2013-2014 AGA Chapter Newsletter Competition
1st Place

Mid-Missouri Chapter

AGA Ledger

January/February 2016
Volume 45, Issue 5

Advancing Government Accountability

http://www.midmoaga.org

ABOUT OUR UPCOMING EVENTS

March 9, 2016
1:00 PM–3:00 PM
AGA National Speakers present:
"Webinar–Grants"
Jefferson Building–8th floor
CPE: 2 hours

March 23, 2016
1:00 PM–3:00 PM
AGA National Speakers present:
"Webinar–Internal Controls"
Jefferson Building–8th floor
CPE: 2 hours

April 13, 2016
1:00 PM–3:00 PM
AGA National Speakers present:
"Webinar–DATA Act"
Jefferson Building–8th floor
CPE: 2 hours

May 11, 2016
1:00 PM–3:00 PM
AGA National Speakers present:
"Webinar–Ethics"
Jefferson Building–8th floor
CPE: 2 hours

June 1, 2016
1:00 PM–3:00 PM
AGA National Speakers present:
"Webinar–Government Financial Management"
Jefferson Building–8th floor
CPE: 2 hours

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10 Excel Tricks for chartered accountants

Love it or hate it, Microsoft Excel is one of the most essential tools for any business. Below are 10 excel tricks to help make your working life a bit easier!
(find instructions for each tip at: https://www.icas.com/ca-today-news/10-excel-tricks-chartered-accountants)

1. Use PivotTables to analyze and summarize data
Before you begin to create a PivotTable, make sure your source data is well organized and that you have an idea of what data should be featured in it.

2. Keep your cell references fixed with absolute references ($)
Absolute references mean that no matter which cell the formula is in, the cell reference will not change.

3. Reduce errors with drop down lists
They allow a user to select from a drop down list of defined data options within a cell, such as a list of accounting codes. You can even add in an error message that will display if someone tries to enter data which isn't in the drop down list.

4. Improve your visibility with The Watch Window
In enables you to keep some of your data in view at all times, so you can quickly refer to it without having to navigate back and forth between columns or sheets.

5. Highlight interesting data with conditional formatting
You can use it to apply automatic formatting to cells that contain a certain value, duplicate values and even specific text. For example, you could use it to flag up overdue payments by creating a rule to format all cells red that fall within a certain date.

6. Name your formulas with named ranges
If you are using complicated formulas, you can give them a name to help you and your team understand and remember what they are.

7. Combine data from multiple cells into one cell.
If you have data in multiple cells that you want to combine into one cell, you can use the CONCATENATE function to combine the data.

8. Speed up your navigation and cell selection

9. Copy formatting quickly with the F4 key
To copy formatting from one cell to another cell (or column), just apply the formatting, click where you want the formatting to appear and press F4

10. Count how many times data appears
The COUNTIF function will automatically search how many times your data appears.

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 Robin Burkhart



Happy 2016! As we enter a new calendar year, Mid-MO AGA board members are busy planning educational activities for the remainder of this fiscal year and recruiting board members for the 2016-2017 term that begins July 1.

The Mid-MO AGA board recently voted to purchase and offer the following webinars thru National AGA. Registration will open soon on the Mid-MO AGA for these webinars. Further information will be sent via email.

Upcoming Webnars - Time: 1:00 PM to 3:00 PM; Location: Jefferson Building – DESE 8th Floor Conference Room.

03/09/2016 Webinar – Grants
03/23/2016 Webinar – Internal Controls
04/13/2016 Webinar – DATA Act
05/11/2016 Webinar – Ethics
06/01/2016 Webinar – Government Financial Management

This year much focus will be given on the US President's race, but I would like to focus for a moment on the Mid-MO AGA Past Presidents. Thank you to each of you who have willingly served Mid-MO AGA as not only President but other board positions also. The February Chapter meeting is being planned to recognize Past Presidents and honor their service to Mid-MO AGA. Look forward to seeing many chapter members at the February Chapter meeting to honor the Mid-MO AGA Past Presidents. More information will be forthcoming on this event.

Please email me at president@midmoaga.org or via phone (573) 751-8291 and volunteer to serve on the Board, ideas for a future educational event, and/or how we can best serve the needs of the Mid-MO AGA Chapter members.

