



December 2002

Volume 25, Number 4

The President's Message

by Jim Arnette

THE BIG PICTURE

It is easy to forget that our chapter is a part of a large national organization such as the Association of Government Accountants. AGA is comprised of a national administrative staff, several national boards and committees, and over 90 local chapters. In Nashville, our focus tends to be on our chapter. Most of our continuing professional education training events and networking opportunities such as luncheon meetings, community service projects, and social events are provided by the local chapter. Therefore, many of us are neither aware of nor concerned about what is happening with the national organization. Unfortunately, many of us believe that receiving the *Journal* and *Topics* are the only benefits the national organization provides to the average AGA member.

AGA is so much more than a couple of publications. The CGFM certification is now recognized as the mark of excellence in government financial management. AGA's Financial Management Standards Board presents position statements on exposure drafts that involve the establishment of generally accepted accounting and auditing standards for local, state, and federal government. AGA closely monitors federal legislation that benefits professional development and certification as well as other legislation that affects government financial management. AGA also sponsors a certification of excellence for federal agencies that produce high-quality accountability reports and will

soon sponsor a certification of excellence for state and local governments regarding service efforts and accomplishments.

Our chapter has always been a strong supporter of AGA at the national level. We can boast of two past national presidents as well as several members that have served the organization as regional vice-presidents, regional coordinators, or chairs of national committees and initiatives.

So now that I have you looking at the "big picture", I want to briefly discuss three issues facing our local chapter that involve the national organization. Those issues are a chapter by-laws conversion, a proposed national dues increase, and the 2007 AGA Professional Development Conference (PDC).

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Chapter Recognition Points YTD (through 11/30/2002)

Leadership	3,125
Education	3,325
Certification	1,700
Communication	3,523
Membership	275
Community Service	1,100
Awards	200
Total points YTD	<u>13,248</u>

Chapter Goal = 10,000

Congratulations on achieving the Silver Chapter Designation!

CHAPTER MEETING

Thursday
December 19, 2002

Speaker:
Richard Rognehaugh,
Deputy Commissioner and
CIO, State of Tennessee

11:30 a.m. - Cumberland Club
COST: \$8.00 per member

Make your reservation with
the receptionist at
(615) 747-5201 by 4:30 p.m.
December, November 16, 2002

You can also make your
luncheon reservation online at
<http://www.nashvilleaga.org>.

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The President's Message

(Continued from page 1)

In April 2002, the National By-laws and Procedures Committee submitted to each chapter a by-laws template. The purpose of the template was to assist local chapters in developing by-laws that conform to AGA's national by-laws. Margaret Walker, past-chapter president, is leading our chapter's by-laws conversion project. It has been determined that there are sections of our existing by-laws that need to be updated to reflect current policy and there are also additions that need to be made. Once the by-laws have been converted and approved by the CEC, you will be given an opportunity to review the by-laws on our chapter web site. A vote by the general membership to approve the adoption of the revised by-laws will be held at our March or April luncheon meeting.

Of most interest to you may be the national dues increase proposed by the National Executive Committee to the National Board of Directors. The proposal comes as a result of a peer review performed on the national organization earlier this year. One of the peer review team's findings stated, "AGA's financial hemorrhaging must stop." The peer review report went on to state that AGA's current revenues are not sufficient to continue to provide the current level of member services and that AGA should consider raising membership dues in that the current dues structure is low compared to similar professional organizations. Without new revenues, AGA will lose approximately \$800,000 over the next four years and will have depleted 80% of their operating reserves since fiscal year 1998.

The dues increase proposal would be effective fiscal year 2004. Full government membership dues would go from \$70 - \$90. Retired memberships would increase from \$14 - \$30, student memberships from \$15 - \$30, early career memberships from \$35 - \$45, and private sector memberships from \$70 - \$150. The NBD vote on the dues increase will be held December 20, 2002. If you have any questions regarding the dues increase

proposal there are three documents that have been posted to our chapter web site: "Questions and Answers About a Dues Increase", AGA's Financial Future", and "Summary Report of AGA's Peer Review."

On a much lighter note, our chapter has been approached to host the AGA National PDC in 2007. Our chapter last hosted the PDC in 1991 and it was a huge success. As PDC host, our responsibilities would be to provide session facilitators and volunteers, man the hospitality suite, schedule spouse activities, buy speaker gifts, and put together goodie bags. This should not be a tremendous effort considering the experience our chapter has had in hosting such events. The CEC has unanimously approved the motion to host the 2007 PDC. I have also communicated to national our wish to formally be considered as the conference host.

In closing, I want to wish everyone a joyous and safe holiday season. Make it a point to do something nice for someone, especially for someone that is least expecting it. I would also encourage everyone to support the Department of Children Service's AfterCare program. Our community service committee has selected AfterCare as our Christmas project this year. The kids placed in this program need love and they need to know that someone is out there thinking about them during the holidays. And finally, this holiday season be sure to show your family how much you love them with your words, with your touch, and with your thoughtfulness.

