



President's Message



On behalf of the AGA Chapter Executive Committee, I am happy to welcome you back. We are looking forward to seeing you again soon at our first monthly luncheon meeting on September 13th.

As we continue the 16/17 program year, it is with much gratitude that we thank our members for their ongoing support to the chapter. Your participation has been remarkable; and most of all, your incredible generosity during community service projects has been outstanding. We thank you very much!

During our August CEC meeting, the Chapter's budget was developed along with many other plans for the program year including selecting our first community service project, the Family Violence Shelter – Back to School Supplies. It is our hope to fill as many backpacks as possible with of course back to school supplies. Additionally, we selected eight AGA webinars in an effort to provide a wealth of interesting information to our members along with the prospect of earning 16 Continuing Professional Education credits...if you attend all eight webinars!

Also during August, the President-elect submitted many required documents to the National AGA including our Chapter's Five-year Strategic Plan, Citizen Centric Report, History Report, Annual Income Statement, Annual Audit Letter, CGFM Plan, Community Service Plan, Education Plan, Membership Plan and our updated By-Laws. For that, I thank all of the CEC chairs along with the President-Elect and other officers who contributed to completion and submission of the reports.

If you are interested in helping the CEC achieve planned goals, but do not have the time to serve as a chair, we still welcome your assistance. Call any of the chairs today to find out what you can do to help the Chapter.

On a sad note, I would be remiss if I did not recognize the passing on May 12th of a long time AGA member and a friend to many in the Chapter, Pat Shaw. Pat started working for the State of Maine in 1965 while taking breaks for college and to care for her ailing mother. She graduated from Husson College in 1969. Pat worked in several departments, the latest and according to her obituary, her favorite, the Maine State Police. Her obituary in the Kennebec Journal included the following: The family recommends that in lieu of flowers you pay it forward, honoring the way Pat lived her life.

Thanks again, please enjoy the newsletter and that is all for now!

Shirley Browne



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ISSUE 2, AUGUST—SEPTEMBER 2016

In This Issue

Career Opportunity	8-9
CEC Meeting Notes	12
CGFM	7
Chapter Officers	12
Community Service	6
Finances/Recognition	10-11
Member News	3
News / Trivia	2
Past Meeting Recap	13
Training & Education	5
What's Next	14

ATTENTION!

**CHECK OUT OUR LATEST
COMMUNITY SERVICE PROJECT**

SEE PAGE 6!

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

Facebook



Chapter Website:

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



NOTICES...

- Do you have an idea for an upcoming speaker? Please contact a CEC member. Your insight to help the Chapter is welcome.
- Are you interested in joining the CEC? We have positions available. We are always looking for new ideas.
- Need help studying for the CGFM exam? Contact a CEC member to see about a study group.

TRIVIA

Which U.S. President signed the bill making Labor Day a National Holiday?

AGA Maine Chapter

We are pleased to have Greg Olsen from the Office of the State Treasurer speak at our September meeting. We look forward to seeing you all there.

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

AGA will be providing:



Internal Control & Fraud Prevention Training 2016

This event has a rich history of providing the "latest and greatest" developments; together, we can find solutions, and make a difference in our workplace and the government finance profession. The agenda includes a range of timely and valuable information including: fraud detection, data analytics, improper payments and risks with government payment cards. We look forward to seeing you there!

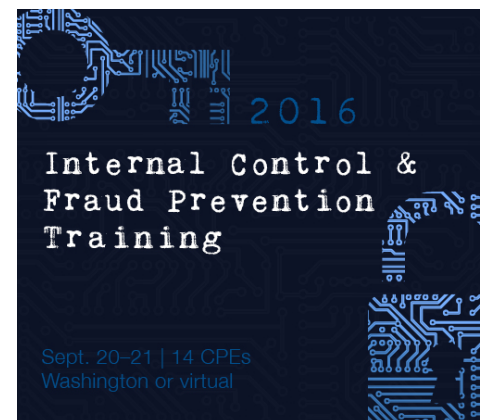
DATE: September 20-21, 2016

LOCATION: Washington or Virtual

CPE: 14

See below link to register today!