Giving Back to the Community

January-June Chapter meetings & audios/webinars -
Collecting food items for the
Central Missouri Food Bank.

National & Regional AGA News

2015-2016
National AGA Officers

President
John Edward Homan, MBA, CGFM, CPA, CGMA
Senior Manager
CliftonLarsonAllen LLP

Immediate Past President
William David Miller, CGFM, CIA
Consultant/Public Speaker

Treasurer
Tim C. Baker, CICA
Senior Auditor
State of Nebraska - Roads

National President-Elect
Douglas A. Glenn, CPA
Deputy CFO
Dept of Interior

AGA
Advancing Government Accountability

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

CGFM

Other Midwestern Chapters Information

- Ozark AGA Chapter—March 31st—Spring Seminar (http://ozarksaga.org)

See details on page 6!

AGA's 11th Annual National Leadership Conference!
February 23-24, 2016

Ronald Reagan Building and International Trade Center
1300 Pennsylvania Avenue N.W.
Washington, D.C. 20004
Phone: 202.312.1300
Located within five minutes walk from the JW Marriott Hotel.

The conference offers 14 hours of CPE training to help you solve real internal control problems and eliminate fraud, waste and abuse.

Who Should Attend:
- Senior-Level Managers and Executives
- CEOs and Presidents
- Auditors
- CPAs, Accountants, CGFMs

Register at http://www.agacgfm.org/NLC2016/Conference-Home.aspx

AGA Dues

National AGA dues have to be renewed by March 31, 2016. If you attended Mid-MO AGA December 4, 2015 training, Mid-MO AGA will pay only the AGA membership fees; not CGFM renewal fees.

AGA Mid-Missouri Chapter

National & Regional AGA News

ATTN: Mid-MO AGA members!

Do you want to travel to **Salt Lake City, UT** or **Anaheim, CA** this year?
Meet peers from around the country?
Travel to/from, hotel, and meals while at conference paid in full?
Represent Mid-MO AGA at National events.

HURRY!! Mid-MO AGA Chapter Executive Committee (CEC) is offering for **1** CEC member and **1** Mid-MO AGA member to attend the below events this year.

Sectional Leadership Meeting (SLM)

Salt Lake City, UT
May 5-7, 2016

What is the SLM?

The SLM is leadership training designed to bring together national, sectional, regional and chapter leaders and AGA national office staff to:

- Learn more about AGA's mission and initiatives, leadership roles and chapter administration;
- Meet each other, discuss goals and plan for the upcoming year;
- Share ideas and best practices, and;
- Get answers to your questions!

National AGA PDT

Anaheim, CA
July 17-20, 2016

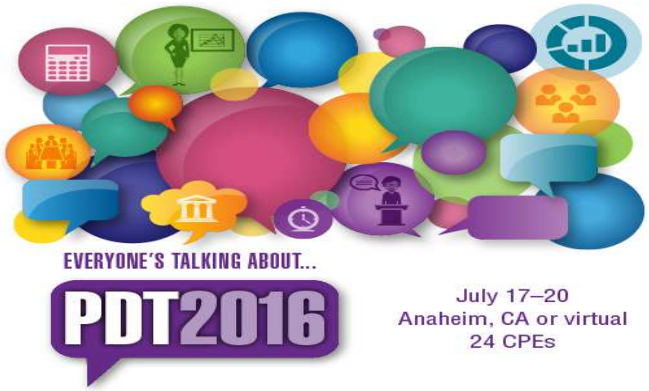
Earn up to 24 CPE Hors
Top-notch speakers from federal, state, local, academia and private sector
Network and connect
Further info located at https://www.agacgfm.org/PDT-2016.aspx

The Mid-MO AGA CEC is offering this opportunity to members who have not previously attended a National AGA event. **If interested in attending**, please contact Robin Burkhart via phone (573) 751-8291 or email president@midmoaga.org.



Mid-MO AGA needs to fill four positions on the board—President-Elect, Education Director, CGFM Director, and the Community Service Director. Contact Robin Burkhart (751-8291) to volunteer for one of these positions today. To further understand these positions, please see the Chapter Bylaws, Plans, and Policies & Procedures located on the Mid-MO AGA website http://www.midmoaga.org/ under Chapter Info heading. *We need you to volunteer today!!!*

National AGA News



2016 Professional Development Training

July 17–20 | Anaheim, CA or virtual | 24 CPEs

AGA's premier training and networking event

3 Reasons You Should Attend:

1. **Earn up to 24 CPE Hours**
   Enhance your lifelong learning and gain the knowledge and understanding to better improve your job effectiveness. The presentations are facilitated by both industry exports and colleagues who have faced similar challenges. In doing so you can earn up to 24.5 CPE hours.

