

AGA LEDGER

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@midmoAGA

VOLUME 46, NUMBER 2

October/November 2016

President's Message

By Robin Burkhart

Happy Holidays! As we enter into the holiday season, one has to be thankful for what surrounds them and excited about the future. Mid-MO AGA board members are thankful for those that have served and are currently serving on the Mid-MO AGA board. The board has been busy preparing the rest of the educational schedule for the 2016-2017 year. Please periodically check out the upcoming educational opportunities at www.midmoaga.org.

The following positions are vacant on the board right now. Below is a brief description of each vacant position. More information about each position is located on the Mid-MO AGA website www.midmoaga.org under Chapter Info/Policies & Procedures.

Education Director

- Serve as chair of the Education Committee.
- Ensures that quality educational events, including chapter meetings and webinars, are planned.
- Serve as chair of the Mid-MO AGA Winter Professional Development Training Committee (held annually in December).

Treasurer

- Completes all processes in payment of invoices and depositing of funds for the Chapter.
- Maintains the official financial record for the Chapter.
- Assisting the President and the Finance & Budget Committee with preparation of the annual budget.
- Presenting a monthly financial report to the

CEC, and for inclusion in the monthly newsletter and on the website.

- Cooperating with the person engaged to review the records of the Chapter. An annual review of the Chapter's books and records must be completed as soon as possible following the close of the fiscal year.
- Submit the annual tax filing.

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.



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Regional and National News and Events

National Events

www.agacgfm.org



Select training links below to learn more!

[Financial Systems Summit](#)

Jan. 13, 2017

6 CPEs

[National Leadership Training](#)

Feb 15-16, 2017

14 CPEs

[Professional Development Training](#)

July 9-12, 2017

24 CPEs



In Remembrance



Relmond P. Van Daniker, DBA, CPA

Relmond P. Van Daniker, DBA, CPA 1942-2016

Former National AGA Executive Director Relmond "Van" Daniker passed away November 17, 2016. It is with great sadness that we share this news. Van served as the National AGA Executive Director for 11+ years and had presented at Mid-MO AGA events during his tenure at National AGA. The National Executive Committee recently voted to rename the Government Transparency Award to the "Relmond P. Van Daniker Government Transparency Award" – which will be given out yearly at the PDT in July. Van was such a strong proponent of open government and of the Citizen Centric Report, the National AGA committee felt that in this way – he will always be remembered for his efforts. Van will be greatly missed at AGA events.

Regional Events

Ozarks Chapter:

March 23rd - Spring Membership Seminar

Ethical Leadership
Cultural Differences in Ethics
BOK - 2017 Economic Update
"Pursuit of Excellence"
Public Speaking
GASB Update
Current Climate Topic
Data Management

Silent Auction - Proceeds to benefit Ronald McDonald House of the Ozarks

Mid-MO AGA Upcoming Events

For more details and to register for upcoming events, visit Mid-MO Chapter AGA [Events](#) page.

Mid-MO AGA Annual Winter Professional Development Training (8 CPE)

December 06, 2016

8:00 AM to 5:00 PM

The Millbottom
400 West Main Street
Jefferson City, MO 65101

AGA Ethics Webinar and Chapter Meeting/Luncheon (4 CPE)

April 12, 2017

10:30 AM to 3:00 PM

Harry S Truman Building, Room 750
301 W High Street
Jefferson City, MO 65101



WE NEED YOU!

Are you interested in planning events for Mid-MO AGA? We are still looking for an Education Director for our chapter! Contact Robin Burkhart at president@midmoaga.org to volunteer or with ideas for future events!!



WELCOME!!

We are pleased to introduce the following new members this month:

Leslee Ewers
Financial Services Analyst,
MO Department of Conservation

AGA membership costs are the following:

- Full Government Member—\$100/year
- Private Sector Member—\$160/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—\$35/year

Contact **Danielle Weed** at (573) 522-2446 or membership@midmoaga.org for more information pertaining to AGA membership.



MEMBER OF THE YEAR AWARD LEADERBOARD



As of November 17, 2016, the leaders in points for this award are:

Andrea Beck
Mary Dallas
Tammy Hoback-Reichl
Shari LePage
Kathleen Nancy
Richard Villmer
Jeff Zoellner

There are many ways for members to earn points toward the Member of the Year award. Some of these ways include:

- ❖ Help plan an AGA event
- ❖ Participate in Community Service
- ❖ Attend AGA events
- ❖ Contribute to the Mid-MO AGA Newsletter
- ❖ And many more! See a Mid-MO AGA Board member for additional info!

CGFM

The Mid-Missouri AGA Chapter will reimburse a portion the CGFM examination fee for any chapter member who passes a CGFM examination. This does not apply to those members whose costs are covered by a third party and is limited to the first nine exam reimbursement requests per fiscal year.