<https://www.agacgfm.org/Fraud-2016.aspx>



Member Bio

ALESIA FRANCIS

Department of Administrative and Financial Services, Staff Accountant

I knew at a young age that one day I would have a career that involved numbers somehow. As a child, I really loved math and could just understand how numbers worked much more than many other things. Throughout school, I explored the idea of different careers involving math starting with a statistician (preferably in Sports), up to an astrophysicist (where I got to work with one of my other fascinations, Stars). I took an accounting class my junior year of high school, and that is when I first thought of Accounting as a career option.

After high school, I took some college courses, but also spent some time to explore the workforce. I worked in various retail jobs and then moved to a job as a bank teller. While with the bank as a full-time teller, I decided to go back to college full-time. I had a challenging 3 years managing both work and school. However, I graduated from the University of Maine at Augusta with my Bachelor's degree in Financial Accounting in May of 2013. My first accounting position was in November 2014 with NRF Distributors as a Junior Staff Accountant. Shortly thereafter, in January 2014, I was offered the position of an Accounting Technician with the DAFS General Government Service Center.

My job as an Accounting Technician allowed me to work closely with the Central Services Department, which involved such tasks as working the Public Sales and State Surplus Auctions. I enjoyed working with all of my accounts and learning from knowledgeable people about how governmental accounting worked. In October of 2014, I promoted to a Staff Accountant in the same department, and was able to expand my knowledge of Governmental Accounting by taking on higher level tasks and being able to reconcile accounts.

Since May 2016, I have been working as a Senior Staff Accountant in Acting Capacity and Secretary of the AGA. It has been challenging taking on so many new duties at once, but thanks to a very supportive group of coworkers and management, I have been able to learn many new accounts and procedures that I did not know before. I am thankful for the opportunities provided to help my Accounting career grow every day.

My future goals include obtaining my Master's Degree in Accounting, a CPA and a CGFM Certification.

I currently live in Augusta, Maine, but was born and raised fifteen minutes away, in Winthrop, Maine. I graduated from Winthrop High School in 2001 and still spend a lot of time in the town as a lot of my family still lives there. My favorite place in the world is our family camp on Sebago Lake, and I spend as much time there as possible during the summer. My pastimes include anything to do with sports, music, stargazing and enjoying hikes in the woods with my dog, Pudge. I am lucky to be surrounded by supportive friends and family who have all helped me become the person I am today. Someday I hope to see the Aurora Borealis.



NEW MEMBERS

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

Tom Randall

from the

Office of the State Controller

WELCOME!



RECRUIT A MEMBER

LET'S START RECRUITING TODAY!

KEEP AN EYE OUT FOR NOTIFICATION OF UPCOMING MEMBER RECRUITMENT EVENTS!



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.



UPCOMING TRAINING

AGA is pleased to announce its latest web conference on **Avoiding Surprises and Assessing Risks: Building on Today's Internal Controls**



Learn how governments across the country are strengthening their internal control processes by setting new parameters for risk management. These new parameters help governments identify challenges early, bring them to the attention of agency leadership and develop solutions. On July 15, 2016, the U.S. Office of Management and Budget (OMB) issued a revised version of OMB Circular No. A-123, which addressed internal controls. The revised circular was broadened and now addresses Management's Responsibility for Enterprise Risk Management and Internal Control. Similarly, under North Carolina's Enhancing Accountability in Government through Leadership and Education (EAGLE), each agency must perform an annual assessment of internal controls over financial reporting and compliance. By performing this assessment, agencies can identify risks and compensating controls that reduce the possibility of material misstatements, misappropriation of assets and noncompliance with governmental rules and regulations. This webinar will examine emerging trends in internal control by examining both the federal and North Carolina initiatives.

