of future meetings in the planning process.

**Community Service:** Danielle updated the board that the scholarship applications have been sent to the local high schools and colleges. She will be sending the information to members soon.

**Membership:**

- Raye Ann reported that National has not posted the new membership report.
- She also reported that the membership fee for all attendees of the membership seminar have been paid to National.

**President-Elect:**

- Robin stated that the Chapter Recognition Report is missing some info and requested that the board review their sections.
- Plans for the Professional Development Conference are underway. She discussed a few themes for the conference.
- Robin also updated the board with a summary for what happened at the SLMR in January.

**Past President:** Tracy updated the board on which positions are still unfilled for next year's board.

**Adjourn:** A motion was made and seconded to adjourn. Meeting adjourned.

## Mid-MO AGA Financial Summary—as of January 31, 2013

by Ami Patel

### Mid-MO AGA Financial Summary As of January 31, 2013

	Year to Jan 31, 2013	Budget Year Ending 06/30/13	Variance
<b>Revenue:</b>			
Membership Dues	\$ -	\$ -	\$ -
Registrations	\$ 57,566.60	\$ 40,495.00	\$ 17,071.60
Interest	\$ 52.11	\$ 130.00	\$ (77.89)
Meeting Meals	\$ -	\$ -	\$ -
National Awards	\$ 272.00	\$ -	\$ 272.00
Merchandise Revenue	\$ -	\$ -	\$ -
Community Service	\$ 412.00	\$ 1,200.00	\$ (788.00)
Miscellaneous	\$ -	\$ -	\$ -
Fundraising	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -
Sponsorships	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 58,302.71</b>	<b>\$ 41,825.00</b>	<b>\$ 16,477.71</b>
<b>Expenditures:</b>			
Awards, Honoraria, Gifts	\$ 151.98	\$ 500.00	\$ (348.02)
CEC Meetings	\$ 505.04	\$ 700.00	\$ (194.96)
Regional Planning Meeting	\$ 84.94	\$ 200.00	\$ (115.06)
GASB Contributions	\$ -	\$ 1,000.00	\$ (1,000.00)
Insurance	\$ 309.00	\$ 400.00	\$ (91.00)
Member Travel	\$ 422.29	\$ 2,100.00	\$ (1,677.71)
PDC Registration	\$ 1,400.00	\$ 1,400.00	\$ -
PO Box Rental / Postage	\$ 56.00	\$ 80.00	\$ (24.00)
Merchandise Expense	\$ -	\$ -	\$ -
Community Service	\$ -	\$ 1,200.00	\$ (1,200.00)
Scholarships	\$ -	\$ 2,560.00	\$ (2,560.00)
Website	\$ 450.00	\$ 900.00	\$ (450.00)
Equipment	\$ -	\$ -	\$ -
Bank / Credit Card Fees	\$ 241.18	\$ 875.00	\$ (633.82)
Educational Events	\$ -	\$ -	\$ -
Meeting Meals	\$ 2,186.07	\$ 1,620.00	\$ 566.07
Printing / Copying	\$ 311.28	\$ 500.00	\$ (188.72)
Dues/Registrations	\$ 13,740.00	\$ 9,000.00	\$ 4,740.00
Miscellaneous	\$ 15.00	\$ -	\$ 15.00
Speaker Fees/Travel Exp	\$ 13,562.39	\$ 5,700.00	\$ 7,862.39
Workshop Supplies	\$ 4,418.23	\$ 3,534.00	\$ 884.23
Workshop Accommodations	\$ 22,984.86	\$ 10,500.00	\$ 12,484.86
<b>Total Expenditures</b>	<b>\$ 60,838.26</b>	<b>\$ 42,769.00</b>	<b>\$ 18,069.26</b>
Receipts Over (Under) Expenditures	\$ (2,535.55)		
Beginning Cash Balance	\$ 35,213.07		
Ending Cash Balance	\$ 32,677.52		
Accounts Receivable	\$ 1,740.00		
Accounts Payable	\$ (1,630.00)		
Credits on Account (Cancelled Trainings)	\$ -		
<b>Net Available for Chapter Use</b>	<b>\$ 32,787.52</b>		
Investments:			
Premier Certificate of Deposit	\$ 9,452.66		
Home Savings Bank CD	\$ 6,167.87		
Interest	\$ 276.36		
<b>Total Investments</b>	<b>\$ 15,896.89</b>		
<b>Chapter Fund Balance</b>	<b>\$ 48,684.41</b>		



Cash Balance consists of:

Petty Cash	\$ 30.00
Checking Account	\$ 32,647.52
	<b>\$ 32,677.52</b>

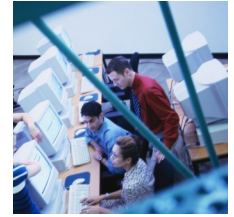
## Mid-Missouri AGA Chapter— Platinum Chapter Recognition



