

CGFOA BOARD MEETING
Friday, April 27, 2012 1:00 P.M.
Montrose County School District Board Room
Education and Student Support Building
930 Colorado Ave., Montrose, CO 81401

AGENDA

Call to Order

Introductions

Secretary's Report – Sam Boster: Minutes of January Board Meeting

Treasurer's Report – Judy Dahl: Financial Report

President's Comments – Pete Mangers

Committee Reports:

- ⇒ Awards – Molly Kostelecky
- ⇒ Conference 2012 Update - Debbie Murray/Karin Slater/Kathy Velzen
- ⇒ Education
 - Annual Education – Sandra (Sam) Boster and Laurie Litwin
 - CML Conference Session - Doug Farmen/Kathy Velzen
 - CTAC – Jeff Cadiz
- ⇒ GFOA State Representative – Pete Mangers
- ⇒ Legislative/CML – Harry Patel
- ⇒ Library – Crystal Dorsey
- ⇒ Membership –
- ⇒ Outreach and Careers - Cherie Sanchez/Crystal Dorsey
- ⇒ CTAC – Jeff Cadiz
- ⇒ Western Slope Coalition – Kathy Elmont and Heather Alvarez
- ⇒ Newsletter – Kathy Velzen
- ⇒ Nominations – ?????
- ⇒ Scholarships - Sharon Spurlin
- ⇒ Social Events
 - Golf – May 11, 2011 Update
 - Rockies – July 27
 - National Conference – June 10 – 13, 2012; Chicago, IL
 - Colorado Event Discussion – Sunday Night Dinner Status Update
- ⇒ Spring/Summer Meeting Dates – Friday, April 27, Montrose; Friday July 27, Denver Water
- ⇒ Other Business
 - Web Site
 - SIPA Update
 - Kathy's Vacation discussion

Adjourn

Directions:

From the North or East:

*At the intersection of Main Street and Townsend Avenue, go west on Main Street (from the north, turn right on Main Street or straight through on Main Street from the east). Turn **left onto Rio Grand Avenue** (before you cross the railroad tracks). Go south on Rio Grande Avenue, you will cross the railroad tracks by the swimming pool, turn **right on Apollo Road**. The Montrose Athletic Club is on this corner. Going west on Apollo Road, **turn right at the Bus Barn**. At the "Do Not Enter" sign, take the **left fork** to the Education and Student Support Building. This building is on the left. You may park in front of the modulares to your right after you cross the sidewalk.*

From the South:

*At the stoplight on **Oak Grove Road, turn left**. This is the light at Wendy's and Walgreen's. After the ball fields, **turn left onto Apollo Road**. The Montrose Athletic Club is on this corner. Going west on Apollo Road, **turn right at the Bus Barn**. At the "Do Not Enter" sign, take the **left fork** to the Education and Student Support Building. This building is on the left. You may park in front of the modulares to your right after you cross the sidewalk.*

You may also access Rio Grande Avenue on South 5th and South 9th. You will need to turn left onto Rio Grande Avenue.



MINUTES
BOARD MEETING
April 27, 2012—Montrose County
School District Board Room, Montrose, CO

Call to Order

President Pete Mangers called the meeting to order at 1:00 p.m.

Members Present

Pete Mangers, President (Town of Castle Rock), **Cherie Sanchez**, Vice President (City of Westminster), **Judy Dahl**, Treasurer (Little Thompson Water District), **Sandra “Sam” Boster**, Secretary (Bear Creek Water and Sanitation District), **Don Warn**, Director (City of Golden), **Bob Prendergast**, Director (Garfield County), **Byron Jefferson**, Director, (City of Aurora), **Karin Slater** (Montrose County School District), **Kathy Elmont**, City Clerk/Treasurer (City of Ouray), **Lynne Beck**, Finance Director (Town of Telluride), **Heather Alvarez**, Town Clerk/Treasurer (Town of Mancos), **Shani Wittenberg**, Director of Sales & Use Tax (City of Montrose), **Alex Paulea**, Regional Account Manager-CO (PRA Government Services, LLC), **Kathy Velzen**, CGFOA Administrator.

Secretary’s Report—Sam Boster

Acceptance of Minutes

Upon motion by Director Don Warn, seconded by Director Byron Jefferson and unanimously carried, the minutes of the Board of Directors Meeting held in Westminster, CO, on January 20, 2011, were approved with minor revisions.

Treasurer’s Report—Judy Dahl

Financial Reports

Upon motion by Secretary Sam Boster, seconded by Director Don Warn and unanimously carried, the CGFOA Income/Expense Comparison, Balance Sheet, a Budget to Actual Comparison and Check Register Detail for January 1 through March 31, 2012, and the Reconciliation Statement for March 31, 2012, were approved as presented by Treasurer Judy Dahl. Copies are attached hereto and made a part of the record. Preceding this action, Treasurer Dahl reviewed the financial reports with the Board.

IRS Tax Return

The 2011 tax return was filed with IRS. A tax services invoice for \$725.00 was presented.

President’s Comments—Pete Mangers

President Pete Mangers stated that the need for a more active Membership Committee has been an issue for a while. Kathy Elmont started it with great effort and he had tried, but more people need to be involved. President Mangers requested that if anyone knows people who would like to get involved in CGFOA, to let him know. “Many hands make light work!” He added that he is up to facing new the challenge—trying something new, or trying again even if an effort failed miserably in the past.

Committee Reports

Awards—Molly Kostelecky

Administrator Kathy Velzen reported that Awards Committee Chair Molly Kostelecky will be sending out forms for nominations for awards over the summer.

