

It is the Communication and Technology Committee's goal to provide timely, educational and relevant information to the VGFOA members. Participation of the VGFOA members in providing feedback, writing relevant articles and/or providing other information to further the goals of the Communication and Technology Committee is strongly encouraged. Please visit the VGFOA website at [www.vgfoa.org](http://www.vgfoa.org); contact VGFOA Board members or contact Communication and Technology Committee members for additional information and/or feedback.

### **President's Message – Phil Grant**

It is a special privilege to serve as President, not in the least because of my high regard of those in our organization with whom I've worked and associated over the years. We've started the 2005 term with a great group of board members, most of who continue from the previous term. Given their talent and commitment plus a willingness of our membership to serve on the various committees, I'm confident this term will continue the progress made during the past.

The board's focus in 2005 will be the implementation of the VGFOA's Strategic Plan Update. As part of that, several changes have been made to the board structure. First, the Vice-President position has been replaced with that of the Treasurer. Carol White, elected Treasurer for a 3-year term, will coordinate the preparation of the annual budget and her pre-payment approval process will enhance our financial controls and accountability.

One of the two co-chairs of the education committee will coordinate the 2005 Spring Conference (Virginia Beach, May 1 - 3) in lieu of having a vice president position to handle that event. Ron DeWitt and his conference support team will also assist as needed in the other VGFOA conferences.

The Education Committee's other Co-Chair, Rebecca Owens, along with Dr. Bruce Chase and his GNAC team, will continue VGFOA's Certificate Program and other training courses that have been expanded. Rebecca and Bruce will also continue their coordination of the March Technology Conference scheduled this year for March 10 – 11, 2005.

President-Elect Terry Adams will coordinate next October's Annual Fall Conference scheduled for October 19 – 21 in Richmond.

A new board member, William Skinker, chairs the VGFOA's new committee, Associate Member Relations. William and his team, assisted by GNAC, will be building on the increased interest in our organization by the private sector to recruit more associate memberships and expand their participation in and support of VGFOA through conference sponsorships, exhibits, and program speakers. In turn, William will be developing ways to recognize the vendors that support VGFOA and provide the means for our members to quickly find and contact those vendors on our web site.

Joe Casey, our 2003 President will be our state representative to GFOA and will also serve as the VGFOA's first Historian.

Jo Ellen Kerns, continuing as our Chair of the Membership and Awards Committee, will be working with GNAC to keep our membership database information current, maintaining contacts with our retired members, and overseeing VGFOA's various award programs.

Our newsletter committee has been merged with the Technology Committee to form the new Communication and Technology Committee chaired by Bruce Grant. With the assistance of the GNAC team, Carol White will continue serving as the newsletter editor to produce VGFOA's email newsletter. Please note that the newsletter will now be distributed by email only...no more hardcopy being snail-mailed!

Steve Solomon and his Legislative and Standards Committee will continue to keep us up-to-date on pending state and federal legislation impacting us as well as new standards from regulatory and standard-setting entities such as GASB.

Our immediate Past President, Larry Clark will be serving as a special projects resource, providing the board with high octane support when and where needed.

To summarize...during the last two years, some "heavy lifting" changes have been made by the board under the leadership of Larry Clark and Joe Casey. These changes have produced some very effective tools for use by the various committees but we need your participation as well. Please contact me or any member of the board if you're interested in serving on one of the committees or have suggestions as how the VGFOA can better serve you and your locality. Our contact information is readily available on our web site [www.vgfoa.org](http://www.vgfoa.org)

Last, but certainly not least, I want to thank the many firms that so generously supported our 2004 Fall Conference with sponsorships and program presentations. Many of them are associate members of VGFOA who have consistently supported our conferences over the years. I also want to thank those that show an interest in our organization by exhibiting at our conferences. Please note the sponsors and exhibitors listed later in this newsletter. Express your appreciation of their support of VGFOA by making sure you contact them when you need the goods and services they provide.

Plan early to attend our Spring Conference at the Sheraton Hotel in Virginia Beach, May 1 – 3. Contact Ron Dewitt at [rdewitt@nngov.com](mailto:rdewitt@nngov.com) or me at [finance@ci.vienna.va.us](mailto:finance@ci.vienna.va.us) if you have suggestions for program topics and/or speakers.

**Best wishes for a successful 2005!**

*Phil Grant*

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**2005 Dues Statements Sent**

The 2005 VGFOA dues statements were recently mailed. The statements reflect your contact information. Please check the information. Future newsletters, educational courses and other activities will be sent out by e-mail. Make sure we have your correct e-mail address. Also, members can update their own information on the web site as well as pay membership dues on-line. Go to [www.vgfoa.org](http://www.vgfoa.org) for more information.