Happy Holidays!



Mark Your Calendar!

December 16, 2002

CEC Meeting
11:30 a.m.
15th Floor Conf. Room
James K. Polk Building

Deadline for making reservations for the December Luncheon Meeting

December 19, 2002

Chapter Luncheon Meeting
11:30 a.m.
Cumberland Club
Speaker: Richard Rognehaugh, Deputy Commissioner and CIO, State of Tennessee

January 16, 2002

Chapter Luncheon Meeting
11:30 a.m.
Cumberland Club
Speaker: Saralee Terry Woods, President of Bookman/Bookwoman Used Books

NEWSLETTER ITEMS?

Please call the Newsletter Chair, Will Hancock, at (615) 747-5293 or FAX at (615) 532-2765, with any member news or other items for the newsletter. You may also e-mail newsletter items to:

Will.Hancock@state.tn.us

Please have information and articles for the newsletter turned in by the third Friday of each month.

Additionally, any newsletter corrections should be brought to the attention of the Newsletter Chair at the e-mail address above.

News from National (cont.)

AGA's 2001 - 2002 Annual Report is Now Available



Celebrate AGA's accomplishments from the past year and view a copy of the 2001-2002 Annual Report. "I will just say that it is clear from these accomplishments that there has never been a better time to be an AGA member."—Richard V. Norment, CGFM, CIA, 2001–2002 AGA National President."

A copy of the annual report can be found at <http://www.agacgfm.org/publications/downloads/01-02AnnualReport.pdf>.

Free CPE Now Available

In partnership with IBM Business Consulting Services and Netcertification, AGA is now offering an opportunity to earn **FREE CPE!** Utilizing a recent radio broadcast from the *Business of Government Hour* program, you can access a four-part series discussing "Conversations About Management."

Additional details can be found at <http://www.agacgfm.org/academy/index.htm>.



National Nominating Committee Announces Slate of Officers

AGA's National Nominating Committee has chosen its slate of 2003-2004 national officers and is pleased to announce its candidates. Bobby Derrick, CGFM, a member of AGA's Indianapolis Chapter, was chosen as the National President-Elect and Jeanne Erwin, a member of AGA's North Carolina Triangle Chapter, was chosen as the National Treasurer-Elect. The list of other national officer candidates can be viewed at <http://www.agacgfm.org/about/downloads/Slate2003-2004.pdf>. As outlined in the Association's bylaws, AGA will accept nominations from AGA members via petition until February 15, 2003. At that time, if other candidates are nominated, the Bylaws and Procedures Committee will coordinate a ballot election to determine the officers. However, if no other nominations are received, the Nominating Committee's slate of candidates will take office on July 1, 2003.

The Nashville Chapter of the Institute of Internal Auditors presents the 12th Annual

Accountants and Auditors Awareness Seminar

Sponsored by the Government Affairs Committee

January 27, 2003 – Willis Conference Center

Speakers include:

- Dr. Larry Ponemon, CEO, Privacy Council Inc., Dallas/Ft. Worth
- John Ferguson, CEO, Corrections Corporation of America
- Steve Curry, Executive Assistant to the Treasurer, State of Tennessee
- Beth Chapman, Director of Unclaimed Property, State of Tennessee
- Walt Vance, President, Nashville Chapter of the IIA

Brochures will be sent out soon. If you do not receive one and are interested, or if you have any questions, please contact

Nancy Bernstein at either nancy.bernstein@state.tn.us or 741-1651.

Hear Ye! Hear Ye!

The Tennessee Chapter of the American Society for Public Administration presents its

17th Annual Fall Symposium
Thursday, December 5, 2002
8 AM – 4:30 PM

Room 354, Tennessee State University, Avon Williams Campus

Planning for Tennessee's Future:
The Roles of Local, State, and Federal Government in the Growth of Tennessee

Additional details and registration forms can be found on the Nashville Area Chapter's website at:

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

Committee News

CGFM COMMITTEE

The committee plans to continue offering a free lunch for those passing the exams, disbursing brochures at meetings to extol the virtues of becoming a CGFM certificate holder, and providing notice of training relevant to CGFM exam content. The committee's near-term plan for this year will be to expand last year's brainstorming session into formal training for individuals who plan to take the CGFM exams. The committee also plans to sponsor another brainstorming study session in February 2003. The purpose of these sessions will be to assist the AGA members who plan to sit for the CGFM exams by discussing the various topical areas of the three exams. The formal training is tentatively scheduled for May or June 2003. All members interested in participating in this training should contact (by December 31, 2003) the committee co-chairs, Gerry Boaz (Gerry.Boaz@state.tn.us) or Rebecca Barr (Rebecca.Barr@state.tn.us).

