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# CENTRAL ARKANSAS CHAPTER

## Message from the President

According to the ground hog “Phil” from Punxsutawney, Pennsylvania, spring is right around the corner! With spring comes our annual Spring Conference. The dates of this year’s conference are May 14<sup>th</sup> – 16<sup>th</sup>. The speakers are well known (Robert “Smitty” Smith, Kyleen Hawkins, Frank Crawford, Paul Glick and Kevin Smith. Kevin is a partner with KPMG). The first two days will have concurrent sessions, offering more educational opportunity to our members and those in the accounting profession. More information on the Spring Conference will be sent out to each member as well as published in the newsletter and posted on our web site. Make plans now to attend!

Remember, due to Presidents’ Day holiday, our February Chapter meeting will be on Tuesday, February 20<sup>th</sup>. Due to scheduling problems, the meeting will be held at the Arkansas Natural Resources Commission in the Arkansas River Room. If you need directions, let me know. Lucian Shockey from UALR will be this month’s speaker. Lucian is no stranger to AGA and we look forward to his program. “Government and Non-profit Update” is the topic of his presentation. Remember that when you attend the monthly chapter meeting, you receive one hour of **Free** CPE. Not only do you receive informative information from our guest speakers and free CPE, you may also win the door prize. So, I encourage each member to attend the monthly meetings.

AGA’s mission is to provide quality education and that is what our Chapter is doing. I have reminded you about our Spring Conference and our monthly Chapter meetings providing CPE to our membership and others, but do not forget about our audio conferences that we also have coming up. We have one on February 28<sup>th</sup> – Internal Controls, one on March 28<sup>th</sup> – Procurement Fraud and one on May 9<sup>th</sup> – Ethics. Flyers will be sent on each of these with more information.

You will be receiving a survey in the near future. This survey is to help our Chapter find out how well we are meeting your needs. It is gathering information so that we can determine what changes or updates we need to make to remain a resource for your professional governmental needs. Please take the survey when you receive it.

Our community service event in March is helping AETN with one of their biggest fundraisers. Tuesday, March 13, from 5:20 pm to 9:00 pm we will be taking pledges by phone on live TV. If you are interested in donating your time, contact Teri Matthews at [Teri.Matthews@dfa.state.ar.us](mailto:Teri.Matthews@dfa.state.ar.us) or Jane Dudley at [Jane.Dudley@sos.state.ar.us](mailto:Jane.Dudley@sos.state.ar.us).

As you can tell, our Chapter is busy in many aspects. I appreciate the support from our membership in making Central Arkansas Chapter one of the best!  
Brenda Horner, CPA, CGFM

### **AGA Audio Conferences**

Three audio conferences remain in the AGA Audio Conference Series.

2/28/07 Basics of Risk Assessment  
3/28/07 Procurement Fraud \*  
5/9/07 Ethics\*

The Courses will be presented at Saint Vincent's Hospital from 12:50 until 2:50. \*Registration forms will be emailed as soon as details are available.

### **AGA Spring Conference Set for May**

Mark your calendar now to attend the Central Arkansas Chapter's Spring Conference. The conference will run from May 14 through 16 and will offer a total of 24 hours of CPE. Speakers will be Robert "Smitty" Smith on GASB updates, Kyleen Hawkins on SAS 112, Kevin Smith on Auditing Techniques, Frank Crawford on Single Audit Act, and Paul Glick on Governmental Accounting, CAFR, and Internal Controls. The cost of the conference will be:

Member	Non-Member	
\$275	\$325	Three day conference
100	150	One day conference
50	75	½ day conference

The full conference schedule is posted at the end of this newsletter. More details will be available soon.

### **Award Nominations Open**

Nominations are now being accepted for "Outstanding Financial Manager", "Chapter Service Award", and "Outstanding Member" to be presented at the Awards Banquet in early June. Send your nominations to any board member by April 2.

### **Central Arkansas Chapter Officers**

Please consider serving as a board member in 2007-08. If you would like to nominate anyone (or yourself) for an office in the Central Arkansas Chapter of the Association of Governmental Accountants, please let us know. You

can submit the nomination by email to any board member (our names and email addresses are listed at the end of this newsletter).

### **Community Service Projects**

Our Chapter has volunteered to help raise funds for one night during one of AETN's single biggest fundraisers of the year. – The March 2007 Membership Campaign.

Tuesday, March 13, from 5:20 – 9pm, ten to fifteen members of the Central Arkansas Chapter of AGA will take pledges by phone on live TV.

Ten members have volunteered so far, but we still need more. Please contact Jane Dudley at (501) 682-3504 or Teri Matthews at (501) 682-5255 if you would like to volunteer to help.

We will collect canned goods at the February 20 Chapter meeting for the Arkansas Foodbank Network. Envelopes will be available for cash donations as well.