## VGFOA Board Adopts 2005 Budget

### Receipts:

Membership Dues	\$ 19,750
Fall Conference	50,550
Spring Conference	39,500
Class registrations/IT conference	<u>80,875</u>
Total Budgeted Receipts	<u>\$ 190,675</u>

### Disbursements:

Awards and contributions	\$ 9,850
Fall Conference	37,545
Spring Conference	20,740
Class registrations/IT conference	64,125
GFOA Conference	2,000
Board expenses	18,664
Executive secretary contract	18,000
Committee expenses	1,800
Professional Services	16,000
Contingency	<u>1,951</u>
Total Budgeted Disbursements	<u>\$ 190,675</u>

## VGFOA Spring Conference

***Mark Your Calendars for the -***

***VGFOA Spring Conference***

***May 1 – 3, 2005***

***Sheraton Oceanfront, Virginia Beach***



## Board Accepts 2003 Audited Financial Statements

### Receipts:

Membership Dues	\$ 16,940
Fall Conference	29,666
Spring Conference	32,725
Class registrations/IT conference	<u>40,369</u>
Total Budgeted Receipts	<u>119,700</u>

### Disbursements:

Awards and contributions	7,150
Fall Conference	45,225
Spring Conference	17,635
Class registrations/IT conference	21,674
GFOA Conference	3,435
GNAC share revenue	9,298
Board expenses	5,465
Honorarium - Executive secretary contract	12,000
Office expenses	5,273
Office equipment	3,404
Newsletter	5,570
Travel	<u>409</u>
Total Budgeted Disbursements	<u>136,538</u>

Decrease in cash (16,838)

Cash Balance	
Beginning	<u>50,095</u>
Ending	<u>\$ 33,257</u>

## Announcements

# We Need Your CAFR!!

Radford University's Governmental and Nonprofit Assistance Center is ready to update the Financial Performance web page for 2004 data. This web page contains key information from the Government-Wide statements and can be used to compare financial information among local governments in Virginia. The web site is at [www.gnac.radford.edu](http://www.gnac.radford.edu).

Information on the site comes from your CAFR. Please send a copy of your 2004 CAFR to:

Bruce Chase  
Radford University  
Box 6953  
Radford, VA 24142



# CONGRATULATIONS!

## James City County honors Sue Mellen

James City County's Board Chairman Bruce C. Goodson recently presented his 2004 Chairman's Award to Suzanne Mellen for her extraordinary efforts recouping more than \$8 million in state and federal reimbursements for County expenses after Hurricane Isabel.

"Suzanne Mellen continues to demonstrate initiative and leadership," Goodson said at the Dec. 14 board meeting. Federal, state and private auditors have praised the County's "exemplary thoroughness and organization" of the documentation supporting reimbursements for expenses resulting from the hurricane last year. FEMA and other agencies have also used the County as a model to illustrate how to apply for reimbursements.

Mellen, who has worked for the County since 1987, was named Budget and Accounting Director in 2001. She is currently serving as Assistant County Administrator in a special assignment until March 31.

Mellen has a master's in Public Administration from Old Dominion University (ODU) and serves on ODU's Department of Urban Studies and Public Administration Advisory Council. She has a bachelor's in accounting from Christopher Newport University. In addition, she is currently enrolled in the Williamsburg Area Chamber of Commerce's Historic Triangle Leadership Program. She and her husband, Jim, and their two children live in James City County.



The Chairman's Awards are presented annually by the Chairman of the Board of Supervisors in recognition of outstanding public service.

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VGFOA Fall Conference

OMNI  HOTELS

## VGFOA 2005 Fall Conference

October 19<sup>th</sup> – 21<sup>st</sup>, 2005

Make plans now to attend the VGFOA 2005 Fall Conference to be held at the Omni Richmond Hotel in Richmond, Virginia. The Omni Richmond is located in the heart of the City's historic and business district. It is within walking distance of a wide variety of dining, shopping and entertainment venues.

For more information, to offer conference ideas, or to assist with conference coordination please contact Terry Adams at [tsadams@co.hanover.va.us](mailto:tsadams@co.hanover.va.us). See you there!



### **AWARDS & MEMBERSHIP COMMITTEE – Jo Ellen Kerns:**

Applications for the \$1,000 Edward T. Pettigrew college scholarships were due on December 31<sup>st</sup>. Please visit the VGFOA website for information about the scholarships. The Pettigrew scholarships provide a great opportunity for those students needing financial assistance and for promoting future membership in our organization so we encourage members to share this information. The scholarships will be presented at the Spring Conference.