The Chapter will reimburse members that pass CGFM exams on a graduated scale.

- If three exams are passed within 12 calendar months from the date of the Eligibility Letter, the member will be reimbursed \$125 per exam.
- If three exams are passed within 13 to 18 calendar months from the date of the Eligibility Letter, the member will be reimbursed \$90 per exam.
- If three exams are passed in 19 calendar months to 3 years from the date of the Eligibility Letter, the member will be reimbursed \$80 per exam.

To learn more regarding the CGFM certification process, visit the AGA website at <https://www.agacgfm.org/>

Further information can be obtained by contacting the Mid-Missouri AGA Chapter, CGFM Director, Jessica Prater.



IN OTHER NEWS...

Excel: Keyboarding for Speed

By J. Carlton Collins, CPA

Advanced computer users know that once they've mastered keyboard commands, they usually can navigate menus faster with the keyboard than with a mouse. For example, you probably learned long ago that pressing Ctrl+C to copy and Ctrl+V to paste is quicker than clicking on the menus to accomplish the same task. Don't stop there. Excel's shortcut menus can speed up dozens of common commands. With speed in mind, presented below are a few of my favorite Excel keyboard commands. How many do you already know?

Email workbook as a PDF attachment (Alt+FHEF). To email your entire workbook as a PDF attachment, press the Alt key and type F, H, E, F, then enter the email address and press the Send button.

Merge and center text (Alt+HMC). To merge and center text, highlight the cells you want to merge, then press the Alt key and press H, M, C.

Insert a picture (Alt+NC). To insert a new picture into an Excel workbook, press the Alt key, press N, C, and then navigate to and select the desired picture and press Enter.

Insert the current date (Ctrl+;). To insert the current date, select any cell and press Ctrl+;. This action inserts a fixed date as a number. If you want a date that always reflects the current date, enter the function =TODAY(), and the date will change automatically in sync with your computer's calendar.

Print more quickly (Ctrl+F2). Pressing Ctrl+F2 will launch Excel's Print screen. Paste Special (Ctrl+Alt+V). Pressing Ctrl+Alt+V will launch the Paste Special dialog box.

Format faster (Ctrl+I). Pressing Ctrl+I launches the Format Cells dialog box. Access the keyboard menu (Alt). Pressing the Alt key pops up the keyboard selections that correspond to Excel's main menus (an example of which is pictured below); the commands can then be executed by typing the corresponding letter(s).

Visit [Journal of Accountancy](#) to read original article.

CEC Meeting Minutes

Association of Government Accountants

Mid-Mo Chapter Executive Committee

August 17, 2016 Meeting Highlights

By: Carol Blecha

In attendance: Robin Burkhart, Felicia Hubble, Ami Patel, Jessica Prater, Christina Freeman, Carol Blecha and Amanda Sifford

President:

- We currently have two CEC Positions open (Education and Membership).
- There was continued discussion of the request to rename a scholarship – tabled until next meeting.
- The Summer Professional Development Training (PDT) is scheduled for August 24th & 25th.
 - o Currently there are 68 registered (an increase from last year).
 - o There will be a “Meet & Greet” with the AGA National President-Elect, Jim Arnette, at Madison’s Cafe held on Tuesday, August 23rd.
 - o Buddy Pack will be the charity supported at the PDT. There will be a 50/50 raffle; we will be collecting new and gently used backpacks and food items for the backpacks.
 - o Door prizes were discussed – Ami has some items available.

Secretary’s Report:

- The minutes of the July 26, 2016 meeting were reviewed and approved.

Treasurer’s Report:

- The Treasurer’s Reports for June and July will be sent out by email for review and approval later.

Communications:

- The CEC welcomed Christina Freeman as the new Director of Communications. Christina will be overseeing both the Website and the Newsletter.

Community Service:

- Getting prepared for the PDT.

Education:

- Amanda and Tracy are working on the Winter PDT (formerly Membership Seminar). They have some speakers planned at this time. Working on the location and date.
- Robin will need help with planning other Chapter Meetings for the upcoming program year.
 - o Looking at having updates from various departments at the September meeting.
 - o We need to plan an Ethics session since we are unable to get an ethics speaker for either of the upcoming PDT’s.

CEC Meeting Minutes (cont.)

CGFM:

- The chapter ordered one set of the CGFM Study Guides.

Membership:

- No report at this time.

President-Elect:

- No report at this time.

Past-President:

- No report at this time.

Accountability:

- No report at this time.

The meeting was adjourned.



Association of Government Accountants Mid-Mo Chapter Executive Committee September 15, 2016 Meeting Highlights

By: Carol Blecha

In attendance: Robin Burkhart, Felicia Hubble, Ami Patel, Jessica Prater, Christina Freeman, Carol Blecha and Amanda Sifford

President:

- We currently have two CEC Positions open (Education and Membership).
- Angela is stepping down as Treasurer effective 9/30/16.
 - o Robin will be getting the books from Angela this week.
 - o The Treasurer's Reports for the last program year will be reviewed by two DESE employees.

