



VOLUME 2015-2016

ISSUE 3, NOVEMBER 2015

President's Message

In This Issue

Career Opportunity	7-8
CEC Meeting Notes	11
CGFM	9
Chapter Officers	11
Community Service	5
Finances / Recognition	10
Member News	3
News / Trivia	2
Past Meeting Recap	12
Training & Education	6
What's Next	13

Hello fellow AGA members. I hope you all enjoyed that little heat wave we had in November, because it may be the last of the warm weather we see for quite a while as we move into late fall here in Maine.

As we collectively shift from fall to winter, the CEC is also shifting their focus to more training opportunities and new community service activities. Please stay tuned for updates on both of these subjects as we have had some interesting ideas circulating in our CEC meetings.

I hope you all enjoyed last month's speaker and his take on business intelligence potential impact on State Government and its operations. This month, we will be fortunate enough to have Beth Ashcroft as our guest speaker and she will be discussing OPEGA: Successes and challenges of the first 10 years.

As a friendly reminder next month we will be trying something new with our AGA meeting being a breakfast buffet with a speaker starting at 7:30 on December 8th. We very much look forward to everybody's feedback on if this and if it is something we should continue doing moving forward.

As always thanks for your participation and interest in our local AGA chapter and I look forward to seeing you all at the next meeting!



ATTENTION!

*Interested in CPEs?
Check out Page 6!*

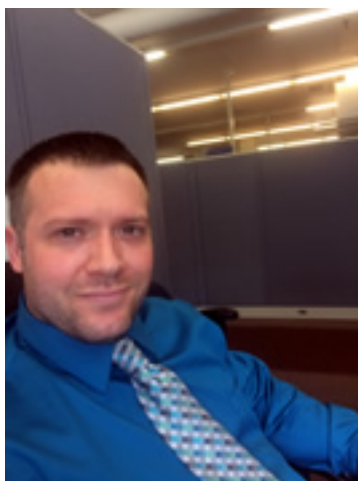
Are you using social media? The Maine Chapter AGA invites to you like us on

Facebook



Chapter Website:

<http://www.agamainechapter.org/>



Best Regards,
Derek Gorneau

AGA Maine Chapter

We were pleased to have Youri Antonin, the Director of Business Intelligence from DAFS join us at our last meeting to discuss BI: Bringing Data to Life with Visuals. We are also looking forward to our upcoming trainings and community service projects.

New England Region AGA

The Aroostook Chapter holds CEC meetings are held the 2nd Thursday of each month. General meetings are held as necessary.

The Hartford Chapter meetings are generally held at 6:00pm on the third Wednesday of each month from September to may.

The Boston Chapter holds monthly meetings and trainings September through June.

AGA National



Since 1950, the Journal of Government Financial Management (Journal) has provided valuable, in-depth information to decision-makers at all levels of government. The Journal, which is published quarterly by AGA, is distributed to members as well as subscribed to by libraries internationally.

Journal readers are government financial managers in federal, state and local government, as well as the private sector and academia.

The needs and interests of our readers include: hardware/software products, business supplies, office equipment, management and IT consulting services, education and training, products and services, professional development resources, research tools, temporary services and much more.



To view the latest journal, please visit:

<https://www.agacgfm.org/Research-Publications/Journal.aspx>



NOTICES...

- Are you interested in joining the CEC? Voting for new positions is quickly approaching. Contact a CEC member today or visit our website for more details.
- Need help studying for the CGFM exam? Contact a CEC member to see about a study-group.
- Do you have an idea for a speaker? Please contact a CEC member. Your insight to help the Chapter is welcomed.



TRIVIA

When were TV dinners created?

Membership & Outreach



NEW MEMBERS

*We would like to welcome
some new members to
our Chapter:*

*Jacques Rurangwa
from the
Office of the State Controller*

And

*Cindy Wardwell
from the
Maine State
Housing Authority*

Member Bio

Are you new to the Maine AGA Chapter? Why don't you tell us about yourself!

Our Chapter is a friendly group and we love to hear about where you came from and how you are doing. Networking is always a good choice.

