



President's Message



On behalf of the Maine Chapter of the AGA's Chapter Executive Committee (CEC), we hope that the month of October is going well for all of you!

It is with gratitude that we once again thank our chapter members for their generous donations during the months of August and September. Our chapter came together as a team and donated/

collected backpacks, notebooks, pens, pencils, markers, crayons, folders, and a wide assortment of other back to school needs in order to help others less fortunate. Andrea McKay, our Chapter's community service director, made a visit to the Family Violence Project in Augusta on September 19th. She delivered a dozen backpacks full of school supplies. The Family Violence staff was more than appreciative. Again, on behalf of the CEC, we thank you for your generous donations towards this worthy cause.

Currently, we have a few other community service projects in the works with a food drive near the end of October, and a special request from the Bread of Life for donations of Bed in a Bag. We did some research and the Bed in a Bag can be purchased at discount stores for approximately \$30-\$60 each. This is something that you may want to donate as an office or a group of people. Please see further in the newsletter for details on why this type of donation is needed. Additionally, during the months of October through December, we will have a collection jar on the sign-in table for folks who would like to donate to *Wreaths Across America*. The wreaths are \$15 each. We will use the collection money to sponsor wreaths for Arlington Cemetery.

Since it is that time of the year when many offices are holding employee appreciation events, we are happy to say that many Chapter members have recently been recognized for Employee Recognition Awards such as employee of the month, manager of the year and customer service recognition. Congratulations to all of you!

In closing, please contact any member of the CEC with comments or suggestions. We are always happy to hear from you.

Regards,

Shirley Browne



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ATTENTION!

**SEE PAGE 3 FOR THE UPCOMING
NEW MEMBER RECRUITMENT
PIZZA PARTY! BRING A NON-
MEMBER AND JOIN US!**

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.



TRIVIA

What was the first
wrapped penny candy in
America?

AGA Maine Chapter

We are pleased to have Barbara Fava from PFM speak at our October meeting. We look forward to seeing you all there.

New England Region AGA

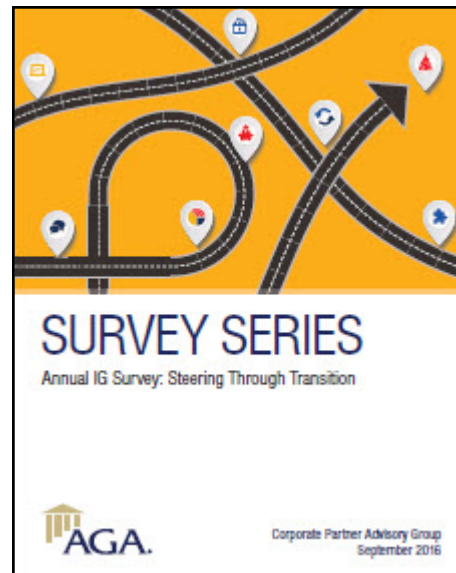
The Aroostook Chapter holds CEC meetings are held the 2nd Thursday of each month. General meetings are held as necessary.

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

Each year, AGA surveys government leaders — Chief Financial Officers, Chief Information Officers and Inspectors General — on issues that are key to them and "what keeps them up at night." Online surveys and in-person roundtable discussions are used to gather input.



Download the latest report today!

<https://www.agacgfm.org/Resources/Online-Library/Survey-Series.aspx>

New Member Recruitment Pizza Party!

Bring a Non-Member to this great networking opportunity, as well as learning more about the AGA. Find out what the AGA can do for you!

Want to get that CGFM certification started? Come and ask some questions.

We look forward to seeing some new faces and helping folks on a new and exciting journey!

Date: October 27, 2016

Time: 11:00 a.m.—1:00 p.m.

Location: Cross Office Building, 1st Floor,
Rooms 103A & 103B



If you have Facebook, like our page and join this event!

<https://www.facebook.com/pages/AGA-Maine-Chapter/377060282350839>



NEW MEMBERS

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

Christine Laing

*From the DAFS
DHHS Service Center*

WELCOME!



RECRUIT A MEMBER

LET'S START RECRUITING TODAY!

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.



SERVICE



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- **Gwen Sykes**, CFO, U.S. Secret Service

- **Jennifer Coombs**, Managing Director, Accen-

- [illegible]

Date: Wednesday, October 12, 2016

Time: 2—3:50p.m. Eastern Time

CPE: Two credit hours

Field of Study: Computer Science



Community Service Opportunity

The Maine Chapter will continue to collect back to school supplies for the Family Violence Project until the October Meeting.

The next community service project will be the "Bed in a Bag" Campaign for the months of November and December.