Applications for the VGFOA certificate scholarships will be due by April 15<sup>th</sup> and will be presented at the Spring Conference. Information for these scholarships is also on our website.

For three years, the VGFOA has presented scholarships for the GFOA Advanced Institute held annually in July at Madison, Wisconsin. The scholarship will again be provided in 2005 but there will be a more formal application process. The Awards and Membership Committee will be working on an application form and will have it available on the website by March 31<sup>st</sup>. This scholarship will also be presented at the Spring Conference. The amount of the scholarship is \$1,850 and covers the entire cost of the Institute. We ask the recipient to give a short presentation at the fall conference about the experience and the benefits gained from attending the Institute.

### **LEGISLATIVE & STANDARDS COMMITTEE – Steven Solomon:**

The new Legislative and Standards Committee has a number of good things to report. We continue to follow the GASB calendar and will prepare responses representing the VGFOA on issues important to our membership. We have posted the updated GASB calendar on the VGFOA Web site under our committee. I encourage all members to review these items and contact the subcommittee chair Vivian McGettigan, Prince William County, if you wish to participate in the organization's response to GASB. It is a great way to become more familiar with and influence important technical issues prior to their release. In addition it is an opportunity to meet professionals from other jurisdictions and the auditing profession and get their insights and experience with these issues.

At the Fall conference, the Legislative group met and adopted the following mission. This group will focus on providing information to VGFOA members on Finance related legislation from the beginning to the end of the General Assembly process. As a result, they will either e-mail or list on the web sight, pending legislation; updates on the progress of legislation during the General Assembly session; a summary of key Finance related legislative initiatives that were approved by the General Assembly; and finally provide in depth explanations concerning specific legislative



initiatives that have a significant impact on our membership (e.g., Personal Property tax changes from this past General Assembly session).

Also at this meeting, I'm happy to report, the subcommittee selected Ann Shawver, City of Roanoke and Franklin Fout, County of Fairfax, to serve as Co-Chairs for the next year. I think we will all benefit from their knowledge of government and willingness to keep our membership informed in a timely manner. In addition Mike Edwards of VML and Christopher D. Lloyd of McGuire Woods Consulting have agreed to join the subcommittee, which I know will bring us a wealth of experience and insight into the legislative process.

Finally, I wanted to share the following notice that many of you received from Kim Via as to the APA's official response to a question concerning the car tax reimbursement:

**QUESTION:** If the Commonwealth delays the reimbursement of its share of the personal property tax collections during the period January 1, 2006 to June 30, 2006 for those localities with collection dates during this period, what is the appropriate accounting and budgeting for these transactions?

**ANSWER:** For financial statement reporting, localities with spring collection dates should accrue an account receivable for any amounts due from the Commonwealth related to the spring collections but not received as of June 30. The locality should include these amounts in revenue for the entity-wide accrual based financial statements. For its modified accrual general fund statements, the locality should recognize as revenue only the portion of the reimbursement collected from the Commonwealth within its defined availability period. Each locality sets its own availability period, which can vary from 30 to 60 days.

If the locality budgets on a modified accrual basis, the locality should include in budgeted revenues any amounts it expects to receive in the availability period. If the locality budgets on a cash basis, these reimbursements cannot be included as revenue for budgetary purposes since the locality will not receive the reimbursement until after June 30.

The State Comptroller has informed us that the Secretary of Finance has stated that the Commonwealth will meet its commitment to localities with spring collections within their defined availability periods. The Secretary of Finance, in consultation with the Virginia Municipal League and the Virginia Association of Counties, is developing a payment schedule for the Commonwealth's reimbursement to localities beginning for tax year 2006, which will take into consideration the localities' tax billing dates and defined availability periods. Local governments should consider this payment schedule when developing their FY2006 budget.

Further recognizing potential issues raised by GASB 33, localities and their auditors should recognize that the State Comptroller has stated that this amount does represent a liability to the Commonwealth, and accordingly will include this liability on both the entity-wide and fund statements in the CAFR. This recognition should address any questions concerning the Commonwealth's commitment under GASB 33.



## EDUCATION COMMITTEE – Rebecca Owens & Ron DeWitt:

### **Certificate Program**

The Virginia Government Finance Officer's Certificate program offered through the VGFOA and GNAC Radford University has been a huge success. This program offers training in the areas of accounting, cash management, debt, budgeting, administration, internal controls and law as well as provides instructional support for those wishing to pursue the national examination-Certified Public Finance Officer (CPFO).

In an effort to provide our membership with as many opportunities for educational offerings as possible, we have added several electives as part of the Certificate Program that you can take through the Treasurer's Association and have them count towards the Certificate Program requirements. The approved courses are the Roles & Responsibilities, Bankruptcy, and Delinquent Collections. Please see [www.vatreas.com](http://www.vatreas.com) for calendar information.