### **Central Arkansas Chapter Executive Committee Meeting Minutes**

Date: January 8, 2007

3<sup>rd</sup> Floor Conference Room, 1515 Building, Little Rock

#### **Members Present:**

Brenda Horner, President; Greg Crawford, President-Elect, Gary Puls, Treasurer; Lucie Stoddard, Secretary; Lisa Ricks, Membership Co-Chair; Shirley Manning, Education Chair; Colleen Vollman, Newsletter Co-Editor; Marcella Winzerling, Co-Webmaster; Teri Matthews, Community Service Co-Chair; Jane Dudley, Community Service Co-Chair

The meeting was called to order by the Chapter President, Brenda Horner, at 12:01 p.m.

#### **Minutes**

Greg Crawford moved to approve the December 4<sup>th</sup> Chapter Executive Committee (CEC) meeting minutes as

circulated. The motion was seconded by Shirley Manning, and the minutes were approved.

### **Financial Statements**

Gary Puls presented the financial report, and Greg Crawford made the motion to approve the financial statements as presented. Lucie Stoddard seconded and the CEC approved.

### **Scholarship Committee**

Greg Crawford presented the committee's report. Applications had been received and review from students at the University of Central Arkansas and Arkansas Tech University. Discussion followed. President Horner then called for a vote by the CEC members and suggested they rely on the committee's recommendations. Teri Matthews moved to award a \$1,000 scholarship to Kelly Millwood who is studying accounting at Arkansas Tech. Lisa Ricks seconded the motion. Greg Crawford will notify both the scholarship recipient and the Accounting Department at Arkansas Tech of the award.

### **Standing Committee Reports**

#### ***Membership***

Lisa Ricks distributed the January membership report and discussed work on the membership satisfaction survey. She noted that there were no responses from the newsletter request for Chapter members to speak at the early career/student membership activities with Beta Alpha Phi at UALR and UCA in February. Lisa requested consideration to hold a drawing for an AGA student membership at the meetings. Jane Dudley moved to pay for one AGA student membership at each early career recruitment meeting. Shirley Manning seconded, and the action was approved with no opposition. President Horner then asked for consideration of an AGA student membership for the scholarship recipient. Greg Crawford moved that

the Chapter offer and pay for a student membership to our scholarship recipient, and Jane Dudley seconded that motion. The board members approved unanimously.

#### ***Community Service***

Jane Dudley reported that the AETN volunteer coordinator contact is no longer there, so Jane will be contacting CEC member Sandra Sherman, who is an AETN employee, about setting up the Chapter's volunteer activities.

#### ***Meetings/Awards***

President Brenda Horner requested the CEC members begin thinking about candidates for the annual awards: Outstanding Financial Management, Chapter Service, and Outstanding Member. Lucie Stoddard mentioned a possible candidate for the Financial Management Award. President Horner noted there is also a President's Award, and she will choose that recipient.

#### ***Newsletter***

Colleen Vollman discussed putting the scholarship award information in this edition of the newsletter. She asked for any other needed information by close of business January 8th.

#### ***Education***

Shirley Manning reported the February 28<sup>th</sup> and March 28<sup>th</sup> audio conferences will be held at St. Vincent's Hospital. The dates for the spring seminar are May 14<sup>th</sup> through 16<sup>th</sup>. Shirley has commitments from the speakers, including Frank Crawford, Paul Glick, and Kyleen Hawkins, but she still need to confirm the location. She is planning concurrent sessions and needs two meeting rooms.

#### ***Programs***

President Horner noted that the local IRS stakeholder liaison scheduled for the Chapter meeting on Tuesday, January 16<sup>th</sup> will address 2006 income tax law changes.

## **Other**

President Brenda Horner said Chapter officer selections should be in place by the end of March and requested an announcement in the newsletter. Teri Matthews suggested looking at the Chapter meeting attendees for potential nominees.

Brenda Horner scheduled the next CEC meeting for Tuesday, February 6<sup>th</sup> at 9:30 a.m. in the CAFR conference room. At 12:50 p.m. President Horner concluded the meeting.

## **Annual CGFM Renewal Time**

It is time to renew your CGFM designation and/or AGA membership! Below you'll find answers to frequently asked questions about CGFM renewal:

Q: How often do I have to renew my CGFM designation?

A: CGFM certification is renewed on an annual basis. A renewal invoice is sent out in February and the payment is due by March 31st. If you do not receive an invoice by mid-March, please call AGA at 1.800.AGA.7211.

If your address has recently changed, please be sure to update your contact information with AGA and pay your dues in the "Members only" section of AGA website ([www.agacgfm.org](http://www.agacgfm.org)).

Q: What are the requirements for maintaining the CGFM certification in an active status?

A: To maintain the CGFM certification in an active status, CGFMs are required to:

-- Pay the CGFM renewal fee by the due date every year.

-- Complete at least 80 hours of continuing professional education (CPE) every two years in government financial management topics or related technical subjects.

-- Maintain and, if requested by AGA, provide detailed information on CPE hours completed.

To retain the CGFM certification, all CGFMs must adhere to the AGA's Code of Ethics. By submitting their annual renewal payment, CGFMs affirm that they have and will continue to abide by AGA's Code of Ethics and that they have fulfilled the minimum CPE Requirements.

Q: How do I determine my CPE cycle?