Free Lunch for Those Passing the CGFM Exam

The CGFM Committee is continuing its program to congratulate those individuals passing the CGFM exams by offering lunch certificates that are good for a free lunch at any AGA luncheon meeting. If you passed the CGFM exams during September 2001 – November 2002 and have not received a lunch certificate, please contact Gerry Boaz (Gerry.Boaz@state.tn.us) or Rebecca Barr (Rebecca.Barr@state.tn.us).

Win Financial Assistance Toward CGFM Exam Fees

The CGFM Committee congratulates Ben Adewoyi, Tammy Farley, and Ron Queen for winning the CGFM exam fees subsidies. Winners must sit for all parts of the exam by July 2003. Winners will be reimbursed for the exam fees. Please review eligibility requirements for sitting for the exam on the AGA website (http://www.agacgfm.org/cgfm/cgfm_profexp.htm).

The Department of Personnel includes the CGFM certification in the list of certifications eligible for a one-step salary increase. A salary increase **may** be granted to employees of the State of Tennessee if the certification is obtained by passing the exams. To be certain that you qualify for the salary increase, obtain approval from your supervisor and the Department of Personnel **before** sitting for the exams. For specific details see the Department of Personnel Policy #90-031 (10/10/90) amended March 23, 1999.

EDUCATION COMMITTEE

The Annual Federal Income Tax Update is scheduled for January 9, 2003. The seminar will be at Lipscomb University Shamblin Theatre. The seminar registration fee is \$75 for non-AGA members and free for AGA members. Registration will begin at 7:30 a.m. The seminar will begin at 8:00 a.m. and concludes at 5:00 p.m. for 8 hours of CPE. The education committee is still working on securing speakers but the morning session will be devoted to topics concerning funding college education. If you have any questions contact the AGA Education Chair, Mason Ball, at 747-5287 or e-mail at mason.ball@state.tn.us.

MEETINGS AND ATTENDANCE COMMITTEE

Want to make your Christmas merrier? Be sure and sign up to attend the December luncheon and you could win a **\$50 mall gift certificate**. The gift certificate can be used at Cool Springs Galleria, Hickory Hollow Mall, or Rivergate Mall. You must be present to win. We will draw until we have a winner.

NOTE TO MEMBERS

In an effort to reduce printing costs, we are encouraging all members able to do so to accept the newsletter electronically. The newsletter is made available on the Chapter web site every month in PDF format, and e-mail notification of the release is sent to each member we currently have an e-mail address for.

If you are willing to be removed from the printed newsletter distribution list, please contact Will Hancock at (615) 747-5293 or via e-mail at Will.Hancock@state.tn.us.

“Imagination is more important than knowledge. Knowledge is limited. Imagination encircles the world.”

- Albert Einstein

Committee News (Cont.)

MEMBERSHIP COMMITTEE

GRAND PRIZE DETAILS ANNOUNCED!

At the November luncheon the details of the grand prize for member recruitment was announced. A drawing will be held at the May luncheon to give away **\$100!** For every new member you sponsor your name will go into the drawing one time. So the more members you sponsor, the more chances you have! This way, even someone who just sponsors one new member has a shot at claiming \$100!

Remember, for every 4 members you sponsor, you will get \$50!!!! As soon as you reach that level, we'll give you a check!

To help you as you recruit, these are the membership levels and related dues:

Full Member

Career professionals performing financial management activities in an operational, administrative and/or supervisory capacity.—**\$75/year**

Early Career Member

Practicing professionals who have fewer than six years of government financial management experience.—**\$40/year**

Special Early Career Member

Full-time students and those in their first year of employment.—**\$20/year**

Retired

Current AGA members who have retired are eligible for this member type.—**\$19/year**

To qualify for the retired rate, the following conditions must be met:

- For five consecutive years immediately prior to applying for retired membership status, an individual must have been a full member in good standing.
- The applicant for retired status must be truly retired—not gainfully employed.
- The retired member must sign an annual statement indicating retired status.

Contact Ann at ann.collett@state.tn.us or Tommy Chester at thomas.w.chester@state.tn.us if you have questions.

COMMUNITY SERVICE COMMITTEE

Nashville Public Television

The Nashville Public Television (channel 8) Pledge Drive was set for Thursday, December 5, 2002. AGA recruited fifteen (15) volunteers to answer telephones and take pledges for that evening. Volunteers were trained from 5:00pm until 6:00pm and were on air taking pledge calls from 6:00pm until 10:00pm. Thanks to all of you who volunteered.

Project Pencil

Project Pencil has been going strong this year. So far, AGA has been able to donate supplies, help support the Book Fair reading drive, donate 100 mugs to the parent/teacher 'Mugs and Muffins' day and support Education week (November 18-22) by donating pencils for each student and apples to the facility. During the month of December, AGA will be providing volunteers to help teach the fourth grade classes check writing skills. Alex Green would like to extend their deep gratitude for all AGA has done for their students and staff.

Second Harvest Food Bank

AGA collected a total of 259 lbs. of non-perishable food items for the Second Harvest Food Bank. AGA would like to thank the individuals who supported the Second Harvest Food Bank Drive this year. Keep up the good work.