Speakers:

- Wynona Cash, CICA, EAGLE Team Lead, North Carolina Comptroller's Office
- Mike Wetklow, MPA, CGFM, CPA, Deputy CFO, National Science Foundation

Prerequisite: None

Date: Wednesday, September 14, 2016

Time: 2—3:50p.m. Eastern Time

CPE: Two credit hours

Field of Study: Governmental Accounting



Community Service Opportunity

The Maine Chapter will be collecting back to school supplies for the Family Violence Project.

Please donate to one of the boxes that been placed or bring your donations to the September Meeting.

“Give, but give until it hurts.”

~Mother Teresa



Support the Family Violence Project



The Family Violence Project needs back to school items for children who come to the shelter. Items like backpacks, lunch boxes, calculators, pens, pencils, crayons, glue sticks, binders and notebooks are needed. Often, the students coming to the shelter are unable to return to their former homes to retrieve school supplies, so these items help make their transition possible.



The Maine Chapter of the Association of Government Accountants is sponsoring this Community Service event and we invite anyone reading this to help out. Donations being accepted through September's meeting!



Thank you for your support!

Contact Andrea McKay @ andrea.mckay@maine.gov
if you have any questions.

Please visit the following web link to print off the above flyer to post to your donation boxes.

<http://www.agamainechapter.org/events/communityservice.htm>



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.

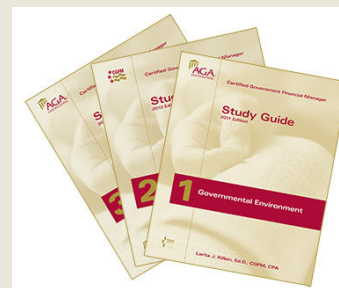
Interested in study group? Contact a CEC member today!



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.





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
Seasonal Jobs

HOW TO APPLY:

Please submit a State of Maine direct hire application, resume, and copies of post-secondary transcripts postmarked on or before the closing date. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/fps/opportunities/>

APPLICATIONS MUST BE SUBMITTED BY:

Wednesday, September 21, 2016

SEND COMPLETED APPLICATIONS TO:

Wendy Malinowski, HR Manager
DHHS Human Resources Division
#11 State House Station
32 Blossom Lane
Augusta, Maine 04333
207-287-4289 (T)
TTY users call Maine Relay 711

Direct Hire Career Opportunity Bulletin

Staff Accountant

Job Class Code: 0329 **Pay Grade:** Range 20 (Pro/Tech) \$15.66 -\$21.10/hr.

Open for Recruitment: September 8, 2016 – September 21, 2016

PURPOSE OF ANNOUNCEMENT

Are you an experienced accounting professional who is detail oriented and enjoys independent work in a dynamic, fast-paced environment? Do you possess a high degree of initiative? Do you enjoy working collaboratively utilizing the latest Microsoft analytical tools? Then we are looking for you!

The DHHS Service Center (<http://www.maine.gov/dhhs/servicecenter/>) is responsible for program accounting, cash management and revenue/expenditure control for the entire Department of Health and Human Services (DHHS). The Service Center provides budget and fiscal analysis for many complex areas within DHHS including TANF (i.e. Temporary Assistance for Needy Families) and MaineCare (formerly Medicaid). This position is located in Augusta.

JOB DESCRIPTION

The DHHS Service Center is seeking an experienced accounting professional who is detail oriented, enjoys independent work in a fast-paced environment and possesses a high degree of initiative. As a Staff Accountant, you will contribute to the Department's mission by helping us ensure state and federal funds are utilized in an efficient manner to meet the health and welfare needs of Maine's citizens in accordance with the purposes enacted in legislation. You will provide program accounting, cash management and revenue/expenditure control and other financial accounting services for DHHS offices/bureaus. You will review and analyze financial and operational reports in accordance with GAAP & GASB standards, prepare financial status reports and perform account reconciliations. You should be knowledgeable of GAAP and GASB and skilled in the use of standard desktop technology, particularly spreadsheets. The impact of your work will be felt throughout major programs that provide critical services to Maine's most needy population, and you will have the satisfaction of knowing you have helped DHHS executive managers and program managers deliver vital services to this state.