Committee Reports**Awards—Molly Kostelecky**

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Conference 2012 Update—Debbie Murray, Karin Slater and Kathy Velzen

Co-Chair Karin Slater reported that the 2012 CGFOA/CMCA Annual Conference will be held in what had been a Holiday Inn that was remodeled into the Estes Park Conference Center. During the site visit, the food that was sampled was very good and they have a nice chef. A follow-up Conference Committee meeting will be held in Westminster on August 9, 2012.

Administrator Kathy Velzen reported that the Moderator and Speaker forms which are now available will be sent out during the first week of May and will be due by June 1st. There are only 140 rooms at the adjacent Rocky Mountain Inn. There are many nice places for lodging, but attendees would be driving to the conference center every day. Treasurer Judy Dahl noted that the YMCA of the Rockies has lodging for groups that can room together. There is a joint living space and joint kitchen facilities.

Administrator Velzen reported that the meeting rooms for sessions at the conference will not be limited as expected—there will be space for 5 sessions for each 1-hour and 1½-hour time slots. The Education Committee will be asked for alternate classes from which to choose. The opening reception will be held at the Stanley Hotel. Social activities may include a ghost tour at the Stanley Hotel, a scavenger hunt on Main Street, and an historical tour. Estes Park Town Clerk Jackie Williamson is on top of this—it will be fun to have her involved in the conference planning.

Education

Conference Education Committee Meeting. Co-Chair Karin Slater reported that the conference session program formulated at the Education Committee on January 13th in Frisco is being developed. Because of the comments from attendees of previous conferences, no GASB update will be included in the 2012 conference program.

Annual Education. Co-Chair Sam Boster distributed a preliminary list of annual education classes that had been scheduled at the Education Committee meeting on January 20th in Frisco. She added that it is a work in progress.

Co-Chair Boster expressed a special thanks to Tina White, Finance Manager of the Southeastern Colorado Water Conservancy District, for organizing the February 24th session on the GASB Preliminary Views (PV) on Economic Condition Reporting: Financial Projections.

Colorado Municipal League (CML) Conference Session. Administrator Kathy Velzen reported that Doug Farmen has participated with the CML Education Committee to arrange a session during the Colorado Municipal League annual conference to be held in Breckenridge. The initial title and day for the session changed, but the message is the same and everyone could work with the timing. “The Legal and Market Impacts of Evolving Credit Quality Impacts of New Legislation,” will be presented on June 20, 2012 by Attorney Dee Wisor from Sherman & Howard, Vice President of Piper Jaffray Helen Cregger, and Matt Reining, Credit Analyst at Standard & Poors.

Colorado Tax Audit Coalition (CTAC) Education. Upon motion by Secretary Sam Boster, seconded by Treasurer Judy Dahl and unanimously carried, the CGFOA Board authorized subsidizing the difference between the \$40 fee per CTAC registration and the actual conference registration fee for 2012.

Colorado Tax Audit Coalition (CTAC) Education [continued]

Preceding this action, there was an inquiry about what CGFOA would like CTAC to do so that they are offering something of value to the organization rather than draining financial resources. They are looking forward to being a part of the annual conference again in November. The Board's permission was requested to subsidize the difference between the \$40 fee per CTAC registration and the actual registration fee.

Administrator Kathy Velzen suggested that the subsidy be taken from the CTAC line item of the CGFOA annual budget. Administrator Velzen and Treasurer Judy Dahl agreed that the CTAC registration fees should be itemized on the conference registration fee spreadsheet so that the subsidy can be recorded separately in the accounting records and can be tracked over multiple years.

It was reported that the February 3rd CTAC meeting was rescheduled for March 2nd which was a very productive meeting including Auditing in an Electronic Age, Auditing Veterinarians, Auditor Safety in the Field, and New Auditor Training. The May 4th CTAC meeting in Castle Rock will include an Ethics Class. Even if not a CTAC member, anyone can sign up for the class and 2 CPEs.

GFOA State Representative—Pete Mangers

President Pete Mangers, as CGFOA's State Representative, will attend the national GFOA conference in Chicago, June 10-13, 2012, and will host an event for the Colorado contingent. [See Social Events-National Conference Event.]

Legislative/CML—Harry Patel

President Pete Mangers will be in touch with Harry Patel this evening and will check to see if he will continue as CGFOA's Legislative/CML representative. As mentioned at the April meeting, Doug Farnen is a member of CML and may be willing to step in if Harry Patel no longer wishes to serve in this position.

Library—Crystal Dorsey

Administrator Kathy Velzen reported for Library Chairman Crystal Dorsey that the list of publications and books reflects the authors, publishers, publication dates, titles, etc. and was still being reviewed. Upon request by Ms. Dorsey at the January meeting, the amended budget approved by the Board increased the line item for Library Materials from \$250 to \$500. Administrator Velzen added that the Library now has all the books needed to prepare for the Certified Government Finance Officer tests. Ms. Dorsey plans to do a book review in each issue of *FOOTNOTES*—at least a paragraph or two to keep focus on the Library.

Memberships—Jo Ann Giddings

President Pete Mangers stated that he is reaching out to the CTAC membership and encouraging them to join CGFOA because they may find some of the other educational opportunities offered by CGFOA to be beneficial. He asked that if anyone might be interested or know someone who is interested in co-chairing the Membership Committee to let him know.