Below is the tentative calendar for 2005 which is based on the results of the member survey conducted in June 2004:

Date	EVENT	LOCATION
February 17-18	Intermediate Governmental Accounting	Chesapeake
February 24-25	Issuing Debt and Debt Management	Roanoke
March 3-4	Intermediate Governmental Accounting	Richmond
April 21-22	Cash and Investment Management	Chesapeake
April 28-29	Personnel Management	Roanoke
May 12-13	Operating and Capital Budgeting	Fairfax
May 19-20	Cash and Investment Management	Richmond
June 14-15	Advanced Governmental Accounting	Fairfax
June 16-17	Internal Controls, Auditing, and Fraud	Roanoke
August 4-5	Operating and Capital Budgeting	Richmond
September 22-23	Virginia Government and Law	Chesapeake
November 3-4	Leadership Effective Communication	Fairfax
November 17-18	Issuing Debt and Debt Management	Chesapeake
December 1-2	Pension and Benefits, Risk Management, and Procurement	Richmond
December 8-9	Advanced Governmental Accounting	Roanoke

## **Fall Education Calendar**

The VGFOA Education Committee and GNAC Radford University hosted many educational programs over the past several months:

- The **Advanced Cash Management** class was offered in Prince William, VA in September 2004.
- The **Internal Controls** was offered in Richmond, VA in September 2004
- The **Virginia Government and Law** class was offered in Fredericksburg, VA in October 2004.
- The **Leadership Effectiveness** was offered in Chesapeake, VA in November 2004.

## **Calendar of Upcoming Events**

Date	EVENT	LOCATION
March 10-11, 2005	10 <sup>th</sup> Annual Innovations, Technology and Management Issues Conference	Roanoke
May 1 – 3, 2005	VGFOA Spring Conference	Virginia Beach
June 26-29, 2005	 GFOA 99th Annual Conference	San Antonio, Texas
October 19-21, 2005	VGFOA Fall Conference	Richmond

If you have specific training needs, please contact Rebecca Owens ([rowens@co.roanoke.va.us](mailto:rowens@co.roanoke.va.us)) or Ron Dewitt ([rdewitt@nngov.com](mailto:rdewitt@nngov.com)).

## Recognition of VGFOA Supporters

A special **thank you** to the many firms that so generously supported our 2004 Fall Conference with sponsorships, exhibits and program presentations. Express your appreciation of their support of VGFOA by contacting them when you need the goods and services they provide.

### Sponsors of the VGFOA 2004 Fall Conference

 <b>Evergreen Investments™</b> Thursday P.M. Break	 <b>LEGG MASON</b> Thursday Dinner	
 <b>STANDARD &amp; POOR'S</b> Wednesday Break	 <b>THE BANK OF NEW YORK</b> Thursday Breakfast	 <b>BINGHAM Arbitrage Rebate Services Incorporated</b> Thursday A.M. Break
 <b>WACHOVIA</b> Wednesday Break		
 <b>SUNTRUST</b> Thursday Luncheon	 <b>FitchRatings</b> Friday Break	
 <b>CHEVY CHASE BANK</b> Opening Reception		
 <b>MERCER</b> Human Resource Consulting Thursday Reception	 <b>PBGH</b> CERTIFIED PUBLIC ACCOUNTANTS Accounting Olympics	
 <b>Bank of America Higher Standards</b> Thursday Dinner Program		
 <b>HDR</b> Thursday Breakfast	 <b>The PFM Group</b> Opening Reception	
 <b>BB&amp;T Capital Markets</b> Wednesday & Thursday Hospitality Suite		

### Exhibitors at the VGFOA 2004 Fall Conference

 <b>BINGHAM Arbitrage Rebate Services Incorporated</b>	 <b>CHERRY BEKAERT &amp; HOLLAND</b> CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS
 <b>REAMS</b> document imaging	 <b>ACS</b>
 <b>AIG VALIC</b> The Power of Service	
 <b>BOLTON PARTNERS</b>	 <b>HDR</b>
 <b>DATAMATX</b>	 <b>Logics</b>
 <b>Milliman</b> Consultants and Actuaries	 <b>MSV</b> Public Services of Virginia
 <b>SUNGARD®</b> PENTAMATION INC.	
 <b>MainStreet</b> Software Solutions for Municipalities	
 <b>Virginia Resources AUTHORITY</b>	
 <b>ROBERT S. SEGAL, CPA PA</b> EXPENSE REDUCTION & REVENUE ENHANCEMENT	
 <b>MITCHELL HUMPHREY</b>	