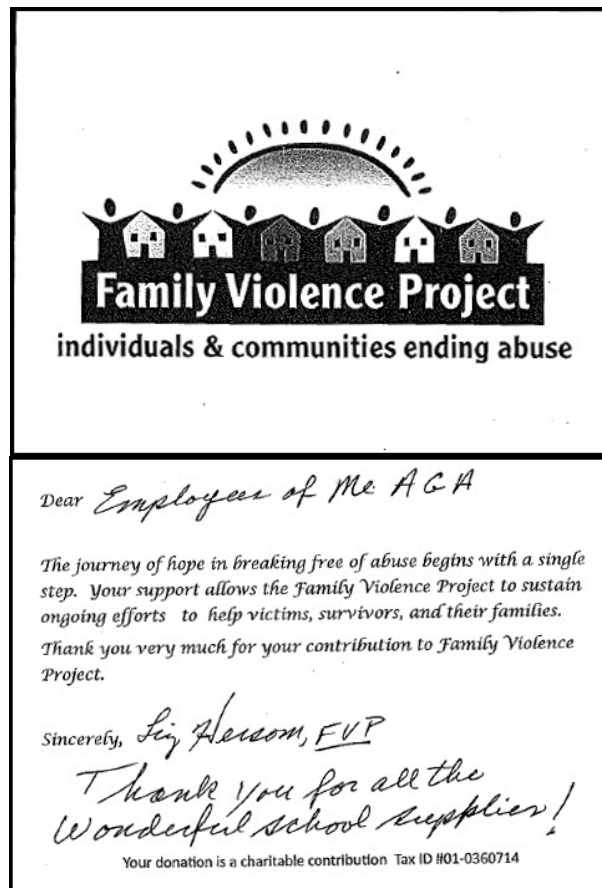
"The more you love, the more love you are given to love with."

~Lucien Price

We are pleased with the collections of back to school supplies for the Family Violence Project. There were **11 backpacks full of supplies** that were donated! Great job everyone!

We are still collecting supplies until the October 18th meeting.

Please see the below thank you card received from the Family Violence Project. Thank you all!



We have couple of community service projects for the next few months. The first is the “Bed in a Bag” Campaign. The collection of twin-size bedding for the Bread of Life Homeless Shelter. We will be collecting twin-size bedding through December.



Please visit the following web link to print off the above flyer to post to your donation boxes as well as learning a bit more about the Bread of Life Ministries.

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

The second community service project is for “Wreaths Across America”. This is worthy cause that the Maine Chapter AGA has been supporting for the last few years.

****See next page for more details.**

****Please note:** There will be a collection jar at the sign-in table for the next couple of Chapter meetings. Feel free to donate at that time, if it is more convenient.





Sponsor a Wreath at Arlington

Why give?

It's simple. Your gift of **\$15** honors a fallen hero by placing a wreath on his or her grave.

That's a nice lunch out. Or three lattes. It's a small gift that has a great impact to remember our heroes, honor their sacrifice and teach future generations the price of our freedom.

If you would like to sponsor a wreath, please visit the below link:

<https://wreaths.fastport.com/donateLocation.html?page=14720>

Please contact Andrea McKay, our community service director, if you have sponsored a wreath. We would love to hear about it.

We will be have a collection jar at the next couple Chapter Meetings, if you would like to donate at that time. The Chapter will take the proceeds to sponsor wreaths.



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.

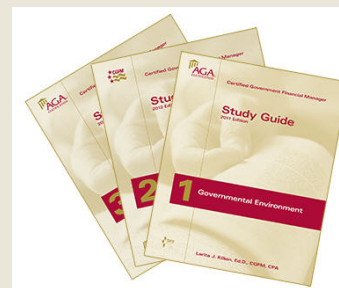
Interested in study group? Contact a CEC member today!



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

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:

Clint Peebles, HR
Generalist -

doc.jobs@maine.gov

Applications must be
received by: **5:00 pm on
October 24th, 2016**

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 \$27,768.00 - \$38,896.00

Open for Recruitment: *October 11, 2016 - October 24, 2016*

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:

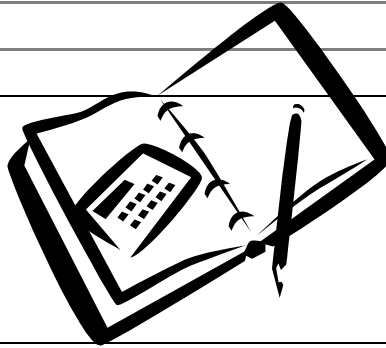
- Level 1: 100% State Contribution (employee pays nothing): \$428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$365.97 biweekly

*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: 15.85% of pay.

TREASURER'S REPORTS

Maine Chapter AGA Balance Sheet as of 09/30/2016		
ASSETS		
Cash and Bank Accounts	AGA Cash	\$40.00
	AGA Checking	\$9.54
	AGA Savings-Share Account	\$6,437.85
Total Cash and Bank Accounts		\$6,487.39
Other Assets	Customer Invoices	\$1,750.00
Total Other Assets		\$0.00
Total Assets		\$8,237.39
LIABILITIES		
Other Liabilities	Sales Tax & Business Bills	\$0.00
Total Other Liabilities		\$0.00
Total Liabilities		<u>\$0.00</u>
Overall Total		<u>\$8,237.39</u>