Outreach and Careers—Cherie Sanchez and Crystal Dorsey

Co-Chair Karin Slater reported that she has an intern from Ft. Collins working for Montrose County Public Schools this summer. Administrator Kathy Velzen asked Co-Chair Slater to write an article for the August *FOOTNOTES*. Director Bob Prendergast stated that he uses one or two interns every summer. Upon request by Administrator Velzen for an article for the June *FOOTNOTES*, Director Prendergast replied that he could have the interns write an article.

Colorado Tax Audit Coalition (CTAC)—Chair Joan Morgan and Vice Chair Jeff Cadiz

President Pete Mangers reported that Jeff Cadiz, CTAC Vice Chair, sent out an email asking for help from CTAC members. Joan Morgan left the City of Thornton and the CTAC Chair position. The Board decided to see what kind of response Vice Chairman Lighthart Cadiz gets on his request for help and how things come together before considering appointing a new CTAC Chair.

Western Slope Coalition (WSC)—Kathy Elmont and Heather Alvarez

Co-Chairman Heather Alvarez reported that she will be talking to Bayfield's City Clerk Marianne Jones in mid-June about holding the September 13th WSC there. If there is nothing special going on in Bayfield on Thursday night of the WSC, they will just do dinner. Co-Chair Alvarez asked about the budget for the WSC. Administrator Kathy Velzen stated that there are usually sponsors and participants pay to attend. She will send out emails to Associate Members notifying them that there is an opportunity to sponsor WSC. Treasurer Judy Dahl noted that there was a Coalition Meetings line item of \$6,500 in the 2012 Budget.

Co-Chair Alvarez stated that because travel budgets have been limited and so many participants wear multiple hats at their local governments, the WSC strives to get as many topics covered as possible. They would like to include a 2-hour Statewide Internet Portal Authority (SIPA) presentation on Colorado.gov Payport by SIPA Executive Director John D. Conley. The Coalition meeting would include a 2-hour TABOR presentation by Jarrod Biggs from DoLA, an Ethics session and a sales tax class. Co-Chair Kathy Elmont thanked CTAC for offering a session on sales tax collection and administration presented by Ken Martinez.

Lynne Beck mentioned that they are into negotiations to outsource their self-collection of sales taxes to a person who is set up to handle collection of sales tax. The arrangement should be up and running before June. Co-Chair Elmont asked for information on the vendor so that the service could be included in the WSC program.

Administrator Velzen addressed the registration fee for the September WSC. Treasurer Dahl again noted that there is a \$6,500 budget for Coalition Meetings. This WSC could be set when the sponsorships are known and a profit and loss analysis could be done on a spreadsheet to determine whether the fees were appropriate. Treasurer Dahl stated that there are scholarships available and perhaps information about the scholarship program could be included in the mass emails that are sent to announce the WSC sessions. Administrator Velzen agreed and added that there is no financial reason anyone should miss education sessions or this Western Slope Coalition.

Newsletter—Kathy Velzen

Administrator Kathy Velzen reported that the April 2012 issue of *FOOTNOTES* is ready except for one missing piece. The newsletter should be released soon.

Nominations—Cherie Sanchez

Director Cherie Sanchez volunteered for the Nomination Committee. There are four positions up for election: Two Directors, Treasurer and Vice-President. There has been interest in the election from only one member to date.

Scholarships—Sharon Spurlin

Administrator Kathy Velzen reported that one request for a scholarship was received this year for a GFOA class being held in Denver. The request was for \$700 for one class. The City Manager was asked if the employee could still attend if there were partial funding and the answer was affirmative. Therefore, \$500 was the final award. More attention will be directed towards our offer of scholarships for the annual conference.

Silent Auction/Conference Local Representative—Steve McFarland, Estes Park

Administrator Kathy Velzen stated that more emphasis will be given the Silent Auction since it is a fund raiser for scholarships.

Social Events

Golf Tournament. Administrator Kathy Velzen reported that about 80 to 88 golfers had signed up for the 2012 Golf Tournament at Indian Peaks Golf Course in Lafayette, CO, on May 11th. All holes and contest holes are sponsored. Since she will be leaving for Greece, Administrator Velzen will not be there to check in the golfers, give them a bottle of water and get them to the right carts. Jeff Hansen will have the list of players. Director Byron Jefferson offered to help.

Rockies Game. Administrator Kathy Velzen reported that 75 tickets were purchased for the 2012 CGFOA Rockies Baseball Event is scheduled for July 27th. So far, 45 people have indicated on the survey that they would sign up for the picnic at LoDo Grill just prior to the Colorado Rockies v Cincinnati Reds at 6:40 p.m. at Coors Field. The cost of the picnic was separated from the game tickets so that there is a choice of whether to attend just the picnic, just the game or both. Treasurer Dahl said that this was especially good for those who have season tickets to the Rockies games.

National Conference Event: Administrator Kathy Velzen reported that the tentative plan for a Colorado Delegate event in Chicago is to go on Sunday June 10th for stuffed pizza, salad and beverage at Giordano's in Greektown at an estimated cost of \$14 plus tax and gratuity per person. Dessert at \$3 per person was not included. More than 60% of those responding to the email wanted an event and preferred pizza. Sofia Anastopoulous from Chicago has emailed complete directions.

Administrator Velzen has received \$500 from one sponsor and \$200 from another. She will be seeking more sponsors for the national event.

Summer Meeting Date

The next quarterly meeting of the CGFOA Board of Directors is scheduled for Friday, July 27, 2012 at 1:00 p.m. in the Kassler Room, Three Stones Building at Denver Water in Denver, CO, following a Process Mapping session and free networking lunch. This meeting will be followed by the picnic at LoDo Grill and the Rockies game.

