



President's Message

Greetings!

This newsletter highlights the connection between AGA membership and the benefits of including professional development within an employee's evaluation.

Maine policy requires that state employees receive evaluations at least annually. Many private organizations have similar policies. Evaluations help employees understand their job responsibilities and performance expectations, understand how their contributions help their organization meet its goals and objectives, and identify employee development needs.

If you need an idea for employee development within your evaluation process, including membership and participation with the AGA can help. AGA is the member organization for government financial management professionals. If you are interested in attending a monthly meeting or discussing further, please contact me.

If you already support AGA membership but don't include it as a professional development means on your employee's evaluations, there are many opportunities to do so. Membership provides access to a variety of benefits designed to support career growth and success such as complimentary members-only webinars; discounted webinars; chapter meetings and events; online education; research and publications; volunteer opportunities; awards and scholarships; and, free tools to utilize in the workplace.

Monthly meetings this year have included presentations over Revenue Forecasting, Measures in Growth, Auto Buying and Financing, Cyber Security, Treasurer's Cash Pool, Recovering from the Great Recession and the Unintended Consequences, and Business Process Management. Discounted webinars have covered ethics, fraud, Uniform Guidance, Data Act and GASB. A few complimentary webinars are coming up soon too.

In closing, thank you for supporting AGA during 2016, Happy New Year and best wishes for a safe and healthy holiday!

Respectfully,
Shirley Browne, CIA, MBA



VOLUME 2016-2017

ISSUE 5, DECEMBER 2016

In This Issue

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

Upcoming Events

****FREE WEBINAR**

See Page 6!

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





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

Can you name the eight original Reindeer?

AGA Maine Chapter

Our Chapter has participated in several successful community service projects. Thank you to our members for their generosity!

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

Financial Systems Summit (FSS)



FSS unites federal financial managers and private-sector executives to discuss the near-term and future prospects of federal financial management systems in a budget-constrained environment. The summit will provide new insights into the burgeoning federal financial systems modernization strategy over the coming decade—and beyond.

FSS offers live audience participation! Attendees will actively participate in conversation throughout the day using their mobile device (both in person and virtual attendees). Summit speakers will post questions and attendees can text their response allowing for real time conversation and engagement.

Date: January 13, 2017

Location: Washington or Virtual

CPE: 6

REGISTRATION: (Attend either in person or virtually)

<https://www.agacgm.org/FSS-2017/Registration.aspx>



Member Bio

MICHAEL SCOTT

DHHS Service Center, Senior Staff Accountant



Michael started his journey in the accounting profession, in 2009, by taking the prerequisite class Business 101 as a library sciences major. As he learned to speak the language of accounting that fall from Professor Tom Giordano CPA, he knew that he wanted to know its intricacies better, so he immediately changed majors to the accounting program. Then after six years of sleepless nights, buying a house with his wife, and welcoming two children into this world, while working full time, he graduated from the University of Maine at Augusta in 2015 and found the professional accounting job he had always wanted. Michael is now the Senior Staff Accountant on the Cost Allocation Team at the Department of Administrative and Financial Service Center for the State of Maine's Department of Health and Human Services. There he oversees the operations of the cost allocation journal process and is the Long Term Storage Coordinator for the DHHS/DAFS Service Center. When not standing at his desk, Michael enjoys spending time with his family, cooking good food, and just about any outdoor activity.



NEW MEMBERS!

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

Chapter:

Michael Scott

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.



Please see the attached letter from the Augusta Food Bank for the items donated from the Food Drive Golf Clinic. Thank you to all those that donated and for your time! It is appreciated!



Augusta Food Bank

Serving the Augusta and Manchester communities.
9 Summer Street, Augusta, Maine 04330
(207) 622-5225 www.augustafoodbank.org
Serving those in need since 1981.

Date: *November 30, 2016*

Dear *Association of Government Accountants,*

Thank you for your support!

Every year the number of people who walk through our doors increases, challenging us to make sure we have the capacity and the food to continue serving those who are experiencing hunger. We are busier than ever and we believe this trend will continue—that is why your contribution is so valuable. We could not do this work without your generosity.

We gratefully acknowledge your recent donation of
Food drive items

Our mission is to offer nutritious food choices to eligible residents in the Augusta & Manchester communities, including the many new households who apply for assistance each month. Your contribution allows us to provide groceries to about 1000 individuals every month including those who are homebound via our **Home Delivery Program**. The offerings include fresh produce, non-perishable items, eggs, dairy, bakery products, frozen meats and personal care items. We also maintain our Youth Hunger Prevention Programs which include: **Kids Vacation Packs** (each school-age child whose household utilizes the Food Bank receives a bag with additional kid friendly food items during the summer and holiday vacations); **School Week-end Packs** (currently, 84 children in various schools receive food items to take home with them on Friday afternoons to help them through the week-end); and most recently a **Summer Pantry** in collaboration with the Augusta Boys & Girls Club.