2. **Stay On The Cutting Edge**
   Includes top-notch speakers from federal, state, local, academia and private secton bringing you key findings and educational experiences to augment your job knowledge and skills.

3. **Network and Connect**
   AGA's PDT is the place to connect with a variety of government financial experts and industry colleagues from around the nation facing the same or similar issues that you could exchange ideas and moments with to bring back to your organization.

Everyone's Talking About...

More than 95 percent of PDT 2015 surveyed attendees said they would recommend PDT to their colleagues. See more attendance takeaways from PDT 2015.

pdt 2015 photos

view the 2015 program

AGA

CGFM

National & Regional AGA News

Ozarks Chapter of AGA

2016 Membership Professional Development Seminar

Save the Date! Thursday, March 31, 2016
8-Hour CPE seminar
425 Downtown
Springfield, MO

We are working on a great line up for you this year at the Ozarks AGA Membership Seminar.
Remember! Don't pay your National AGA membership dues, come to the membership seminar and your dues will be paid for 2016!

You will get your 2-hour of required ethics CPE right here; presented by Deanna Treu, Director of Development and Training, Missouri Department of Natural Resources.

New this year!! We will have a 2-hour session with Keynote Speaker, Humorous, Professional Inspirational Speaker, Clean Comedian, Relationship/Teamwork Expert from Oklahoma, Lori Randall.

As a former Mrs. Oklahoma, Lori has been traveling the country speaking for 10+ years. Her motto is "IF PEOPLE ARE LAUGHING THEY ARE MORE OPEN TO LEARNING!"

Her topic is WHAT SHOE ARE YOU? This fast paced, laughter loaded session will introduce us to the simple techniques of understanding and harmoniously working with others. Through a quick evaluation tool and detailed, audience interactive discussion, Lori will take us on a journey of self-discovery and better teamwork. The actionable steps we take away can be put to use the very same day!!



We will of course, have the 4 remaining hours loaded with quality CPE of current topics, updates and best practices. National AGA dues did go up this year but we continue to offer this event this year for just $175.00.

You can go ahead and register today! The full slate of topics and speaker will be available soon! Registration must be received by March 17th. You will not want to miss out.

National AGA College Scholarships

2016 Scholarship Guidelines and Eligibility Criteria

High School Seniors, Full-Time Study

Deadline

Scholarship applications and required documentation must be received by the close of business **Friday, April 15, 2016**. No incomplete or late applications will be considered.

Type and Eligibility for Scholarships

The Association of Government Accountants (AGA) is pleased to offer up to one $3,000 academic scholarship for **rising full-time study college freshman**.

- You must be an AGA member or family member (spouse, child or grandchild)
- Scholarship must be applied toward full-time undergraduate study in a financial management academic discipline, such as accounting, budgeting, economics, finance, electronic data processing, information resources management and public administration.
- Full-time is defined as 12 credit hours per semester.

Criteria for Award

The Academic Scholarships will be awarded on the basis of the candidate's potential for making a meaningful contribution to public financial management. Academic achievement prior to application is an indication of potential for successful study, but is not the only criteria that will be considered in awarding these scholarships. All candidates must have a minimum GPA of 3.0 on a 4.0 scale.

Letters of Recommendation

- All Scholarship Candidates must include a reference letter from an AGA member.
- All Academic Scholarship candidates must also include a reference letter from another professional such as a professor, guidance counselor, employer etc.
- Letters of recommendation must be written on professional letterhead.
- You can attach each letter to this form, email them to awards@agacgfm.org, or send them to AGA via U.S. Mail.

Required Essay

All scholarship candidates must submit an essay, **"Why I Want a Career in Government Financial Management"** in Microsoft Word format. This essay can be attached to this form, sent to AGA via U.S. Mail, or by email to awards@agacgfm.org.

- The essay cannot be more than two double-spaced pages;
- If sending via U.S. mail or email, make sure you have your full name on the document and specify what scholarship you are applying for.