Other Business

Replacement for Past President Craig Larson

Upon motion by Treasurer Judy Dahl, seconded by Director Don Warn and unanimously carried, Craig Larson's resignation as Past President is accepted with regret. Further, that the following responsibilities of Past President be transferred:

- Nominations—Cherie Sanchez
- Treasurer, Conference Committee—Debbie Murray.

No other responsibilities previously delegated to the Past President will be transferred.

Craig Larson had announced that he was stepping away from the position of Past President. Following discussion of the duties and how these duties could be carried out by others, the Board took the previously-stated action.

Other Business**Proposed GFOA Issues Committee.**

President Pete Mangers posed the question whether the CGFOA Board should lobby against the proposed GASB Pronouncement that would require Financial Projections for Assessing Economic Conditions. The Board directed Administrator Kathy Velzen to conduct a survey prior to the November 16th Business Meeting in Estes Park, questioning the general membership whether they believe an Issues Committee should be established to study current issues and lobby for or against the issues on behalf of the CGFOA. If a sufficient number of the membership responds favorably, this topic would be included on the agenda for the November meeting. Administrator Velzen said that she would put a questionnaire in the *FOOTNOTES* newsletter. Director Don Warn volunteered to write a related article for *FOOTNOTES*

Questions were raised on the topic during discussion preceding this directive:

- Does the CGFOA's IRS 301 c (6) Business League designation allow for lobbying?
- Would the rules and regulations need to be amended to give lobbying authorization to the Board?
- Should CGFOA even take a stand on such issues?
- Should a process for lobbying be established if CGFOA commences lobbying?

Statements on the topic were offered during discussion preceding this directive:

- Vice President Cherie Sanchez said that when these issues arise, CGFOA should have a person on-point or a committee to address the issues.
- Administrator Kathy Velzen said it would take a huge effort to track the issues, determine who would be that point person, write up a position statement on behalf of the organization and present or distribute the position statement to the appropriate parties.
- Secretary Sam Boster reported that some lobbying was already in place. GFOA Board Member Bob Eichem from Boulder, CO, said that GFOA, ICMA, NACo, NLC and other national organizations, issued a joint response in opposition to this proposed GASB pronouncement. Bob Eichem said he would testify at hearings, as well.
- President Pete Mangers recalled that the issue of lobbying was addressed when Amendments 60 and 61 and Proposition 101 were proposed as ballot issues in 2010.
- Kathy Elmont thought CML could advise CGFOA if we overstepped our bounds.
- Heather Alvarez reported that Sam Mamet would be having dinner in Mancos and she could ask him for guidance. Sam Mamet would probably love to come and talk to CGFOA Board about lobbying or taking position on issues
- Lynne Beck suggested discussions with CML about their lobbying processes or procedures.
- Director Don Warn thought it would be good for Lynne Beck to have a discussion with Sam Mamet about whether or not CGFOA should be taking a stand on issues. Knowing Sam, once the subject is introduced he will follow up and follow through.

E-Blasts and Posting events for other organizations.

The question was posed whether the Secrets of Political Math and Government Budgeting event at CSU on April 25th should have been posted on the CGFOA Calendar. Administrator Kathy Velzen replied that the policy has been that anything that does not conflict with a CGFOA event can be posted on the calendar. CGFOA does not e-blast information for other organizations, but we're happy to put their events on the calendar. Director Don Warn suggested that if the Administrator thinks an event is important enough for the calendar, she should check with the Board.

E-Blasts and Posting events for other organizations [continued]

President Pete Mangers said that consideration should be given the Administrator. The Board may not have time to even read the requests and respond. The Board should give the Administrator direction that if she hears from a certain number of Board Members she can proceed with whatever action is needed, so she doesn't have to be emailing back and forth to see if she gets permission from the President to post a questionable notice or send an e-blast.

Issues with E-Blasts.

Administrator Kathy Velzen reported that a lot of emails are being rejected from e-blasts because the number of addresses was limited. Extensive paperwork was required to do each e-blast mailing and it was limited to 200 messages every 10 minutes with each email no larger than 10 MG. From her personal email system, Administrator Velzen found that she can send 600 messages every 10 minutes. Lynne Beck said that she knows about a free mailing program for email processing and will provide the information.

SIPA Payments Online/Website.

Administrator Kathy Velzen stated that she needs to make sure SIPA understands CGFOA's needs because they are doing all the setup *pro bono*. Her gut tells her it could take a year to get it done. In the meantime, the procedure being used is not in compliance with the Payment Card Industry (PCI) standards. Treasurer Judy Dahl said that she would call SIPA and ask for a target date and she could ask about the website at the same time. Administrator Velzen noted that SIPA is not very advanced in website management.

Administrator's Vacation.

Administrator Kathy Velzen reported that she would be on vacation for 20 days, May 11th to 29th, for a trip to Greece and Great Britain. The question is whether the Board wants the Administrator to stay in touch with the office during her vacation. The Board concurred that Administrator Velzen did not need to stay in touch with the office; rather, if there is an emergency, President Pete Mangers can be contacted.

Adjournment

No further business being presented, President Pete Mangers declared the meeting adjourned.