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http://www.agacgfm.org/membership/m_services.htm

This link takes you to the **Member Services** section of the National AGA website. Some of the things you can do there include: submit an address change, renew your membership on-line, sign up a new member, print applications, and find out additional information about AGA. Check out the "10 Great Reasons to Join AGA."

There are membership materials available locally. If you would like some of these, need your membership number, or have questions, contact Ann at ann.collett@state.tn.us or Tommy Chester at thomas.w.chester@state.tn.us.

Committee News (Cont.)

COMMUNITY SERVICE COMMITTEE (Cont.)

December 2002 Project:

DCS Aftercare Program (Juvenile Justice Youths)

One of the tasks performed by the Department of Children's Services (DCS) is the Aftercare Program to Juvenile Justice Youths. These teenagers come into State custody after working through the Juvenile Court system in their respective counties. In many, many cases the children have no strong support systems. They have wandered aimlessly through the myriad of social service programs without success. Their families are missing or broken causing them to become 'adults' at a very young age. Now these teenagers find themselves as a juvenile offender with few opportunities for success. The DCS Aftercare Program places these teenagers in foster homes, group homes, and institutional facilities, de-

pending on the nature of their offense. These 'homes' are their opportunities for redirection and success. The teenagers now have someone to report to, to offer them structure, to hold them accountable. Many teenagers respond positively to this environment. However there are some drawbacks. Many times these new 'homes' are miles away from their families and worse yet their families may not have the ability or desire to visit these teenagers over the holidays. This leaves these young teenagers to face the holidays by themselves, with no family to care about them.

Nashville Chapter AGA Members can help. DCS enlisted the help of their Caseworkers to develop a Christmas Wish List for these teenagers. The list includes many items wanted/needed by teenagers such as clothing, shoes, personal hygiene items and of course books and

music. Please review the attached list and give this donation some thought. The challenge is that these are children, with some very adult problems. I think Maria Penson from DCS says it best:

"Here's a list of ideas our youths are requesting. Many of the CDs can be found at Wal-Mart with the age appropriate versions. Feel free to purchase what your organization feels to be most appropriate. Many of our youths will be appreciative just knowing someone is thinking of them during the holidays. The youths that will not be visiting with their families will be provided for first."

Please consider your ability to donate to this worthy cause. We will be accepting the gift donations during the December Monthly Meeting. Please see the attached wish list.

AWARDS COMMITTEE

CHAPTER SERVICE DRAWING

Win a trip to the **52nd Annual Professional Development Conference** held June 29-July 2, 2003, in **Chicago, Illinois**. The Chapter Service Drawing will be held at the May 2003 luncheon meeting. Remember you must accumulate at least **12 points** to be eligible for the drawing. Members can check their accumulation of points at the chapter's website at <http://www.nashvilleaga.org>.

Some members are well on their way to earning the **12 points** needed to be included in the drawing for the Chapter Service Drawing. For each point you earn, you will receive one chance in the year-end drawing. Everyone is eligible!

There are lots of options for everyone to get involved and earn points. Make sure your name is in the drawing. Here is how you can earn your points.

Points:

Luncheon attendance	1 point
Attending chapter sponsored training	2 points
Sponsor new member	2 points
Service on a chapter committee	2 points each
AGA community service projects (Including VITA)	1 point per hour served
Newsletter article (Financial topic)	8 points each
(Nonfinancial topic)	4 points each
Obtaining CGFM certification	8 points upon completion
Attending chapter sponsored social event	2 points
Sponsoring a Luncheon Guest	1 point for each guest (10 point max.)

AWARDS COMMITTEE

SCHOLARSHIPS:

The Nashville Chapter has increased the award amounts for the two annual awarded scholarships from \$1,000 each to \$1,500 each. The following scholarships will be awarded at the April, 2003 luncheon meeting. Applications can be obtained at the Nashville Chapter website or by calling David Sturtevant, Awards Committee Chair at 615-401-7851.

William R. Snodgrass Scholarship: A \$1,500 scholarship will be awarded to a Middle or West Tennessee, Southern Kentucky, or Northern Alabama college student with a business-related major such as accounting, economics, finance, information systems, management or marketing.

Fawn W. Ellis scholarship: A \$1,500 scholarship will be awarded to an AGA Nashville area chapter member, member's spouse, or member's child or grandchild (any college or university and any major may apply).

Meeting Minutes

November CEC Meeting

Submitted by Penny Austin, Chapter Treasurer

The Nashville Area Chapter's Executive Committee met on Monday, November 18, 2002, in the 15th floor conference room of the James K. Polk Building. President Jim Arnette called the meeting to order. Committee members present were Jim Arnette, Penny Austin, Phil Carr, David Sturtevant, Will Hancock, Rebecca Barr, Ted Fellman, Beth Pugh, Karen Hale, Tammy Farley, Jennifer McClendon, Julie Rogers, Clare Tucker, Margaret Walker, Ann Collett, Tommy Chester, and Dan Willis.