You are welcome to visit the Food Bank to see firsthand how your donation is being put to use. We are open Monday through Thursday from 12:30-2:00pm and on Monday evenings from 5:30-7:00pm. Please contact Sarah Miller, our Executive Director, if you would like a guided tour. She can be reached at (207) 622-5225 or by emailing augustafoodbank@gmail.com.

Thank you again for your donation!

Kind Regards,

audri

Thank you!

Augusta Food Bank Volunteer

The Augusta Food Bank is a 501(c)(3) nonprofit organization.
Your contribution is tax deductible to the extent allowed by the law.
No goods or services were provided in exchange for your generous donation.



UPCOMING TRAINING

AGA is pleased to announce its latest web conference on “A Glimpse at Government.” ****This is free to members.****



Governments at all levels — federal, state and local, are making major strides in providing access to financial data on open data websites. Every state has an “open checkbook” type website, and the Data Accountability and Transparency Act of 2014 (DATA Act) requires that the federal government improve the quality of their financial data reported on USAspending.gov. Do these transparency initiatives answer the questions citizens may have about their governments’ priorities, program performance and accomplishments, or focus for the future? Or can a citizen easily find a succinct, easy to read summary of spending and performance? Probably not!

The Citizen-Centric Report can be the mechanism in providing honest, direct, and simple information. It is a snapshot of governmental financial and program performance. It is a four-page, visually appealing, plain-language summary report providing an array of valuable information.

Speakers:

- Nic Hales, CPA, Asst. Accounting Supervisor, West Valley City, Utah
- Bill Miller, CGFM, CIA, AGA Past National President, retired state and county auditor
- Mary Peterman, CGFM, CPA, Deputy Director of Financial Management, U.S. Department of Homeland Security
- Donna Sandoval, CGFM, ASD Director/Chief Financial Officer, New Mexico Department of Information Technology
- Marsi Woody, CGFM, Financial Executive Officer, Idaho State Police

Learning Objectives: Learn how Citizen-Centric Reporting can help communicate financial and performance information to the public

Prerequisite: None

Date: December 14, 2016

Time: 2 – 3:50 p.m. Eastern Time

CPE: Two credit hours

Field of Study: Management and Advisory Services (MAS)





Maine Department of Health and Human Services
Direct Hire Vacancy Announcement

Agency Auditor

Auditor I

CODE: 0611 RANGE: 20 (Pro/tech) SALARY: \$15.66 - \$21.10/hr.

Value of State-paid Health and Dental Benefit \$386.73 biweekly.

Value of States share of employees retirement 15.85% of pay.

Opening Date: August 23, 2016

Contact: W. Malinowski

Closing Date: August 23, 2017

Telephone: (207) 287-4289

Location: Augusta

Agency Information

The Department of Health and Human Services (DHHS) provides supportive, preventive, protective, public health and intervention services that safeguard the public health and assist our customers in meeting their needs.

The Division of Audit is responsible for providing audit oversight services of Community Agencies and MaineCare providers. These services include auditing of programs and services to test for compliance and identification of appropriate payments.

Job Duties

- In this Division, the successful candidate will have opportunities to grow personally and professionally as you acquire knowledge of Medicare, Medicaid, the Federal Single Audit Act and applicable laws and regulations.
- Perform professional audit work under the direction of senior auditors on Providers and Community Agencies who receive state and federal funds from the Department of Health and Human Services.
- Assist/complete financial and compliance audits of annually filed cost reports/financial statements for conformance to established laws, rules, regulations and standards.
- Ability to perform skilled work with computers, particularly spreadsheet applications, word processing, and databases is essential.
- The Agency Auditor helps ensure public assistance funds are utilized for the purposes intended in legislation and is in compliance with rules and regulations.

Requirements

- Bachelor's Degree in Accounting, Business Administration, or related field -OR-
- A four (4) year combination of education, training, and/or experience at the professional level in auditing and accounting.

The background of well-qualified candidates should demonstrate proficiency in understanding and applying GAAP and GAAS.

• 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.

Application and Information

Position Title for Application:

Auditor I

CODE: 0611 RANGE: 20 (Pro/tech)

Direct hire applications are available at www.maine.gov/dhhs/jobs

To apply, please forward a State of Maine direct hire application form, current resume, copies of post-secondary transcripts and a cover letter to the address below on or prior to the closing date:

Wendy Malinowski, EEO Coordinator/HR Manager

DHHS Human Resources Division

#11 State House Station, 32 Blossom Lane

Augusta, Maine 04333

(207) 287-4289

wendy.malinowski@maine.gov

For additional information about this position please contact Herb Downs, Director, Division of Audit, @ (207) 287-2778.