Please contact Angela with your submissions at:

Angela.L.Dickinson@maine.gov



From the Editor

Do you know someone in the Maine Chapter who recently received a promotion, accepted a new position, retired or won an award? Would you like to share the good news with fellow AGA members? Or maybe you're interested in writing a technical article for an upcoming issue?

Please forward submissions for the next newsletter to:

Angela.L.Dickinson@maine.gov



RECRUIT A MEMBER

As a valued member, you can impact the future of AGA by sharing your experience with your peers, your staff and others in your organization with an interest in government financial management. No one knows better how beneficial AGA membership is to advancing government accountability than current AGA members.

Did you know that a large percentage of new members join AGA simply because someone invited them? Consider sharing your AGA membership experience and get rewarded for doing so. Recruit a member today!

Super Recruiters Club

Once you have recruited 10 members, you become part of the Super Recruiters Club! Super Recruiter status affords many exclusive rewards including recognition at a private reception at the annual PDT. Other rewards include: a lapel pin, certificate, VIP status at all national events and logo wear apparel.



End of Year Sponsor Achievement Awards and Recognition Awards are presented at the annual national training event, the PDT, each summer.

Recruiter of the Year (one winner)—The member who recruits the most new members from May 1 through April 30 will be presented with the Recruiter of the Year distinction and receive a complimentary AGA national meeting registration.

Top Sponsor (two winners)—The next two members who recruit the highest number of new members from May 1 through April 30 will each be bestowed with the Top Sponsor distinction and each will receive a complimentary AGA national meeting registration.

Chapter Overall Growth (six winning chapters)—Those six chapters achieving the highest overall growth percentage in their chapter size grouping for the membership year will each win a complimentary AGA national meeting registration. Chapters decide who receives the registration. Each chapter president and membership chair will be presented with an achievement plaque as well.

Start Recruiting Today!

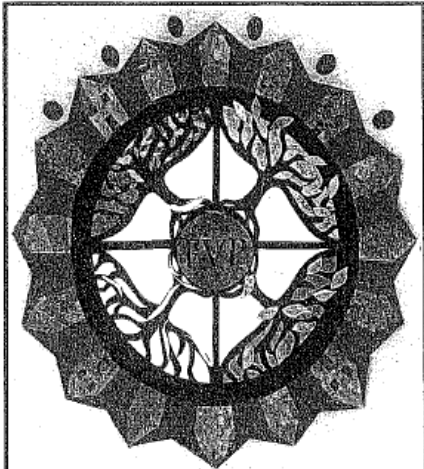
[Download a membership application](#). You can also order applications by calling AGA at 800.AGA.7211 and/or emailing agamembers@agacgfm.org.

Tell your peers and co-workers about AGA. Simply encourage them to fill out AGA's membership application or apply online. Be sure to include your name in the sponsor's name category on the application to receive credit.



Family Violence Project

The journey of hope begins with a single step



Dear Maine Chapter FGP-

*Thank you for your
donation of items
and the additional
\$20.00!*

Kelly A. Smith
DIRECTOR OF DEVELOPMENT



PO BOX 304 • Augusta, Maine 04332-0304
207-623-8637 ext.315 • FAX 207-621-6372
kellyg@familyviolenceproject.org
Helpline 207-623-3569 • Toll Free 1-877-890-7788

*The journey of hope in breaking free
of abuse begins with a single step.
Your support allows the Family
Violence Project to sustain ongoing
efforts to help victims, survivors,
and their families. Thank you very
much for your contribution to Family
Violence Project.*

Sincerely,

Your donation is a charitable
contribution

Tax ID #01-0360714

Community Service Opportunity

The Maine Chapter will be
collecting bedding, hats,
mittens, gloves, socks and
gloves for the Bread of Life
Homeless Shelter

Please donate to one of the
many boxes that have been
placed or bring your
donations to the next three
Chapter meetings

“The bank of love is never
bankrupt.”

~Steve Maraboli

Thank you to all who donated to the Family Violence Project. They were very pleased with our efforts. See above.