If you are a past recipient, this essay must be modified from your prior year essay.

APPLY NOW!

Click on APPLY NOW to fill out the online application!

Mid-MO AGA News

Maintaining CGFM Certification

To retain the CGFM certification, all CGFMs must adhere to the AGA's Code of Ethics. In addition, to continue using the CGFM designation after their name, CGFMs must be in an active status.

Active Status

To maintain the CGFM certification in an active status, CGFMs are required to:

- Pay the CGFM renewal fee by the due date every year.
- Complete at least 80 hours of Continuing Professional Education (CPE) every two years in government financial management topics or related technical subjects (within the designated two-year cycle).
- Maintain and, if requested by AGA, provide detailed information on CPE hours completed.

By submitting their annual renewal payment, CGFMs affirm that they have and will continue to abide by AGA's Code of Ethics and that they have fulfilled the minimum CPE Requirements.

renewal

CPE requirements

Retired Status

Individuals who have permanently retired from AND are not working in the field of financial management can request an adjustment of their status to "retired" by contacting us. Individuals should include their date of retirement and confirm that they are not working in the field of financial management.

CGFMs must be active at the time of retirement in order for their status to be changed to "retired"; if the CGFM first becomes inactive, the individual must reactivate the designation before being able to change the CGFM status to "retired." Therefore, CGFMs retiring in the second half of the year should renew their designation that year—to avoid their CGFM become inactive and not being able to adjust it to "retired" status.

Additional clarifications for the retired status definition:

- Individuals must be fully retired, not just stop working or change fields.
- Individuals must be fully retired AND not working in the field. Individuals who have retired but continue working part-time, consulting, teaching or working as a contractor in the field of financial management are NOT considered retired.
- The field of financial management includes not-for-profit and private sectors (for example, CPA firms)—individuals working in these sectors are NOT considered retired.
- If an individual retires and then starts working in another field with no responsibilities for financial management (for example, working as a florist), that individual is considered retired.
- Volunteering does not count as "working in the field"—individuals can volunteer and qualify for retired status; however, AGA members/CGFMs are encouraged to maintain the active status if the nature of the volunteer work requires current expertise in government financial management.
- The election of the retired status is voluntary—individuals who are retired, but want to maintain their AGA membership/CGFM in the active status, may do so by fulfilling the active status requirements.
- Individuals who are both AGA members and CGFMs, and who want to change their status to retired, must do so for both membership and certification.

CGFMs in retired status are not required to remit the CGFM renewal fee or earn the 80 CPE hours. They may continue to use the CGFM designation, but must clearly indicate their retired status by using "CGFM-Retired" after their name and using "Retired" or "Retired status" on a resume, bio or other statements of qualification. Newly retired CGFMs should keep the CPEs from their last CPE cycle during which they were active for at least three years, as they may still be audited for that CPE cycle.

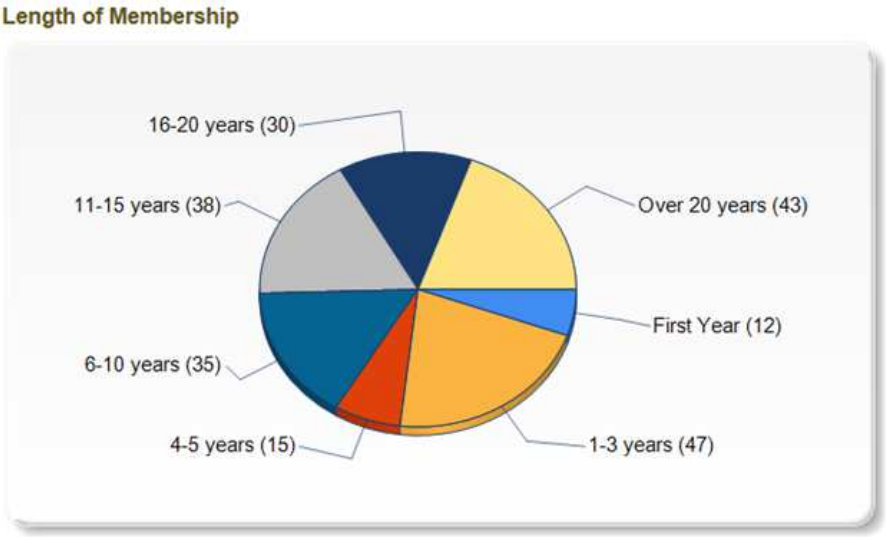
If retired CGFMs return to work in the financial management field, they must notify the Office of Professional Certification and change their status within 90 days of returning to work.