Approval of Minutes

Tommy Chester made a motion that the October CEC minutes printed in the November newsletter be approved as written. Will Hancock seconded the motion and it passed.

2007 Professional Development Conference

Jim Arnette informed the committee that he has been approached about the Nashville Chapter hosting the 2007 Professional Development Conference. Most of the work for the conference would be done at the national level. As host, the chapter would be responsible for providing session facilitators and volunteers, spouse activities, a hospitality suite, speaker gifts, goodie bags, etc. Funding for these items and activities would be provided at the national level. A special committee would be formed to coordinate these functions. Margaret Walker made the motion to host the 2007 Professional Development Conference. Tammy Farley seconded the motion and it passed. Jim Arnette will send a letter to Bill Anderson, AGA National President, officially requesting that Nashville be considered for the 2007 Professional Development Conference.

National Dues Increase

Jim Arnette provided the committee with a report from the AGA National Executive Committee regarding the proposal for an increase in national membership dues.

CEC members expressed their concerns regarding the potential increase. As a member of the AGA National Board of Directors, Jim will vote on the increase next month. However, the dues increase will be discussed further at the December CEC meeting.

Regional Vice-President

Jim Arnette reported that Mr. Bob Crowl, Southeastern Region Vice-President, would be making a few comments at the November luncheon.

Chapter By-Laws

Margaret Walker reported that she will be rewriting the Nashville Chapter by-laws to conform to the prototype provided by the national by-laws committee. After completion, these by-laws will be presented to the CEC for approval. Approval of chapter membership will then be requested.

Committee Reports:

Finance—Ted Fellman reported that he has submitted the chapter's tax return.

Treasurer—Penny Austin presented the operating statement for the period ending October 31, 2002. She reported that the cash balance in the operating account was \$24,645.06 and the balance in the savings account was \$22,575.04. Jim Arnette noted that he had heard some concerns from members that due to our fund balance, we may not be perceived as a not-for-profit organization. He asked for comments and suggestions. After some discussion, it was determined that the chapter has been spending conservatively in light of uncertainties concerning revenue flow. Ted Fellman suggested that we look for guidance from the national office concerning appropriate fund balance levels. He will perform this inquiry.

Chapter Recognition—Phil Carr reported that the Nashville Chapter currently has 13,248 points.

Meetings and Attendance—Julie Rogers reported that 48 people are currently signed up to attend the November lun-

cheon. She also reported that a joint meeting with ASPA will be held in January.

Education—Dan Willis reported that the date for the Federal Tax Update Seminar is set for January 9, 2003. The Winter Seminar will be held February 13, 2002.

Program—Karen Hale reported that Ms. Patsy Pagan will be speaking on "How Managers Inspire, Influence, and Achieve Results" at our November luncheon.

Awards—David Sturtevant reported that the awards committee is finalizing the scholarship applications and hopes to have them on the website in December. David will also be sending scholarship packets to area schools.

Newsletter—Will Hancock reported that Friday, November 22 is the deadline for submitting information for the December newsletter. Ted Fellman and Jennifer McClendon will submit member profiles for inclusion in the newsletter. Will also stated that he has not yet been able to speak to Dr. Robert Smith at MTSU to see if any students would be interested in submitting articles for the newsletter. Jim Arnette also requested that Will remove the first sentence of the "Note to Members" that makes reference to chapter budgetary concerns.

Membership—Ann Collett reported that we have 450 local chapter members as of October 31, 2002. Along with the other publicized incentives, the membership committee will hold a cash prize drawing for all members that sponsor a new member during the year.

CGFM—Rebecca Barr reported that the drawing for the three exam subsidies will be conducted at the November luncheon meeting. Six people are currently signed up for the drawing. Rebecca also reported that Charles Harrison has successfully completed the CGFM exam. Charles will be recognized for this accomplishment

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Meeting Minutes

November CEC Meeting

(Continued from page 7)

at the November luncheon meeting.

Community Service – Tammy Farley announced that we will be collecting contributions to Second Harvest Food Bank through Thursday. A representative from Department of Children Services will be attending the November luncheon to share with us the need for donations to the Aftercare Program. Tammy also reported that the chapter donated 100 mugs to the Alex Green's "Mugs and Muffins" program. Pencils were donated to the students during "Education Week." Fifteen volunteers signed up for the Channel 8 pledge drive to be held December 5.

Internet – Dan Willis reported that the committee has met and discussed a redesign for the website. Dan also reminded committee chairs to look at their committee content on the website and provide him with any updated information or changes.

Early Careers – Jennifer McClendon reported that someone from the committee had attended career fairs at Western Kentucky and Belmont University. Jennifer also attended a career fair at MTSU. Jennifer stated that scholarship information was given to several students. The next career fair will be held at the Tennessee State Fairgrounds in February.