Direct hire applications are available at www.maine.gov/dhhs/jobs

The Department of Health and Human Services is an Equal Opportunity/Affirmative Action employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.



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.



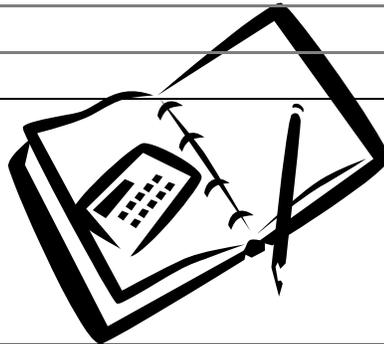
In addition, if a newer version of this study guide is published within this period, you'll also have access to the new version! As with the printed version, the online study guides feature textbook-like format with learning objectives, a chapter summary and a reinforcement quiz for each chapter. In 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.



TREASURER'S REPORTS

Maine Chapter AGA Balance Sheet as of 11/30/2016

ASSETS		
	AGA Cash	\$40.00
Cash and Bank Accounts	AGA Checking	\$55.54
	AGA Savings-Share Account	\$7,799.25
Total Cash and Bank Accounts		\$7,894.79
Other Assets	Customer Invoices	\$281.00
Total Other Assets		\$281.00
Total Assets		\$8,175.79
LIABILITIES		
Other Liabilities	Sales Tax & Business Bills	\$0.00
Total Other Liabilities		\$0.00
Total Liabilities		<u>\$0.00</u>
Overall Total		<u>\$8,175.79</u>



Maine Chapter AGA Income Statement as of 11/30/2016

INCOME	
Dividend Income	\$6.13
Education—Webinars	\$1,698.00
Gifts Received	\$104.00
Membership Income from National	\$165.00
Monthly Meetings	\$2,123.00
Other Income—50/50	\$50.00
TOTAL INCOME	\$4,146.13
EXPENSES	
Charity	\$64.00
Education—Webinars	\$1,720.00
Membership Recruitment	\$145.80
Monthly Meetings	\$2,735.40
Legal Prof Fees—Annual Reporting Filing	\$0.00
Utilities—Internet	\$0.00
TOTAL EXPENSES	\$4,665.20
NET INCOME/LOSS	(\$519.07)

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%



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

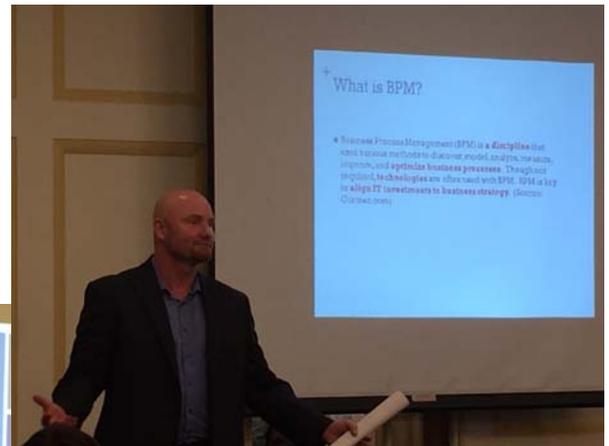
The CEC meeting was not held for the month of November.



Past Meeting Recap

On November 8, 2016, the Maine Chapter of the AGA met, for the monthly luncheon, at the Senator Inn located in Augusta. Chapter President Browne and President-Elect Dickinson, welcomed the Chapter and recapped our community service events, which are the “Bed in a Bag” campaign for the Bread of Life Homeless Shelter, donations for “Wreaths Across America” and a food drive and golf clinic. They also awarded Derek Gorneau with the Chapter Recognition plaque for obtaining the Silver Level for the 2015-2016 program year.

Our Chapter had the pleasure of having both Joshua Karstens and Diana Olore speak regarding BPM and Investing to Achieve Long Term Gains. Joshua Karstens is the Director of the Project Management Office and Business Process Management. Diana Olore is the Deputy Director of BPM. Business process management (BPM) is a systematic approach to making an organization's workflow more effective, more efficient and more capable of adapting to an ever-changing environment. A business process is an activity, or set of activities, that will accomplish a specific organizational goal. They discussed the difference between the Waterfall and Agile Methods and which method produces the best results.



Doug Cotnoir was our 50/50 raffle winner and he donated his winnings to the “Wreaths Across America” community service project. Thank you, Doug!

DECEMBER MONTHLY MEETING

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

Our speaker will be Denise Garland, Deputy Commissioner of DECD, and she will be discussing the business and economic development efforts underway in Maine as well as Tourism in Maine.

On the menu will be:



**BREAKFAST
BUFFET!**

TRIVIA ANSWER:

The eight reindeer are as follows:
Dasher, Dancer, Prancer, Vixen,
Comet, Cupid, Donder (aka Donner)
and Blitzen.

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

**DECEMBER
BRINGS
CHRISTMAS!**