MINIMUM QUALIFICATIONS

1. A Bachelors*** Degree from an accredited educational institution in Accounting, or;
2. Any other Bachelors Degree from an accredited educational institution that includes at least 18 semester hours in accounting coursework*, or ;
3. An Associates Degree from an accredited educational institution in Accounting and 3 years of practical work experience** providing complex technical support to professional accounting staff, or;

4. Six (6) years of practical work experience** providing complex technical support to professional accounting staff.

* Accounting coursework must include successful completion of Principles of Accounting I & II, Intermediate Accounting I & II, plus two other accounting-related courses.

** Experience must demonstrate comprehension and application of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and must demonstrate the ability to (1) classify and analyze financial data and records for the purpose of business financial planning; (2) design, recommend, and implement modifications of accounting methods, procedures, forms, and records; (3) prepare financial statements and reports such as balance sheets and other operating statements; and (4) analyze accounts and accounting relationships that result in complex accounting entries.

*** Only post-secondary degrees from a College or University whose accreditation has been granted from a nationally recognized accreditation agency recognized by the U.S. Secretary of Education will satisfy educational requirements. Information can be obtained at <http://ope.ed.gov/accreditation/>. Foreign degrees must be evaluated by the World Education Services for authentication and U.S. equivalency.

BENEFITS

The value of State's share of Employee's Retirement: 15.85% of salary for BU positions and 20.85% for confidential positions.

The value of State-paid Dental Insurance: \$13.13 biweekly. The value*of State paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly

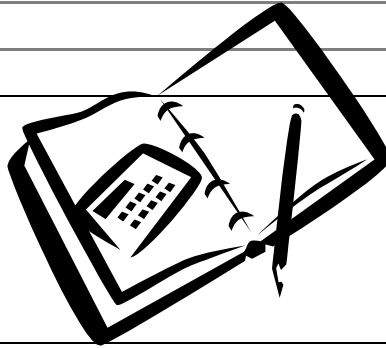
Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$352.84 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.

TREASURER'S REPORTS

Maine Chapter AGA Balance Sheet as of 08/31/2016		
ASSETS		
Cash and Bank Accounts	AGA Cash	\$40.00
	AGA Checking	\$11.74
	AGA Savings-Share Account	\$6,404.82
Total Cash and Bank Accounts		\$6,456.56
Other Assets	Customer Invoices	\$0.00
Total Other Assets		\$0.00
Total Assets		\$6,456.56
LIABILITIES		
Other Liabilities	Sales Tax & Business Bills	\$0.00
Total Other Liabilities		\$0.00
Total Liabilities		<u>\$0.00</u>
Overall Total		<u>\$6,456.56</u>



Maine Chapter AGA Income Statement as of 08/31/2016	
INCOME	
Dividend Income	\$2.70
Education—Web Conferences	\$0.00
Gifts Received	\$0.00
Membership Income from National	\$120.00
Monthly Meetings	\$0.00
Other Income—50/50	\$0.00
TOTAL INCOME	\$122.70
EXPENSES	
Charity	\$0.00
Education	\$2,080.00
Gifts Given	\$0.00
Monthly Meetings	\$0.00
Legal Prof Fees—Annual Reporting Filing	\$0.00
Utilities—Internet	\$0.00
TOTAL EXPENSES	\$2,080.00
NET INCOME/LOSS	(\$1,957.30)

Finances & Recognition

CHAPTER RECOGNITION PROGRAM - 1st Quarter Points so far...