The next CEC meeting is scheduled for Monday, December 16, 2002, in the 15th floor conference room of the James K. Polk Building. The meeting was adjourned.

"A positive attitude will not solve all your problems, but it will annoy enough people to make it worth the effort."

- Herm Albright

November Chapter Meeting

Submitted by Penny Austin, Chapter Treasurer

The Nashville Area Chapter held its monthly meeting at the Cumberland Club on Thursday, November 21, 2002. President Jim Arnette called the meeting to order. Minutes from the October Chapter meeting were approved. Randy Kinnersley gave the invocation and Jim Arnette introduced persons at the head table. He also recognized two new members.

Karen Hale introduced the guest speaker, Ms. Patsy Pagan, president of Pat Pagan and Associates. Ms. Pagan shared amusing stories to illustrate "how managers can inspire, influence, and achieve results."

Jim Arnette introduced Mr. Bob Crowl, AGA Southeastern Region Vice President. Mr. Crowl congratulated the Nashville Chapter for its leadership and participation at the local and national level. He also spoke about the upcoming vote to increase member dues and gave contact information if there were any questions.

Ann Collett announced that the membership committee will hold a drawing at the end of the program year for a cash prize of \$100. A member's name will go in the

hat for each new member that he or she sponsors. She also reminded everyone of the different levels of membership available within AGA. These include full, early careers, special early careers, and retired.

Rebecca Barr congratulated Charles Harrison for passing the CGFM exam. She also held a drawing for three CGFM exam subsidies. The winners were Ron Queen, Tammy Farley, and Ben Adewuyi.

Donna Duarte spoke about the December community service project. We will be collecting gifts and donations for the Department of Children Services Aftercare Program. This program supports juvenile offenders who have been removed from their homes. A wish list was available on each of the tables.

Ray Register reported that donations to the Second Harvest Food Bank would be picked up today. Anyone who wished could give a monetary donation after the meeting.

Melinda Parton won the fishbowl drawing.

Ron Anderson provided the answers to the puzzle.

The meeting was adjourned until December 19, 2002.

Help wanted!! No experience required!!

How can you get more out of your AGA membership? Participation on a chapter committee is a great way to get to know other members while demonstrating your organizational or leadership skills. Have no talents? That's not possible - join a committee and discover how talented you really are. Participation on a committee does not require an extensive time commitment. The committees currently established are Awards, CGFM, Community Service, Early Careers, Education, Finance and Administration, Internet, Meetings and Attendance, Membership, Newsletter, and Program. Contact the current committee chair or any CEC member for more information on how you can become more active in your chapter.

Member News**Welcome New Members**

The following is a list of new members who have recently joined. The Nashville Chapter offers them a warm welcome:

Alla Baranova, State of TN
Cecilia Sanchez, Metro Nashville

New Member Sponsors

Thanks to the following members who have sponsored new members and are on their way to earning prizes!:

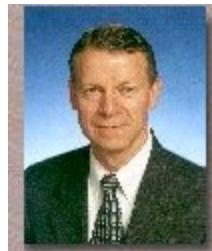
Robyn Probus
Charles Harrison

CGFM Subsidy Winners

Congratulations to the following members who have recently won CGFM exam fee subsidies from the Chapter:

Ben Adewoyi
Tammy Farley
Ron Queen

December Speaker
Richard Rognehaugh, Deputy Commissioner and Chief Information Officer, State of Tennessee



As the Deputy Commissioner and CIO for the State of Tennessee, Mr. Rognehaugh is responsible for the leadership and daily operation of the state's information technology resources, as well as the strategic vision to better enable the various departments and state agencies to provide services for the citizens of Tennessee. These responsibilities include: data networking for multiple LAN and WAN structures throughout the State of Tennessee, voice communications, a significant consolidated data center operation, integrated help desk and customer service center, governmental website, data administration, project management, custom software development and ongoing support, Geographic Information System (GIS) activities, planning and policy, architectural standards, quality assurance, security, performance metrics, procurement and contract management, IT career and personnel guidance, fiscal analysis and administration, and the Tennessee IT College and training center.

Before coming to Tennessee, Mr. Rognehaugh served as the Senior Vice President and Chief Information Officer for regional health care system in New York City, where he provided strategic direction and IT leadership for a health system of six hospitals and eight nursing homes. Mr. Rognehaugh also served as Chairperson for the system-wide HIPAA (The Health Insurance Portability and Accountability Act) program, and the head of Cost Containment and joint purchasing activities for the system. Before this opportunity, Mr. Rognehaugh successfully completed an IT merger between two health systems in western New York as the combined entity's first CIO.

This followed a twenty year career within the Department of Defense (DoD) as an IT executive in charge of all worldwide systems in the areas of Human Resources and Financial Resources with the health sector, and also as a two-time health care CEO, CFO, COO, and CIO. Systems deployed under his leadership include, the worldwide Defense Enrollment and Eligibility Reporting System (DEERS), blood automation system, aeromedical evacuation system, the Armed Services Medical Regulating Information System, and the tumor registry system.