Mid-MO AGA News

Membership Report
By: Felicia Hubble

Mid-MO AGA currently has 220 active 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. As an AGA member, you can gain access to a variety of benefits for career growth and success. We have hundreds of members who love their membership so much, they've hit membership milestones.



Summary

First Year	12
1-3 years	47
4-5 years	15
6-10 years	35
11-15 years	38
16-20 years	30
Over 20 years	43
	220

Contact Felicia Hubble at (573) 751-4351 or Felicia.hubble@oa.mo.gov for more information pertaining to AGA membership.

Mid-MO AGA News

Reminder—update contact information

AGA National—https://www.agacgfm.org
Mid-MO AGA—send e-mail to communications@midmoaga.org

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

Association of Government Accountants
Mid-Mo Chapter
Executive Committee
November 20, 2015
Meeting Highlights
by Carol Blecha

Association of Government Accountants
Mid-Mo Chapter Executive Committee
November 20, 2015 Meeting Highlights
By: Carol Blecha

In attendance: Robin Burkhart, Ami Patel, Felicia Hubble, Angela Schaben and Carol Blecha

President:

The Chapter Recognition Program (CRP) for the second quarter is due 12/31/2015.

Revisions to the Chapter Bylaws were reviewed and suggestions made. Robin will send out by email for final review and approval later. After the CEC approves the revisions, they will be sent to the membership for review prior to the vote to be held at the Membership Development Training (December 4, 2015).

Secretary's Report:

The Secretary's Report for October will be sent out by email for review and approval later.

Treasurer's Report:

The Treasurer's Report for October will be sent out by email for review and approval later.

Angie said the IRS 990 form has not been submitted yet, she will work to get submitted in the next week.

Community Service:

The matching check from national for the Toys for Tots program has been received and will be presented at the Membership Development Training.

Education:

Robin asked for suggestions of topics for future meetings.

Plans for the Membership Development Training (December 4th) are going well. The CEC will handle the 50/50 raffle and suggested designating the Central Missouri Food Back to receive the proceeds. The CEC will look into covering the parking expense for members.

The meeting was adjourned.

Post Meeting Vote(s):