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	5000	1575	32%
Education & Professional Development	4000	0	0%
Certification	4000	50	1%
Communications	3000	1175	39%
Membership	4000	500	13%
Accountability	2000	400	20%
Community Service	2000	0	0%
Awards	1000	0	0%
TOTAL	25000	3700	15%
GOAL TOTAL	19501	3700	19%
ALLOWED POINTS TOTAL	25000	3700	15%

thankful appreciate
willing morale performance
recognition value
morale grateful good
positive behavior
stand out above and beyond
special pleased team
connected

OUR CEC

For more information, visit our website:
<http://www.agamainechapter.org>

CHAPTER OFFICERS

President

Shirley Browne
shirley.browne@maine.gov

Immediate-Past President

Derek Gorneau
derek.gorneau@maine.gov

President-Elect

Angela Dickinson
angela.l.dickinson@maine.gov

Secretary

Alesia Francis
alesia.francis@maine.gov

Treasurer

Kimberly Hall
kimberly.hall@maine.gov

CHAPTER DIRECTORS

Awards

Vacant

Bylaws & Procedures

Tony Gorneau
james.a.gorneau@maine.gov

Communications—Co-Directors

Angela Dickinson
angela.l.dickinson@maine.gov
Mitchell Boynton
mitchell.boynton@maine.gov

Community Service

Andrea McKay
andrea.mckay@maine.gov

Early Careers

Tracie Eastman
tracie.eastman@maine.gov

Education

Vacant—Please contact CEC, if interested

Membership

Tammy Chase
tammy.chase@maine.gov

Professional Certification

Will Korth
will.korth@maine.gov

Programs & Technical Meetings

Phillip Platt
phillip.platt@maine.gov

August 9, 2016

Meeting was held at Burton Cross Bldg, 4th Floor, Room 434

Attendees: Shirley Browne, Alesia Francis, Angela Dickinson, Mitch Boynton, Kim Hall, Tracie Eastman, Tammy Chase, Phillip Platt and Andrea McKay

- ◇ Treasurer prepared sample budget for Chapter to review
- ◇ Discussed meal options for meetings at Senator; one Breakfast meal
- ◇ Discussed a potential awards sub-committee to be created
- ◇ Treasurer prepared profit/loss statement for board to review; previous years showed profit; no outstanding invoices due
- ◇ Treasurer will send out dates for upcoming webinars; to order eight of them
- ◇ Mentioned webinar packages were successful; discussed implementing again for upcoming year
- ◇ Discussed speaker options; Barbara Fava has agreed to speak
- ◇ President to contact AGA and offer \$500 towards expenses for National Rep to speak
- ◇ AGA will now host websites for Chapters; discussed savings from no cost for domain
- ◇ Prepare collection boxes for Back to School Community Service project
- ◇ Discussed plans for two member recruitment events; possibly fall and spring
- ◇ Discussed purchasing set of CGFM manuals and/or reimbursing those who purchase and pass the Exam



Past Meeting Recap

On May 17, 2016, the Maine Chapter of the AGA met for the Chapter's Annual Awards banquet, at the Senator Inn located in Augusta. Chapter President Derek Gorneau, welcomed the Chapter. The Chapter had a give-away for every chapter member present at the banquet. and Derek presented awards and certificates to the CEC team members for their hard work during the Program Year.



SEPTEMBER MONTHLY MEETING

The Maine Chapter of the Association of Government Accountants' monthly meeting will be held on Tuesday, September 13th at the Senator Inn.

Our speaker will be Greg Olsen, the Assistant Director of Internal Operations from the Office of the State Treasurer. He will be discussing the management of the Treasurer's Cash Pool.

On the menu for our luncheon:



House Salad

Crispy Lemon Chicken

Warm Blueberry Crisp

TRIVIA ANSWER:

"Grover Cleveland, under pressure from voters, signed the legislation in 1894."

SEPTEMBER

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

September