Please check out our latest community project effort. Collecting for the Homeless Shelter!



UPCOMING TRAINING

AGA is pleased to announce its latest web conference on **OMB Uniform Guidance: Impact on the Grant Community**



Grants management reform is here, and you need to begin now to adjust your procedures to shift their focus from “process” to “performance.” On Dec. 26, 2013, Office of Management Budget issued a new set of regulations covering federal grants. The document has been dubbed “the Super-Circular” because it revised virtually all of the general grant regulations: the administrative rules, the cost principles, and the single audit requirements. These new rules went into effect in December 2014. All persons who deal with federal grants will need to be aware of and ready for the coming changes.

Speaker: Charles W. Hester, CGFM, CPA

Charles (Chuck) Hester, Sr. served as the Western District Inspector General and Audit Manager for the Federal Emergency Management Agency (FEMA) until his retirement in 1995. Chuck is an instructor for various organizations, including Graduate School’s Government Audit Training Institute in Washington, and the Pacific Islands Training Institute in Honolulu. Chuck has also taught for AGA’s Education and Research Foundation, the California Association of State Auditors, and various other accounting and auditing professional organizations.

Learning Objective: For the past few years, the Office of Management and Budget (OMB), in conjunction with the Council on Financial Assistance Reform (COFAR), has been working on plans to streamline and improve the federal grant requirements. Understanding the actions underway – and their implications by program officials who award grants, recipients who receive grants, and auditors who audit those grants – is critical to improving accountability and transparency.

Since going into effect in 2014, whenever a federal grantee receives initial funding on a new grant or incremental funding on a continuation grant, that grantee will be required to implement the revised administrative rules and the revised cost principles. For many grantees, that will mean some grants will have to be administered with the old rules and some with the new.

The requirements for single audits took effect for each grantee for its first fiscal year starting after Dec. 26, 2014. Consequently, for a grantee that uses the calendar year for its fiscal year, it will need to apply the new Single Audit requirements for the single audit covering calendar 2015. Most state and local governments use a fiscal year that runs from July 1 through the following June 30. For such organizations, the first fiscal year to be covered by the new single audit requirements would be the fiscal year ending June 30, 2016.

Prerequisite: Overview

Date: Wednesday, November 4, 2015

Time: 2—3:50p.m. Eastern Time

CPE: Two credit hours

Field of Study: Governmental (Accounting, Auditing and Monitoring)





Public Service
Career Diversity
Over 10,000 Employees
Statewide Locations
Benefits
Retirement
Paid Holidays
Training
Career Path
Promotional Opportunities
Part Time
Full Time
Seasonal Jobs

HOW TO APPLY

Please submit a cover letter, resume, and the State of Maine Direct Hire application, which can be found on our website:

www.maine.gov/corrections/Career/index.shtml.

Email Application to:

Laurie Hayden, HR
Generalist -
doc.jobs@maine.gov

Applications must be
received by: **5:00 pm on
November 16, 2015**

NOTE: If claiming Veteran's
Preference, please also include
DD214 with or without statement
of disability.

Direct Hire Career Opportunity Bulletin

Accounting Assistant Technician

Code: 0310

Pay Grade: 14 \$27,497.60 - \$38,500.80

Open for Recruitment: November 2, 2015 - November 16, 2015

CURRENT VACANCY INFORMATION

The Department of Administrative & Financial Services, Corrections Service Center has a current vacancy at the Maine State Prison in Warren, Maine for an Accounting Assistant Technician.

JOB DESCRIPTION

This position performs complex accounting and administrative support services for the State of Maine Department of Corrections. A solid knowledge of Generally Accepted Accounting Principles is required to maintain routine/standardized accounting and financial records for the Department. Candidates must possess independent judgment in prioritizing assignments by selecting the most appropriate course of action to achieve operational goals.