On November 24, 2015, a motion was made to accept the proposed Bylaws as revised. The vote passed.

~~~~~~

On December 4, 2015 at the Membership Development Training, a motion was made to accept the proposed Bylaws with revisions noted below. All in attendance (see exception below) approved and the vote passed.

The revisions included: 1) correcting a typo in "Mission", and 2) enlarging and moving the logo.

Mark Runyan abstained from voting on the revisions to the Bylaws due to serving on the National Bylaws committee. He will be reviewing all revised Bylaws submitted by the Chapters.

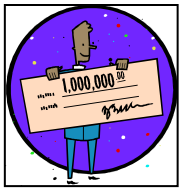
AGA Mid-Missouri Chapter
PO Box 1104
Jefferson City, MO 65102
Website: www.midmoaga.org
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Mid-MO AGA Financial Summary—as of September 30, 2015

by Angela Schaben

	September 2015 Actual	Budget Year Ending 6/30/2016	Variance
Receipts:			
Membership Dues		$ -	$ -
Registrations	$ 11,435.00	$ 39,750.00	$ (28,315.00)
Interest	$ 1.11	$ 40.00	$ (38.89)
National Awards		$ -	$ -
Miscellaneous		$ -	$ -
Fundraising	$ 237.00	$ 500.00	$ (263.00)
Sponsorships		$ -	$ -
Disbursements:			
Awards, Honoraria, Gifts		$ 450.00	$ (450.00)
CEC Planning Meeting	$ 117.04	$ 150.00	$ (32.96)
Regional Planning Meeting		$ 300.00	$ (300.00)
GASB Contributions		$ -	$ -
Meeting Meals	$ 2,935.69	$ 10,620.00	$ (7,684.31)
Member Travel	$ 547.22	$ 1,500.00	$ (952.78)
PDC/S&L Registration	$ 1,200.00	$ 1,550.00	$ (350.00)
PO Box Rental	$ 76.00	$ 75.00	$ 1.00
Postage		$ 100.00	$ (100.00)
Printing	$ 1,448.79	$ 2,400.00	$ (951.21)
Merchandise Expense		$ -	$ -
Community Service		$ 500.00	$ (500.00)
Dues/Registrations		$ 13,045.00	$ (13,045.00)
Miscellaneous	$ 11.25	$ 604.00	$ (592.75)
Scholarships		$ 1,650.00	$ (1,650.00)
Speaker Fees/Travel Exp.	$ 3,655.18	$ 4,800.00	$ (1,144.82)
Website	$ 300.80	$ 930.00	$ (629.20)
Workshop Supplies	$ 210.34	$ 1,300.00	$ (1,089.66)
Workshop Accomodations		$ 500.00	$ (500.00)
Equipment		$ -	$ -
Credit Card Fees	$ 421.75	$ 750.00	$ (328.25)

Revenue Over (Under) Expenses	$ 749.05
Prior Year Expenses	$ (324.25)
Beginning Cash Balance	$ 7,406.95
Ending Cash Balance	$ 7,831.75
Accounts Receivable	$ 1,575.00
Accounts Payable	$ (157.42)
Credits on Account (Cancelled Trainings)	
Net Available for Chapter Use	$ 7,664.92
Investments	
Premier Certificate of Deposit	$ 9,587.90
Home Savings Bank CD	$ 6,211.16
Total Investments	$ 15,799.06
Chapter Fund Balance	$ 23,463.98
Cash Balance Consists of:	
Petty Cash	$ 20.00
Checking Account	$ 7,831.75
	$ 7,851.75

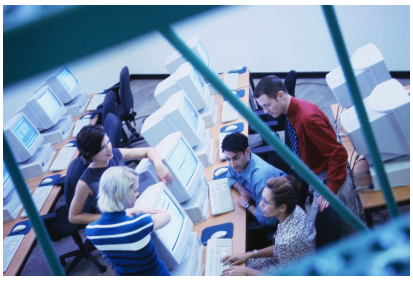


Mid-MO AGA EDUCATION SCHEDULE—2015-2016 (Updated 2.3.2016)

Date	Time	Place	Speaker (s)	Topic	CPE
March 9, 2016	1:00 PM-3:00 PM	Jefferson Building - 8th Floor -Conference	National AGA Speakers	AGA Webinar - Grants	2
March 23, 2016	1:00 PM-3:00 PM	Jefferson Building - 8th Floor -Conference	National AGA Speakers	AGA Webinar - Internal Controls	2
April 13, 2016	1:00 PM-3:00 PM	Jefferson Building - 8th Floor -Conference	National AGA Speakers	AGA Webinar - DATA Act	2
May 11, 2016	1:00 PM-3:00 PM	Jefferson Building - 8th Floor -Conference	National AGA Speakers	AGA Webinar - Ethics	2
June 1, 2016	1:00 PM-3:00 PM	Jefferson Building - 8th Floor -Conference Rm	National AGA Speakers	AGA Webinar - Government Financial Management	2

Learn more and register at:

https://www.agacgfm.org/Training-and-Events/Learn-Online/



2015- 2016 Events

Have a suggestion for a topic?
Contact Robin Burkhart at 751-8291 or
e-mail president@midmoaga.org today.

AGA Mid-Missouri Chapter
2015-2016 Executive Committee/Sub-Committee Chairs

Robin Burkhart
President
Dept of Elementary & Secondary Educ
Office: (573) 751-8291
robin.burkhart@dese.mo.gov

Felicia Hubble
Membership Director
Office of Administration
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Felicia.hubble@oa.mo.gov

Carol Blecha
Secretary (Historian)
Dept of Higher Education
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Ami Patel
Past-President
Dept of Social Services
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Chelsea Siebeneck
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Chelsea.siebeneck@oa.mo.gov

Vacant Positions
President-Elect

Director of Education

Director of Community Service

Director of CGFM

VOLUNTEERS NEEDED TO SERVE AS DIRECTOR OF COMMUNICATIONS, DIRECTOR OF COMMUNITY SERVICE, AND ACCOUNTABILITY. SUB-COMMITTEES POSITIONS AVAILABLE ALSO! 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, President
communications@midmoaga.org

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

http://www.midmoaga.org

Mid-MO AGA—
Advancing Government Accountability