Respectfully submitted,

Sandra M. "Sam" Boster
Secretary

CGFOA Cash Balance - As of 3/31/2012:6

As of 3/31/2012

4/18/2012

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Account	3/31/2012 Balance
ASSETS	
Cash and Bank Accounts	
CD - COBIZ	62,001.06
CGFOA COBIZ	29,328.81
TOTAL Cash and Bank Accounts	91,329.87
<hr/>	
TOTAL ASSETS	91,329.87
LIABILITIES & EQUITY	
<hr/>	
LIABILITIES	0.00
EQUITY	91,329.87
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TOTAL LIABILITIES & EQUITY	91,329.87

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			33,036.91
Checks and Payments	7	Items	-5,313.15
Deposits and Other Credits	6	Items	5,700.00
Service Charge	0	Items	0.00
Interest Earned	1	Item	2.73
Ending Balance of Bank Statement:			33,426.49

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			33,426.49
Checks and Payments	1	Item	-4,752.68
Deposits and Other Credits	3	Items	655.00
Register Balance as of 3/31/2012:			29,328.81
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			29,328.81

CoBiz March 2012 Bank Rec

CGFOA COBIZ
4/12/2012

Uncleared Transaction Detail up to 3/31/2012

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
3/27/2012	2428	Glick Consulting Group	Adv Govt Acctg & Adv Fi...	Training Expenses:Inst...		-4,752.68
Total Uncleared Checks and Payments				1 Item		-4,752.68
Uncleared Deposits and Other Credits						
3/29/2012	DEP	various		Dues:Dues-associates		125.00
3/29/2012	DEP	Various		Dues:Dues-actives		200.00
3/29/2012	DEP	various		Dues:Dues-actives		330.00
Total Uncleared Deposits and Other Credits				3 Items		655.00
Total Uncleared Transactions				4 Items		-4,097.68

CGFOA Check Register Detail Jan to Mar 2012 - Q1 2012

1/1/2012 through 3/31/2012

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Date	Num	Description	Category	Amount
BALANCE 12/31/2011				67,356.90
1/1/2012	EFT	Interest Earned	Interest Inc	47.30
1/3/2012	EFT	CoBiz	Misc Office Expenses:Bank Charge	-7.95
1/3/2012	EFT	CoBiz	Misc Office Expenses:Bank Charge	-62.83
1/6/2012	2410	S Admin Alternatives	--Split--	-3,576.94
1/20/2012	2411	Don Warn	Board meetings	-16.05
1/20/2012	2412	Mesa County	Board meetings	-44.50
1/20/2012	2413	S Montrose County School ...	--Split--	-307.40
1/20/2012	2414	City Of Lakewood	Board meetings	-17.21
1/20/2012	2415	Judy Dahl	Board meetings	-101.27
1/20/2012	2416	S Montrose County School ...	--Split--	-419.90
1/20/2012	2417	City Of Aurora	Board meetings	-27.97
1/20/2012	2418	Cherie Sanchez	Board meetings	-8.74
1/20/2012	2419	Jeff Cadiz	Board meetings	-36.08
1/20/2012	2420	Garfield County	Board meetings	-204.00
1/20/2012	2421	City Of Greenwood Village	Board meetings	-39.96
1/20/2012	2422	Pete Mangers	Board meetings	-44.95
1/23/2012	EFT	AT & T	Telephone & Fax	-112.10
1/23/2012	EFT	Qwest/Century Link	Telephone & Fax	-63.15
1/26/2012	DEP	Pete Mangers/Don Warn	Board meetings	129.56
1/27/2012	DEP	S CGFOA/CMCA Annual C...	--Split--	22,709.59
1/27/2012	DEP	CGFOA/CMCA Annual C...	Fall Conference:Fall Conference - CMCA	1,267.44
1/31/2012	EFT	Service Charge	Misc Office Expenses:Bank Charge	-21.30
1/31/2012	EFT	Interest Earned	Interest Inc	0.30
2/1/2012	EFT	Interest Earned	Interest Inc	47.33
2/2/2012	2423	City Of Greenwood Village	GFOA Cnf-Pres	-697.00
2/2/2012	2424	S Admin Alternatives	--Split--	-4,898.15
2/2/2012	2425	**VOID**		0.00
2/2/2012	EFT	COBiz	Misc Office Expenses:Bank Charge	-62.45
2/3/2012	EFT	COBiz	Misc Office Expenses:Bank Charge	-7.95
2/7/2012	DEP	various	Dues:Dues-associates	325.00
2/7/2012	DEP	various	Dues:Dues-actives	1,080.00
2/9/2012	CC	Various	Dues:Dues-actives	2,490.00
2/10/2012	DEP	various	Dues:Dues-actives	690.00
2/15/2012	DEP	various	Dues:Dues-associates	1,400.00
2/15/2012	DEP	various	Dues:Dues-actives	1,430.00
2/20/2012	CC	various	Dues:Dues-actives	3,180.00
2/20/2012	CC	various	Dues:Dues-associates	2,575.00
2/20/2012	DEP	various	Training:GASB Updates	30.00
2/20/2012	DEP	various	Dues:Dues-actives	275.00
2/20/2012	CC	various	Dues:Dues-associates	375.00
2/22/2012	EFT	Qwest/Century Link	Telephone & Fax	-64.16
2/23/2012	CC	various	Training:GASB Updates	595.00
2/23/2012	EFT	AT & T	Telephone & Fax	-150.01
2/28/2012	DEP	various	Dues:Dues-actives	505.00
2/28/2012	DEP	various	Dues:Dues-actives	150.00
2/29/2012	EFT	Interest Earned	Interest Inc	2.01
3/1/2012	EFT	Interest Earned	Interest Inc	24.56
3/1/2012	DEP	Various	Training:GASB Updates	115.00
3/2/2012	EFT	COBiz	Misc Office Expenses:Bank Charge	-361.23