TYPICAL DUTIES (*A position may or may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.*)

- Apply knowledge of GAAP (Generally Accepted Accounting Principles), Departmental Policy & Procedures and Maine Revised Statutes to agency accounting systems, procedures, and work flow.
- Audit and ensure the timely processing of the following areas while ensuring compliance with Maine Revised Statute, Departmental Policy, and GAAP obligations:
 - accounts payable
 - accounts receivable
 - cash receipts and disbursements
 - prisoner disbursements and receipts
 - travel expenses
 - financial contracts
 - pre- and post-audit billings and payments
- Verify accuracy and classification of transactions posted to accounting journals, general ledger accounts, and other subsidiary records in order to assist in ensuring the accuracy of records, including:
 - adjustments
 - closing entries
 - journals

- Review and balance subsidiary and control accounts, collections, inventory, and other accounts to assist in ensuring reasonableness and accuracy.
- Prepare financial and statistical reports such as statements of accounts and other detail summary reports in order to provide pertinent information about financial operations to accounting personnel and program staff.
- Monitor status of accounts, budgets, and contracts in order to assist in providing information to accounting staff.
- Periodically assist in review of facility inventory and inmate accounts to ensure reasonableness and accuracy.
- Troubleshoot existing systems and reports functionality in order to assist accounting staff in problem resolution and system testing activities.
- Work with other staff as a team to ensure all transactions are complete within policy guidelines.

REQUIREMENTS

In order to be successful in this position you will need to have knowledge and abilities in the following areas:

- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Knowledge of Internal Controls.
- Knowledge of bookkeeping principles and practices.
- Knowledge of and proficiency with MS Office (Outlook, Excel, Word, PowerPoint & Access).
- Knowledge of spelling, punctuation, grammar, and business English.
- Knowledge of office methods and procedures (organize and maintain computerized and/or manual files).
- Knowledge of business math.
- Ability to verify, code, compute, and/or reconcile data on standard documents.
- Ability to perform detailed work involving written or numerical data.
- Ability to prepare complete and reconcile accurate financial statements.
- Ability to type varied routine business correspondence from draft or original source documents to revised or final form.

MINIMUM QUALIFICATIONS

An Associate's Degree in Accounting or a closely related field and one (1) year of accounting or auditing experience – OR – a three (3) year combination of education and responsible accounting or auditing experience.

BENEFITS

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$397.61 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$377.73 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$357.85 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$337.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.

Value of State's share of Employee's Retirement: 15.3% of pay.



Celebrating 20 Years of Excellence



CGFM is a professional certification recognizing the unique skills and special knowledge required of today's government financial managers. It covers governmental accounting, auditing, financial reporting, internal controls and budgeting at the federal, state and local levels.

How Do I Obtain My CGFM?

Initial Certification Requirements

To earn the CGFM, candidates must apply for the CGFM Program and meet the following requirements:

- ◆ **Ethics**—read and agree to abide by AGA's Code of Ethics.
- ◆ **Education**—have a bachelor's degree from an accredited college or university and have completed at least 24 credit hours in financial management or related topics.
- ◆ **Examinations**—pass three comprehensive CGFM Examinations.
- ◆ **Experience**—have at least two years of professional-level experience in government financial management.

[Learn more about the process of earning the CGFM designation.](#)

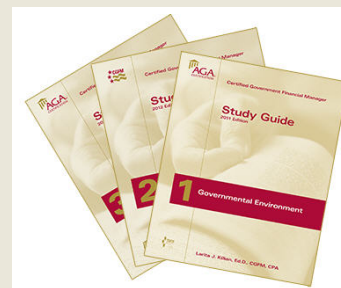
CGFM Application—If you are ready to start the process of earning your CGFM, [click here](#) to apply for the CGFM Program.



AGA CGFM Study Guides— ONLINE!

New from AGA! You can access the CGFM Study Guides on the go!