If you know of fellow AGA members who have obtained certifications, degrees, job accolades, promotions, outside recognition or involvement, or other similar type of achievements, please contact Ann Collett at (615) 253-2159 or e-mail at Ann.Collett@state.tn.us.

The Membership Committee has cash to spend! Help us give it away!

**Recruit a new member today!
Earn \$\$**

As CEO, his organizations have won the California Eureka Quality Award for all Federal Sector organizations, and finalist of national competition for the USA Today/RIT Quality Cup. He was an adjunct professor at Iona College, and four-time author, including The Managed Health Care Dictionary-1st & 2nd Edition, Aspen Publishers, Inc., 1996/1998, The Health Information Technology Dictionary, Aspen Publishers, Inc., 1999, and the Health IT Dictionary, HIMSS Publications, 2001

For new members: As an extra incentive to attend chapter luncheon meetings, the chapter will do a cash prize drawing at year-end based on attendance. Each time a new member attends, his or her name will be put into the drawing!!!

CGFM - Part Two - Chapter 5 - Budgeting (Cliff Notes)

by Georganne Martin

This is a brief overview of the budget terms and budget steps, (for those who like Cliff Notes for required reading in school – this is it).

First: Definitions (memory work).

1) NACSLB – National Advisory Council on State and Local Budgeting

2) Amendment – A step to change the originally submitted budget.

3) Reprogramming – A step to shift funds in the budget from one area of spending to another area.

4) GPRA – Government Performance and Results Act

5) Organizations Unit – refers to the department, division or segment of a government's operation.

6) Function – One of the major governmental services classifications.

7) Program – An activity of the function.

8) Category – Type of revenue or expenses of the program.

9) Budget Methods:

- Line item – Each budget line category is allocated specific amounts of money. Ex. Travel, salaries, maintenance, etc.

- Baseline – Maintaining a given level of service of an already established operation. No additional services and no reduction of services. The slogan would be “holding status quo”.

- Zero Base – Each organization begins with a zero budget and must annually justify every dollar they are requesting. Ex. Assume you had no money and were having to justify requested dollar for the first time. Why do you need this amount of money and for what purposes? Taking items

such as building maintenance, salaries, office supplies, travel item for item and starting with zero and estimating the cost based on history or projected needs or other estimator.

10) GAO – General Accounting Office

11) MBO – Management by Objectives

12) Apportionments – Federal agencies' authority to spend.

13) Allotments – State and local authority to spend.

14) Commitment – Federal agencies' obligations (debt).

15) Encumbrance – State and local agencies' obligation (debt).

Second: Summary (definition words in bold)

The three branches of state government are: Executive, Legislative and Judicial.

The Executive branch proposes the budget by gathering information from each **organization unit**. For example, the Department of Children Services, The Department of Health, The Department of Welfare, The Department of Food Services and many more.

The Legislative branch votes on the budget proposed.

Once all the **organization units'** budgets have been added together to get an overall budget the wish list is usually larger than the funds available (similar to my own budget). Therefore, the Legislative branch may add, cut or adjust each **organization unit's** proposed amount. Once the Legislature begins looking for areas to adjust the proposal they have three ways to review the overall budget.

They may look at the detail **line items** of each **organization unit's** budget for example: salaries, office supplies, cleaning

fees, travel expenses, etc.

The second way is **baseline method**, where they would start with the essentials such as electricity, water, selected salaries, and minimum office supplies. From the base they would start adding other items such as travel, more expensive office supply items, all current salaries. They would then look at the areas that were requested for expansion such as new areas of service, more travel, upgrading current computer systems or adding new employee positions.

The third method is a **zero base**. Assuming no money is available what organizational units are mandatory and what items are mandatory to keep Federal compliance, public safety, children welfare, and other critical areas. Some items may be cut completely and some organizational units could be cut completely. Each item and organizational unit is assumed as not being needed unless it can be justified. This means the **organization unit** may not get the funding they have had in the previous years.

Once the budget passes each organizational unit is told the money they are granted to spend for the next year. For a Federal agency that is called an **apportionment** and for a state's budget it is called an **allotment**.

As the year progresses, the funds in one area may or may not cover the expenses therefore a **reprogramming** may occur. The **reprogramming** may occur within the organizational unit between **line items** or it may occur within the organizational unit between **functions**.

If the organizational unit orders a case of paper, then funds must be set aside to pay for that paper when the order is filled and a bill has been received. The Federal Government calls the setting aside of these funds a **commitment** and the state agency calls it an **encumbrance**.