CGFOA Check Register Detail Jan to Mar 2012 - Q1 2012

1/1/2012 through 3/31/2012

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Date	Num	Description	Category	Amount
3/5/2012	EFT	CoBiz	Misc Office Expenses:Bank Charge	-7.95
3/7/2012	DEP	Various	Social Outing:Golf	750.00
3/7/2012	DEP	S Various	--Split--	440.00
3/7/2012	2426	S Admin Alternatives	--Split--	-4,610.88
3/9/2012	EFT	CoBiz	Misc Office Expenses:Bank Charge	-7.95
3/16/2012	2427	Jeremy Finkenbinder	Coalition Meetings Exp:Tax Audit Coali...	-150.00
3/22/2012	EFT	Qwest/Century Link	Telephone & Fax	-68.81
3/22/2012	EFT	AT & T	Telephone & Fax	-106.33
3/27/2012	2428	Glick Consulting Group	Training Expenses:Instructors	-4,752.68
3/28/2012	CC	S Various	--Split--	3,740.00
3/29/2012	DEP	various	Dues:Dues-associates	125.00
3/29/2012	DEP	S Various	--Split--	200.00
3/29/2012	DEP	various	Dues:Dues-actives	330.00
3/30/2012	EFT	Interest Earned	Interest Inc	2.73
1/1/2012 - 3/31/2012				23,972.97
BALANCE 3/31/2012				91,329.87

OVERALL TOTAL	23,972.97
TOTAL INFLOWS	45,030.82
TOTAL OUTFLOWS	-21,057.85
NET TOTAL	23,972.97

CGFOA Income/Expense Comparison - Q1 2012:5

1/1/2011 through 3/31/2012

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Category Description	1/1/2011- 3/31/2011	1/1/2012- 3/31/2012	Amount Difference
INCOME			
Dues			
Dues-actives	11,190	10,400	-790
Dues-associates	5,385	4,800	-585
TOTAL Dues	16,575	15,200	-1,375
Fall Conference			
Fall Conference - CMCA	1,589	1,267	-322
Net Proceeds	23,623	20,459	-3,164
Silent Auction Proceeds	1,167	2,250	1,083
TOTAL Fall Conference	26,379	23,977	-2,402
Footnotes	700	0	-700
Interest Inc	217	124	-93
Social Outing			
Golf	0	750	750
TOTAL Social Outing	0	750	750
Training			
Accounting	75	0	-75
Ethics	1,320	0	-1,320
Financial Administration	0	3,310	3,310
GASB Updates	0	1,540	1,540
TOTAL Training	1,395	4,850	3,455
TOTAL INCOME	45,267	44,901	-365
EXPENSES			
Administrator	12,000	10,500	1,500
Awards	0	28	-28
Board meetings	1,068	2,210	-1,143
Coalition Meetings Exp			
Tax Audit Coalition			
Tax Audit Coalition - Meals	189	0	189
Tax Audit Coalition - Rooms & Speakers	1,268	150	1,118
TOTAL Tax Audit Coalition	1,457	150	1,307
TOTAL Coalition Meetings Exp	1,457	150	1,307
GFOA Cnf-Pres	0	697	-697
Gifts Given	100	0	100
Library Materials	27	0	27
Meals & Entertn	463	0	463
Misc Office Expenses			
Bank Charge	526	540	-14
Postage	76	16	60
Printing	0	5	-5
TOTAL Misc Office Expenses	602	560	42
Newsletter exp	159	0	159
Professional Fees			
Tax Return	800	0	800
TOTAL Professional Fees	800	0	800
Social Events			
Rockies event	835	220	615
TOTAL Social Events	835	220	615

CGFOA Income/Expense Comparison - Q1 2012:5

1/1/2011 through 3/31/2012

4/18/2012

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Category Description	1/1/2011- 3/31/2011	1/1/2012- 3/31/2012	Amount Difference
Telephone & Fax	760	773	-13
Training Expenses			
Instructors	0	4,753	-4,753
Materials	0	510	-510
Misc	0	8	-8
Rooms-Food	0	520	-520
TOTAL Training Expenses	0	5,790	-5,790
TOTAL EXPENSES	18,270	20,928	-2,658
OVERALL TOTAL	26,996	23,973	-3,023

CGFOA Budget to Actual through March - 2012:2

1/1/2012 through 12/31/2012 Using 2012 Budget

4/18/2012

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Category Description	1/1/2012 Actual	- Budget	12/31/2012 Difference
INCOME			
CGFO Certification	0	100	-100
Coalition Meetings Inc			
West Slope Coalition	0	1,250	-1,250
TOTAL Coalition Meetings Inc	0	1,250	-1,250
Dues			
Dues-actives	10,400	15,000	-4,600
Dues-associates	4,800	7,500	-2,700
TOTAL Dues	15,200	22,500	-7,300
Fall Conference			
Fall Conference - CMCA	1,267	1,270	-3
Net Proceeds	20,459	20,459	0
Silent Auction Proceeds	2,250	2,250	0
TOTAL Fall Conference	23,977	23,979	-2
Footnotes	0	500	-500
GFOA Reception Sponsors	0	1,500	-1,500
Interest Inc	124	500	-376
Social Outing			
Golf	750	11,000	-10,250
Past Presidents Luncheon	0	750	-750
Rockies Event	0	750	-750
TOTAL Social Outing	750	12,500	-11,750
Training--Annual Education			
Accounting	0	8,500	-8,500
Budgeting	0	3,500	-3,500
Debt-Treasury Mgt	0	2,250	-2,250
Ethics	0	1,750	-1,750
Financial Administration	3,310	3,300	10
GASB Updates	1,540	2,500	-960
Internal Controls	0	1,500	-1,500
Other Training	0	2,200	-2,200
TOTAL Training	4,850	25,500	-20,650
TOTAL INCOME	44,901	88,329	-43,428
EXPENSES			
Administrator	10,500	43,050	32,550
Awards	28	500	472
Board meetings	2,210	3,000	790
Coalition Meetings Exp			
Fast Track Education			
Food & Rooms	0	150	150
Materials	0	100	100
Other Coalition Meetings Exp: Fast Track ...	250		250
TOTAL Fast Track Education	0	500	500
Tax Audit Coalition			
Tax Audit Coalition - Meals	0	2,250	2,250
Tax Audit Coalition - Rooms & Speakers	150	2,250	2,100
TOTAL Tax Audit Coalition	150	4,500	4,350
West Slope Education	0	1,500	1,500