Read, search and review the study guide content on your laptop, tablet or phone — a convenient way to prepare for the CGFM Examinations. Upon purchasing the online version of each guide, you'll have immediate access to the entire publication for a period of 12 months. In

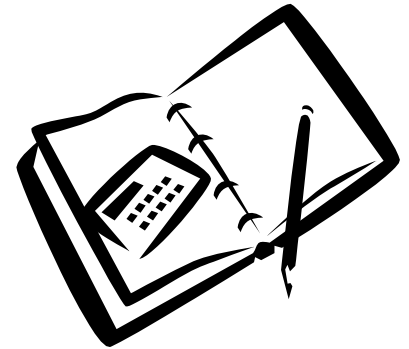


addition, if a newer version of this study guide is published within this period, you'll also have access to the new version! As with the printed version, the online study guides feature textbook-like format with learning objectives, a chapter summary and a reinforcement quiz for each chapter. In addition to the relevant resources, the appendices contain a glossary of terms, a list of reference materials, answers to reinforcement quizzes with explanations and end-of-course review questions. Those ordering the study guides can purchase the option of earning Continuing Professional Education (CPE) hours upon passing an online CPE examination.



TREASURER'S REPORT

Maine Chapter AGA Balance Sheet as of 10/31/2015		
ASSETS		
Cash and Bank Accounts	AGA Cash	\$40.00
	AGA Checking	\$56.35
	AGA Savings-Share Account	\$5,134.69
Total Cash and Bank Accounts		\$5,231.04
Other Assets	Customer Invoices	\$2,295.00
Total Other Assets		\$2,295.00
Total Assets		\$7,526.04
LIABILITIES		
Other Liabilities	Sales Tax & Business Bills	\$0.00
Total Other Liabilities		\$0.00
Total Liabilities		\$0.00
Overall Total		<u>\$7,526.04</u>



CHAPTER RECOGNITION PROGRAM - 1st Quarter Points

The Chapter Recognition Program is designed to support, encourage, and promote the accomplishment of AGA's mission and to provide flexible non-competitive guidelines for a well-rounded chapter. The Chapter Recognition Program year begins on June 1st and concludes May 31st.

SECTION	MAX POINTS	TOTAL POINTS	% OF POINTS
Chapter Leadership, Planning & Participation	3000	1650	55%
Education & Professional Development	4000	200	5%
Certification	4000	200	5%
Communications	3000	1127	38%
Membership	4000	625	16%
Accountability	2000	1350	68%
Community Service	2000	400	20%
Awards	1000	0	0%
TOTAL	23000	5552	24%
GOAL TOTAL	10000	8541	85.41%
CURRENT GOAL STANDING	10000	5552	55.52%

October 13, 2015

Meeting was held at the Senator Inn following Luncheon.

Attendees: Derek Gorneau, Leanne Laverdiere, Angela Dickinson, Kim Hall, Will Korth, Kathy Godfrey, Tony Gorneau and Andrea McKay

- ◇ November speaker will be Beth Ashcroft
- ◇ Still need a location for February Webinar
- ◇ Kim will set aside \$200 for purchase of mugs for guest speakers; send payment for chapter website renewal
- ◇ Angela looking for more bio submitters for newsletters
- ◇ Kathy mentioned that next community service is collecting new or slightly used bedding, hats, socks and similar items for homeless shelter; looking into Wreaths Across America campaign and for January and February, Soup Kitchen and Humane Society
- ◇ Will mentioned contacting Regional AGA Coordinator for specific CGFM training sessions
- ◇ Brittney Bushey was our 50/50 Raffle Winner
- ◇ There have been 110 seats pre-confirmed for the webinars

Respectfully Submitted by,

Leanne Laverdiere

AGA Maine Chapter Secretary



OUR CEC

For more information, visit our website:

<http://www.agamainechapter.org>

CHAPTER OFFICERS

President

Derek Gorneau

derek.gorneau@maine.gov

Immediate-Past President

Phillip Platt

phillip.platt@maine.gov

President-Elect

Shirley A. Browne, CIA, MBA

shirley.browne@maine.gov

Secretary

Leanne Laverdiere

leanne.laverdiere@maine.gov

Treasurer

Kimberly Hall

kimberly.hall@maine.gov

CHAPTER DIRECTORS

Awards

April Newman, CGFM

april.d.newman@maine.gov

Bylaws & Procedures

Tony Gorneau

james.a.gorneau@maine.gov

Communications

Angela Dickinson

angela.l.dickinson@maine.gov

Community Service

Kathy Godfrey

kathleen.godfrey@maine.gov

Early Careers

Andrea McKay

andrea.mckay@maine.gov

Education

Will Korth

will.korth@maine.gov

Membership

Vacant—Please contact CEC, if interested

Professional Certification

Will Korth

will.korth@maine.gov

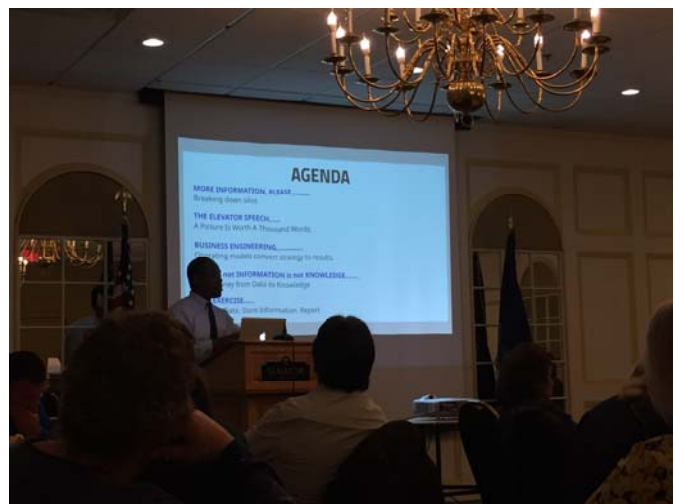
Programs & Technical Meetings

Vacant—Please contact CEC, if interested

Past Meeting Recap

The past monthly meeting was held on October 13, 2015 at the Senator Inn in Augusta. Chapter President, Derek Gorneau, welcomed the Chapter. He quickly mentioned our Community Service Project: the collection of bedding for the Homeless Shelter.

President Gorneau introduced our monthly speaker; Youri Antonin. Mr. Antonin is the Director of Business Intelligence for DAFS. He gave a visual presentation on Business Intelligence: Bringing Data to Life with visuals.



NOVEMBER MONTHLY MEETING

The Maine Chapter of the Association of Government Accountants' monthly meeting will be held on **Tuesday, November 10th** at the Senator Inn.

Our speaker will be **Beth Ashcroft**, the Director of the Office of Program Evaluation and Government Accountability (OPEGA), who will be discussing OPEGA: Successes and Challenges of the First Ten Years.

On the menu for our luncheon will be:



Garden Salad

Meat Lasagna

Chocolate Truffle Torte



TRIVIA ANSWER:

In 1953, Swanson misjudged the number of frozen turkeys they would sell, so they came up with a plan to slice them up and repackage them with trimmings.

This was the first TV dinner!

Websites of Interest

American Society for Public Admin (ASPA)www.aspanet.org
MA Chapter of ASPA.....www.massaspa.org
Association of Certified Fraud Examiners (CFE)..... www.cfenet.com
Greater Boston Chapter of CFE.....www.acfe-boston.org
Association of Government Accountantswww.agacgfm.org
AGA Boston Chapter.....www.aga-boston-chapter.org
AGA Aroostook County Chapter.....www.arostookcountyaga.org
AGA Hartford Chapterwww.agahartford.org
AGA Maine Chapter.....www.agamainechapter.org
COSO..... www.coso.org
First Gov www.firstgov.gov
Governmental Accounting Standards Board..... www.gasb.org
Government Executivewww.govexec.com
Institute of Internal Auditors (IIA)www.theiia.org
Intergovernmental Audit Forum.....www.auditforum.org
International Accounts Payable Professionals (IAPP).....www.iappnet.org
National Assoc of State Auditors, Comptrollers & Treasurers.....www.nasact.org
National Assoc of State Comptrollers.....www.nasact.org/community/nasc.html
National Assoc of State Treasurers.....www.nasact.org/community/nast.html
National State Auditors Association.....www.nasact.org/community/nsaa.html
National Electronic Commerce Coordinating Councilwww.ec3.org

NOVEMBER

brings

THANKSGIVING!

Let us give Thanks.