((Continued on page 11)

CGFM - Part Two - Chapter 5 - Budgeting (Cliff Notes)

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(Continued from page 10)

Third: Let's try the following questions:

1) The three levels of government are what? (pick three)

2) The three branches of government are what? (pick three)

3) What are the three types of budgets? (pick three)

4) A budget has passed and at mid-year it is discovered that the Department of Sanitation does not have enough maintenance money to keep the trash trucks rolling. The Department of Sanitation has extra money in the salary area due to some high salary people leaving the department. The department will not ask for more money, they will "shuffle" some salary money from salary to maintenance.

a) What type of budget change is this?

b) What type of budget adjustment is this?

5) The Federal Agency on Safety decided to install the new billboards for the Megan ruling. These billboards will flash descriptions of vehicles the policy are searching for currently or for recent kidnappings in the area. There are 500 billboards ordered. Ten billboards have been received and installed. The bill for those 10 has been paid but the other billboards costing \$5,000,000 have not been received nor has the bill been paid.

How should this be booked on the financial statements?

6) Each state will be responsible for the light bulbs and electricity of the billboards installed by the Federal government in the previous question. How should the state record the expense of the ordered light bulbs?

7) A state agency has been developed to raise children in state custody. This agency has separate areas which monitor the home placement, the medical care, the schooling and other areas of the child's needs.

a) What is the correct terminology for this agency?

b) What is the correct terminology for the different areas of care?

c) What is the terminology for the free lunch program in the school area?

Choices:

- A. Allotments
- B. Amendment
- C. Apportionments
- D. Baseline
- E. Commitment
- F. County/City/ Local
- G. Encumbrances
- H. Executive
- I. Federal
- J. Function
- K. Legislative
- L. Line Item
- M. Judicial
- N. Organizational Unit
- O. Program
- P. Reprogramming
- Q. State
- R. Zero Base

Member Profiles

Each month, space permitting, the newsletter will profile members of our chapter. This month, we are featuring Jennifer McClendon, our Early Careers Committee Chair.



Jennifer McClendon

Jennifer McClendon is a Legislative Performance Auditor for the Division of State Audit. She has been in this position since June 2000. Prior to her employment with the state, Jennifer completed an undergraduate degree in Accounting and a Master of Business Administration at the University of Tennessee at Martin.

While at UT Martin Jennifer became involved with Alpha Phi Omega, a national, co-ed service fraternity. While in Martin she served in a number of leadership positions from Treasurer to President. Jennifer is still active in the fraternity at the sectional and regional levels as the Vice-Chair of Section 70 and the Region IV Alumni Development Chair. She is also sponsoring an extension effort at Fisk University.

In her spare time, Jennifer spends time with her cat, Maggie or ushers for the Tennessee Performing Arts Center.

Jennifer has been a member of AGA for one year and has worked with the Awards Committee, the Service Committee, and currently serves as the Chair of the Early Careers Committee.

Answers:

- | | |
|------------|----------|
| 1. I, Q, F | 5. E |
| 2. H, K, M | 6. G |
| 3. D, L, R | 7. (a) N |
| 4. a.) P | 7. (b) J |
| 4. b.) L | 7. (c) O |

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Association of Government Accountants - Nashville Chapter

DCS-AFTERCARE HOLIDAY WISHLIST 2002



Teenage Males

AM/FM radio headphone sets w/CD player

NFL/NBA Jerseys (sizes Large and X-large)

Sweat suits (Pullover hoods, Crews, and Pants –
Sizes Large and X-large)

CDs – Clean Rap, R&B, Christian

Suggested titles: Avant, Eve, Ginuwine, Musique,
Mrio, A'Shanti, Usher, Alaiyah, Lincoln Park, Uncle
Cracker, Brittany Spears, Daryl Worley, TLC,
Gospel Ganster, Nelly & Kellie, Nelly, Michelle
Williams, Aaron Carter, Nick Carter, Mariah Carey,
J-Lo, Christina Aguleria, B2K, Justin Timberlake

Books – Stephen King, John Grisham

Athletic Shoes – Nikes (Air Force Ones), Reebok
Classic (White, Sizes 9, 10, 11)

Platinum or FUBU clothing

Teenage Females

AM/FM radio headphone sets w/CD player

Curling irons, Flat irons

Hair scrunches, Hair clips, Human hair weave,
Hairbrush

CDs – Clean Rap, R&B, Christian

Suggested titles: Avant, Eve, Ginuwine, Musique,
Mrio, A'Shanti, Usher, Alaiyah, Lincoln Park, Uncle
Cracker, Brittany Spears, Daryl Worley, TLC,
Gospel Ganster, Nelly & Kellie, Nelly, Michelle
Williams, Aaron Carter, Nick Carter, Mariah Carey,
J-Lo, Christina Aguleria, B2K, Justin Timberlake

Stuffed animals (Tigger, Pooh, Bears)

Victoria Secret/Bath and Body Works (Lotions)

Bowling Shoes (New Style)

Reebok Classic (Sizes 8, 8 ½, 9)

Books – Erik Jerome Dickey, Stephen King

Of course, cash donations would be accepted also.