Secretary's Report:

- The minutes of the August 17, 2016 meeting were reviewed and approved.

CEC Meeting Minutes (cont.)

Treasurer's Report:

- The Treasurer's Report as of June 30, 2016 were presented and approved.
- There was discussion regarding adding a procedure for double checking account balances.

Communications:

- Christina hopes to have the Newsletter ready by Friday (9/16/16).
- Robin and Christina are looking at redesigning the Newsletter and the Website.

Community Service:

- A collection for the Toys for Tots program will be held at the Winter PDT.

Education:

- Amanda and Tracy are working on the Winter PDT (formerly Membership Seminar). It will be held at The Mill Bottom on December 6, 2016.
 - o Topics will include *Ethics* and possibly a presentation by the FBI on *White Collar Crime*.
 - o We will hold a business meeting – a vote on the renaming of the Scholarships will be included.
 - o Discussed food options and are planning on 120 people attending.
- We discussed potential Webinars and decided to offer five in the program year. Dates selected are: Oct. 12, 2016, Jan. 18, March 8, April 12 and May 17, 2017.

CGFM:

- No report at this time.

Membership:

- No report at this time.

President-Elect:

- No report at this time.

Past-President:

- No report at this time.

Accountability:

- No report at this time.



The meeting was adjourned.



Mid-MO AGA Financial Summary-as of 6/30/16



	June	Budget Year	
	Actual	Ending	Variance
		6/30/2016	
Receipts:			
Membership Dues		\$ -	\$ -
Registrations	\$ 29,425.00	\$ 39,750.00	\$ (10,325.00)
Interest	\$ 4.02	\$ 40.00	\$ (35.98)
National Awards		\$ -	\$ -
Miscellaneous		\$ -	\$ -
Fundraising	\$ 371.00	\$ 500.00	\$ (129.00)
Sponsorships		\$ -	\$ -
Disbursements:			
Awards, Honoraria, Gifts	\$ 441.32	\$ 450.00	\$ (8.68)
CEC Planning Meeting	\$ 550.40	\$ 150.00	\$ 400.40
Regional Planning Meeting	\$ 426.99	\$ 300.00	\$ 126.99
GASB Contributions		\$ -	\$ -
Meeting Meals	\$ 4,859.86	\$ 10,620.00	\$ (5,760.14)
Member Travel	\$ 1,633.13	\$ 1,500.00	\$ 133.13
PDC/S&L Registration	\$ 1,200.00	\$ 1,550.00	\$ (350.00)
PO Box Rental	\$ 76.00	\$ 75.00	\$ 1.00
Postage	\$ 19.60	\$ 100.00	\$ (80.40)
Printing	\$ 2,146.90	\$ 2,400.00	\$ (253.10)
Merchandise Expense		\$ -	\$ -
Community Service	\$ 371.00	\$ 500.00	\$ (129.00)
Dues/Registrations	\$ 8,535.00	\$ 13,045.00	\$ (4,510.00)
Miscellaneous	\$ 11.25	\$ 604.00	\$ (592.75)
Scholarships	\$ 400.00	\$ 1,650.00	\$ (1,250.00)
Speaker Fees/Travel Exp.	\$ 5,331.02	\$ 4,800.00	\$ 531.02
Website	\$ 1,449.57	\$ 930.00	\$ 519.57
Workshop Supplies	\$ 2,234.84	\$ 1,300.00	\$ 934.84
Workshop Accomodations		\$ 500.00	\$ (500.00)
Equipment		\$ -	\$ -
Credit Card Fees	\$ 1,018.67	\$ 750.00	\$ 268.67
Revenue Over (Under) Expenses	\$ (905.53)		
Prior Year Expenses			
Beginning Cash Balance	\$ 7,406.95		
Ending Cash Balance	\$ 6,501.42		
Accounts Receivable			
Accounts Payable			
Credits on Account (Cancelled Trainings)			
Net Available for Chapter Use	\$ 6,501.42		
Investments			
Premier Certificate of Deposit	\$ 9,587.90		
Home Savings Bank CD	\$ 6,211.16		
Total Investments	\$ 15,799.06		
Chapter Fund Balance	\$ 22,300.48		
Cash Balance Consists of:			
Petty Cash	\$ 20.00		
Checking Account	\$ 6,501.42		
	\$ 6,521.42		



AGA Mid-Missouri Chapter 2016-2017 Officers and Directors



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Vacant Positions

Education Director
Treasurer



Don't forget, we will be taking up a collection for Marine Toys For Tots program at the Winter PDT on December 6th, 2016. Please bring toys or cash donations with you to the PDT. Please note: Cash donations will be matched by National.