Not Fast Track anymore.
"Fast Track" combined w/
Annual Education-see
Training below

just West Slope
Coalition

CGFOA Budget to Actual through March - 2012:2

1/1/2012 through 12/31/2012 Using 2012 Budget

4/18/2012

Page 2

Category Description	1/1/2012 Actual	- Budget	12/31/2012 Difference
TOTAL Coalition Meetings Exp	150	6,500	6,350
Financial Aid			
Annual Conference	0	2,500	2,500
Scholarship - Nielsen	0	2,500	2,500
Training-Coalition Mtgs	0	500	500
TOTAL Financial Aid	0	5,500	5,500
GFOA Cnf-Pres	697	1,500	803
GFOA Conf Reception	0	1,500	1,500
Gifts Given	0	250	250
Insurance	0	1,100	1,100
Library Materials	0	500	500
Meals & Entertn	0	500	500
Misc Office Expenses			
Bank Charge	540	2,000	1,460
Postage	16	500	484
Printing	5	125	120
Supplies, Bus	0	50	50
Other Misc Office Expenses	0	50	50
TOTAL Misc Office Expenses	560	2,725	2,165
Newsletter exp	0	350	350
Outreach	0	250	250
Professional Fees			
Legal	0	250	250
State Registration	0	50	50
Tax Return	0	850	850
TOTAL Professional Fees	0	1,150	1,150
Social Events			
Golf Tourney	0	10,000	10,000
Past President's Luncheon Exp	0	1,200	1,200
Rockies event	220	1,000	780
TOTAL Social Events	220	12,200	11,980
Telephone & Fax	773	3,100	2,327
Training Expenses--Annual Education			
Instructors	4,753	10,000	5,247
Materials	510	2,000	1,490
Misc	8	50	42
Rooms-Food	520	6,500	5,980
TOTAL Training Expenses	5,790	18,550	12,760
Travel	0	1,000	1,000
Web page	0	1,200	1,200
TOTAL EXPENSES	20,928	104,425	83,497
OVERALL TOTAL	23,973	-16,096	40,069



CGFOA ANNUAL EDUCATION COMMITTEE

DATE: April 27, 2012

FROM: Sandra M. "Sam" Boster, Chairman
Laurie Litwin, Co-Chair

SUBJECT: Report to Board of Directors

The 2012 CGFOA Annual Education Program is attached.

A special thanks goes to Tina White for organizing the February 24th roundtable session on the proposed GASB pronouncement requiring financial projections and assessing economic condition of governments.

2012 CGFOA ANNUAL EDUCATION PROGRAM

TOPIC: Proposed GASB Pronouncement: Financial Projections and Assessing Economic Condition Roundtable
DATE: Friday, February 24, 2012
TIME: 10:00 a.m.—1:00 p.m.
PRESENTER(S): Clint Bulkley (Osborne Parsons & Rosacker, LLP), Paul Niedermuller (Clifton Larson Allen LLP), Kim Higgins or Sra Kurz (Eide Bailly), Chris Telli (BKD)
MODERATOR: Tina White
LOCATION: Rubin Brown [parking facility & validated parking]

TOPIC: Establishing, Maintaining and Accounting for Capital Assets
DATE: Monday, April 2, 2012
TIME: 9:00 a.m.—4:00 p.m.
PRESENTER(S): Paul Glick, Glick Consulting Group
LOCATION: Jefferson County

TOPIC: Developing a Capital Improvement Program
DATE: Tuesday, April 3, 2012
TIME: 9:00 a.m.—4:00 p.m.
PRESENTER(S): Paul Glick, Glick Consulting Group
LOCATION: Jefferson County

TOPIC: Implementing GASB Statement No. 44, Economic Condition Reporting: The Statistical Section
DATE: Wednesday, April 4, 2012
TIME: 9:00 a.m.—4:00 p.m.
PRESENTER(S): Paul Glick, Glick Consulting Group
LOCATION: Jefferson County

TOPIC: Review a Comprehensive Annual Financial Report (CAFR)
DATE: Thursday, April 5, 2012
PRESENTER(S): Paul Glick, Glick Consulting Group
LOCATION: Jefferson County

TOPIC: The Secrets of Political Math and Government Budgeting
DATE: Wednesday, April 25, 2012
TIME: 6:00 p.m.—9:00 p.m.
PRESENTER(S): Sheila A. Weinberg, CPA, Institute for Truth in Accounting
LOCATION: CSU College of Business, Rockwell Hall-West, Bohemian Auditorium