Maine Chapter AGA Income Statement as of 09/30/2016	
INCOME	
Dividend Income	\$3.73
Education—Webinars	\$82.00
Gifts Received	\$24.00
Membership Income from National	\$120.00
Monthly Meetings	\$630.00
Other Income—50/50	\$24.00
TOTAL INCOME	\$883.73
EXPENSES	
Charity	\$24.00
Education—Webinars	\$1,720
Gifts Given	\$0.00
Monthly Meetings	\$1,066.20
Legal Prof Fees—Annual Reporting Filing	\$0.00
Utilities—Internet	\$0.00
TOTAL EXPENSES	\$2,810.20
NET INCOME/LOSS	(\$1,926.47)

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	5000	1775	36%
Education & Professional Development	4000	600	15%
Certification	4000	400	10%
Communications	3000	1845	62%
Membership	4000	900	23%
Accountability	2000	400	20%
Community Service	2000	350	18%
Awards	1000	800	80%
TOTAL	25000	7070	28%
GOAL TOTAL	19501	7070	36%
ALLOWED POINTS TOTAL	25000	7070	28%

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

Bethany Perry
bethany.m.perry@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

Philip Platt
phillip.platt@maine.gov

September 7, 2016

Meeting was held at Burton Cross Bldg, 6th Floor, Room 600

Attendees: Shirley Browne, Alesia Francis, Angela Dickinson, Kim Hall, Tracie Eastman, Tammy Chase, Will Korth, Tony Gorneau, Andrea McKay, Derek Gorneau

- ◇ Increasing goal for Chapter Recognition program from 10,000 to 19,501 points; moves Chapter from Silver level to Platinum level
- ◇ Discussed where to obtain more points in certain areas
- ◇ Obtained AGA National speaker, Ann Ebberts, CEO, for the April meeting
- ◇ National will be contacting Chapter between November and February to see up training call regarding new web hosting
- ◇ Gathering dates for Fall membership recruitment meeting
- ◇ Discussed options for community service projects during March and April; possible 9-hole golf tournament or walk-a-thon
- ◇ Membership chair will reach out to recruit possible members
- ◇ Discussed potential survey regarding CGFM and study groups; research prior study group success
- ◇ 2016 CGFM study guides available; do we purchase?
- ◇ Discussed adding literature/brochures to tables at Chapter meeting for CGFM and Community Service
- ◇ Mentioned members of CEC sitting at other member tables in groups of two



Past Meeting Recap

On September 7, 2016, the Maine Chapter of the AGA met for the monthly luncheon, at the Senator Inn located in Augusta. Chapter President Browne, welcomed the Chapter and recognized four individuals for obtaining and maintaining their CGFM certifications.

(See image. Starting from the right, Chapter President, Shirley Browne, William Korth, Sarah Gove, David Lachance and Karen Doyle)



Congratulations!

President Browne also mentioned the current community service project which continues our annual effort to collect back-to-school supplies for the Family Violence Project. Donations are will accepted through October.

We were pleased to have Greg Olsen, the Assistant Director of Internal Operations from the Office of the State Treasurer, speak to our Chapter about the Treasurer's Cash Pool. He discussed the various investment options available, and which items are more of interest than others, to create the best benefit to the State of Maine.



Tessa Guerrette was our 50/50 winner and she graciously donated her \$24 winnings to the Family Violence Project. Thank you, Tessa!

OCTOBER MONTHLY MEETING

The Maine Chapter of the Association of Government Accountants' monthly meeting will be held on Tuesday, ***October 18th** at the Senator Inn.

Our speaker will be Barbara Fava, Managing Director at PFM Asset Management, LLC. Se will discuss "Recovering from the Great Recession; a Saga of Unintended Consequences"

** New date due to scheduling.*

On the menu for our luncheon:



Spinach Salad
Sautéed Boneless
Chicken Breast
Chocolate Truffle
Torte



TRIVIA ANSWER:

"The first individually-wrapped and sold penny candy in the United States was the Tootsie Roll, which was introduced in 1896. The candy was invented by Leo Hirshfield, an Austrian immigrant living in New York City. He named the candy after his daughter, whose nickname was "Tootsie."

Websites of Interest

American Society for Public Admin (ASPA)www.aspanet.org
Association of Certified Fraud Examiners (CFE).....www.acfenet.com
Greater Boston Chapter of CFE.....www.acfe-boston.org
Association of Government Accountantswww.agacgfm.org
AGA Boston Chapter.....www.agaboston.org
AGA Hartford Chapterwww.agahartford.org
AGA Maine Chapter.....www.agamainechapter.org
COSO..... www.coso.org
Governmental Accounting Standards Board..... www.gasb.org
Government Accountability Office.....www.gao.gov
Government Executivewww.govexec.com
Government Finance Officers Association..... www.gfoa.org
Institute of Internal Auditors (IIA)www.theiia.org
Intergovernmental Audit Forum.....www.auditforum.org
International Accounts Payable Professionals (IAPP).....www.financialops.org
National Assoc of State Auditors, Comptrollers & Treasurers.....www.nasact.org
National Association of State Comptrollers..... nasact.org/nasc
National Association of State Treasurers.....www.nast.org
National State Auditors Association.....www.nasact.org/nsaa
National Association of State Budget Officers.....www.nasbo.org
USA Gov (Frmly FirstGov)..... www.usa.gov

October is
National Apple Month!



Let's go visit those apple
farms and bring home
something tasty!