## Mid-MO AGA EDUCATION SCHEDULE—2012-2013 (Updated 2.09.2013)

Updated 2/09/2013

MID MISSOURI AGA EDUCATION SCHEDULE 2012-2013			
DATE	TIME	DESCRIPTION	LOCATION
July 18, 2012	1:00 - 3:00	Audio Conference - "Must know" guidance from GASB statements issued in the past year (2 CPE)	Truman Bldg, RM 483/484
July 19, 2012	11:30 - 1:00	Chapter Meeting - Single Audit (2 CPE)	Madison's CaM
August 22 & 23, 2012	8:00 - 5:00	POC - Searching for Solutions (16 CPE)	Inn at Grand Glazie
September 12, 2012	1:00 - 3:00	Audio Conference - Pension Accounting & Other Changes From GASB (2 CPE)	Moser's Bldg
September 19, 2012	12:00 - 1:00	Chapter Meeting - Chapter Leadership Plans (no CPE) (Lunch provided - Lee's Chicken)	House Hearing Room 7
	1:00 - 3:00	Audio Conference - 2011 Yellow Book-What You Need to Know (2 CPE)	House Hearing Room 7
October 3, 2012	1:00 - 3:00	Audio Conference - Auditing Performance Systems (2 CPE)	Schepper's Clydesdale Rm
October 17, 2012	11:30 - 1:00	Chapter Meeting - Cole County Circuit Court Audit (Bandana's BBQ)	Schepper's Clydesdale Rm
	1:00 - 3:00	Audio Conference - Improving Internal Controls (2 CPE)	Schepper's Clydesdale Rm
November 7, 2012	1:00 - 3:00	Audio Conference - Applying Data Analytics to Uncover Fraud (2 CPE)	Truman Bldg, Room 850
November 7-8, 2012	8:00 - 4:00	Government Financial Manager (GFM) Training (Lunch not provided)	Governor's Office Bldg
November 15, 2012	11:30 - 1:00	Chapter Meeting - Securities Enforcements Actions (Lunch provided) (1 CPE)	Madison's
December 4, 2012	8:00 - 4:30	10th Annual Membership Seminar	Capitol Plaza
December 5, 2012	1:00 - 3:00	Audio Conference - Structuring Performance Data to Effectively Drive Management Decisions(2 CPE)	Truman Bldg, Room 850
December 12, 2012	1:00 - 3:00	Audio Conference - Just Ethical (2 CPE)	Schepper's Clydesdale Rm
	3:00 - 4:00	Chapter Meeting - FBI: Identity Theft (1 CPE)	Schepper's Clydesdale Rm
	4:00 - 5:00	Social	TBD
January 9, 2013	1:00 - 3:00	Audio Conference - Government Financial Management (2 CPE)	Secretary of State's Office
January 23, 2013	11:30 - 1:00	Chapter Meeting - Fiscal Cliff (Lunch Provided) (1 CPE)	Schepper's Clydesdale Rm
	1:00 - 3:00	Audio Conference - Performance Management (2 CPE)	Schepper's Clydesdale Rm
February 6, 2013	1:00 - 3:00	Audio Conference - Fraud Prevention (2 CPE)	HST 483/484
February 27, 2013	11:30 - 1:00	Chapter Meeting - MoDOT Downalizing and 5 Year Direction & Past President's Luncheon (Lunch Provided) (1 CPE)	Providence Bank Community Room
February 27, 2013	1:00 - 3:00	Audio Conference - Getting Started With a Fraud Investigation (2 CPE)	Providence Bank Community Room
March 13, 2013	1:00 - 3:00	Audio Conference - Government Financial Mgmt (2 CPE)	Truman Bldg, Room 850
March 27, 2013	1:00 - 3:00	Chapter Meeting (Brief Announcements)/Audio Conference - Performance Management (2 CPE)	Truman Bldg, Room 850
April 17, 2013	11:30 - 1:00	Chapter Meeting - Awards (Lunch Provided)	Schepper's Clydesdale Rm
April 17, 2013	1:00 - 3:00	Audio Conference - Internal Controls (2 CPE)	Schepper's Clydesdale Rm
May 22, 2013	1:00 - 3:00	Audio Conference - Ethics (2 CPE)	Schepper's Clydesdale Rm
June 5, 2013	1:00 - 3:00	Audio Conference - Performance Management (2 CPE)	Governor's Office Bldg, Room 470



**2012-2013 Events**  
 Have a suggestion for a topic? Contact Vandee DeVore at 751-1987  
 or e-mail [education@midmoaga.org](mailto:education@midmoaga.org) today.





## *AGA Mid-Missouri Chapter 2012-2013 Executive Committee/Sub-Committee Chairs*

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**VOLUNTEERS NEEDED  
TO SERVE ON SUB-  
COMMITTEES!  
VOLUNTEER TODAY BY  
CONTACTING ONE OF  
THE MID-MO AGA  
CHAPTER OFFICERS!!!**

## **ASSOCIATION OF GOVERNMENT ACCOUNTANTS**

### **Mid-Missouri Chapter Newsletter**

**AGA Ledger**

**PO Box 1104**

**Jefferson City, MO 65102**

**Robin Burkhart, Communications Director**  
**communications@midmoaga.org**



***Zoom to the MID-MO AGA website today  
for recent updates!***

<http://www.midmoaga.org>

***Mid-MO AGA—  
Advancing Government Accountability***