Information provided by Jeff Hansen and e-blasted to CGFOA members

TOPIC: Statewide Internet Portal Authority (SIPA) online and over-the-counter payment processing via the Colorado.gov PayPort System.
DATE: Thursday, May 10, 2012
TIME: 2:00 p.m.—4:00 p.m.
PRESENTER(S): SIPA
LOCATION: Lafayette, CO—*Afternoon before Golf Tournament at Indian Peaks GC on May 11th.*

TOPIC: Impacts of Weakening US Treasury Credit Rating and Impacts of New Legislation
DATE: Tuesday-Thursday, June 19-21, 2012
TIME: **TBD**
PRESENTER(S): **TBD**
MODERATOR: Doug Farmen—CGFOA Financial Session at CML Conference
LOCATION: CML Annual Conference, Breckenridge, CO

TOPIC: VERY Basic Governmental Accounting: Accounts Payable, Accounts Receivable, Payroll & Work Flow
DATE: Friday, June 29, 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Karin Slater
LOCATION: Montrose, CO

TOPIC: VERY Basic Governmental Accounting
[Including Accounts Payable, Accounts Receivable, Payroll & Work Flow]
DATE: Friday, July 6, 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Judy Dahl & Laurie Litwin
LOCATION: Douglas County facility, Castle Rock, CO

TOPIC: Beginning Accounting
DATE: Friday, July 13, 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Karin Slater
LOCATION: Montrose, CO

TOPIC: Beginning Accounting
DATE: Friday, August 10, 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Karin Slater
MODERATOR: Laurie Litwin
LOCATION: Douglas County facility, Castle Rock, CO

TOPIC: Intermediate Accounting
DATE: Thursday, August 23, 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Clifton Larson Allen LLP
LOCATION: Douglas County, CO—Conference Rooms A&B

TOPIC: Intermediate Accounting
DATE: September [TBD], 2012
TIME: 8:00 a.m.—4:00 p.m.
PRESENTER(S): Karin Slater
LOCATION: Montrose, CO

TOPIC: Budget 101
DATE: Tuesday, July 24, 2012
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & [CGFOA presenters]
LOCATION: La Junta , CO

TOPIC: Budget 101
DATE: Wednesday, July 25, 2012
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & [CGFOA presenters]
LOCATION: Douglas County, CO

TOPIC: Budget 101
DATE: Thursday, July 26, 2012
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & [CGFOA presenters]
LOCATION: Fort Morgan, CO

TOPIC: Budget 101
DATE: Tuesday, July 31, 2012
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & [CGFOA presenter]
LOCATION: Grand Junction, CO

TOPIC: Budget 201
DATE: TBD
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): TBD
LOCATION: TBD

Syllabus is still being developed and reviewed by Jarrod, Kathy, Deb, Tiffanie, Heather . . .

TOPIC: Budget 201
DATE: Thursday, May 10, 2012
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & Kathy Elmont, Debbie Murray, Tiffanie & Heather
LOCATION: Lafayette, CO

Syllabus is still being developed and reviewed by Jarrod, Kathy, Deb, Tiffanie, Heather . . .

TOPIC: Budget 201
DATE: TBD
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & Kathy Elmont, Debbie Murray, Tiffanie & Heather
LOCATION: Mancos/Durango, CO

Syllabus is still being developed and reviewed by Jarrod, Kathy, Deb, Tiffanie, Heather . . .

TOPIC: Budget 201
DATE: TBD
TIME: 8:00 a.m.—4:00 p.m. [??]
PRESENTER(S): Jarrod Biggs, DoLA, & Kathy Elmont, Debbie Murray, Tiffanie & Heather
LOCATION: Glenwood Springs, CO

Syllabus is still being developed and reviewed by Jarrod, Kathy, Deb, Tiffanie, Heather . . .

TOPIC: Process Mapping
DATE: Friday, July 27, 2012
TIME: 8:00 a.m.—11:30 a.m.
PRESENTER(S): Phyllis Lundy, President, Lundy Professional Development Resources, Inc.
MODERATOR: Judy Dahl &/or Bob Prendergast [??]
LOCATION: Denver Water Three Stones Building

Prior to Networking Lunch and Board Meeting

TOPIC: Networking Lunch
DATE: Friday, July 27, 2012
TIME: 12:00 p.m.—1:00 p.m. [??]
PRESENTER(S): Hosted by CGFOA Board of Directors
LOCATION: Denver Water Cafeteria/Three Stones Building

Prior to Board Meeting

TOPIC: Board of Directors Meeting
DATE: Friday, July 27, 2012
TIME: 1:00 p.m.—4:00 p.m. [??]
PRESENTER(S): CGFOA Board of Directors
LOCATION: Denver Water Three Stones Building [??]
Followed by LoDo Grill & Rockies Game

TOPIC: Grants—Nuts & Bolts
DATE: [??]
TIME: a.m.
PRESENTER(S): Sherri Rickard, Debbie Murray, Sara Kurtz [??]
MODERATOR: Cheri Sanchez, Debbie Murray, Sara Kurtz [??]
LOCATION: [??]

TOPIC: Grants—Advanced
DATE: [??]
TIME: p.m.
PRESENTER(S): Cheri Sanchez, Debbie Murray, Sara Kurtz [??]
MODERATOR: Cheri Sanchez, Debbie Murray, Sara Kurtz [??]
LOCATION: [??]
Cheri Sanchez & Debbie Murray to put classes together—Sara Kurtz (Eide Bailly) will help!