A: Your first two-year CPE cycle starts on January 1st of the year following the one when your CGFM was awarded (for example, if your CGFM was awarded in 2001, your first CPE cycle was 1/1/02-12/31/03). The award date is listed on your CGFM certificate. Your current CPE cycle is listed on your renewal invoice. For a table of all CPE cycles visit

[www.agacgfm.org/cgfm/maintain/cgfm\\_calendar.aspx](http://www.agacgfm.org/cgfm/maintain/cgfm_calendar.aspx).

Q: My two-year CPE cycle just ended on December 31, 2006, but I did not complete 80 CPEs in 2005-2006. Can I make up the deficiency?

A: Yes. CGFMs who have not completed the 80 CPE hours in 2005-2006 cycle have until March 31, 2007 to make up the deficiency. Any CPE hours completed toward a deficiency in one period must be documented in the CPE records and may not be counted toward the requirements for the next two-year period. More information on CGFM CPE requirements can be found on [www.agacgfm.org/cgfm/maintain/cpe\\_requirements.aspx](http://www.agacgfm.org/cgfm/maintain/cpe_requirements.aspx).

Q: I just retired. Do I need to do anything to adjust my CGFM status to "retired"?

A: Yes. Individuals who are retired from AND are no longer substantially working in the government financial

management community can request an adjustment of their status to "retired" by contacting AGA's Office of Professional Certification (by mail or e-mail at [agacgfm@agacgfm.org](mailto:agacgfm@agacgfm.org)

<<mailto:agacgfm@agacgfm.org>> - please provide the date of retirement and confirm that you are no longer substantially working in the government financial management community). CGFMs in retired status are not required to remit the CGFM renewal fee or earn the 80 CPE hours.

If retired CGFMs return to work (substantial employment or contracting) in the government financial management community, they must contact AGA to change their status back to "active."

More information on CGFM renewal policies can be found on [www.agacgfm.org/cgfm/maintain/](http://www.agacgfm.org/cgfm/maintain/).

### **AGA College Membership Recruitment Events**

by Lisa Ricks

Neither rain, nor sleet, nor snow, nor ice could keep the **UALR Beta Alpha Psi - AGA** meeting from taking place on **Friday, February 2, 2007**. Arkansas had been hit earlier that week with it's first winter weather mix for the year; impacting schools and businesses across the state, but not enough to keep UALR from cancelling classes or the meeting. With seven students and 3 faculty members in attendance, Greg Crawford, Central Ark Chapter 2007-2008 President-Elect, and Lisa Ricks, Membership Co-Chair, shared with the students an AGA recruitment DVD as well as some of their personal experiences working for a government agency. The students were provided with packets of AGA information, membership applications, AGA pens and lanyards; as well as early career profiles from the national website. Everyone enjoyed pizza and soft drinks during the

lunch meeting; which was provided by the local chapter through a national recruitment scholarship. Anela Williams was the thrilled recipient of the AGA student membership, the door prize for attending the meeting.

Lisa also went over information concerning the upcoming case study that the national office will be sending out to the BAP chapters in March. The case study will challenge teams across America to formulate solutions to a local government's financial management issue. Lisa encouraged the faculty to get the students involved and hopes that there will be an Arkansas university at the national leadership conference next year in Washington, D.C. as one of the finalists. The winning team will receive a financial prize and a crystal award for the school. Time was available for questions and answers and there were many.

Continuing the recruitment effort, on **Tuesday, February 6, 2007**, Lisa Ricks and Sandra Sherman, Membership Co-Chairs, and Colleen Vollman, Newsletter Co-Chair, attended the **UCA Beta Alpha Psi – AGA** meeting in Conway. With only a few days difference, there was absolutely beautiful 60+ degree weather encouraging a great attendance of 35 students and at least 5 faculty members. The format was virtually the same as that of the UALR meeting.

Colleen was excellent talking about her "dream" job as a trainer for the AASIS system. Sandra and Lisa also shared some of their experiences with the students. Travis Matkin, the excited recipient of the UCA student membership, said that he's "never won anything before." Hopefully, both Anela and Travis will be able to keep other BAP members informed of national AGA & local chapter events through their memberships. The students at UCA were provided with the same

packets of information, AGA pens and lanyards, and early career profiles as those at UALR. Because there was a class before and after the meeting in the room, the UCA refreshments were limited to cookies and soft drinks, but the delicious cookies really hit the spot!

It was really great to know that both UCA and UALR provide a class in government accounting and that it is a required course for an accounting degree. That cannot be said of all colleges and universities across the nation. At both universities, Sandra and Lisa were encouraged by the

involvement of the faculty with the students and interest in their future involvement with the local AGA chapter.

We can't thank UALR and UCA enough for allowing our chapter to spend time with their students, our future leaders, to learn about AGA and opportunities with government agencies. We hope everyone learned also that we're not just an **Association of Government Accountants**, but we're also about **Advancing Government Accountability**.

### Central Arkansas AGA Spring Conference Schedule

<u>Time</u>	<u>CPE</u>	<u>Course Title</u>	<u>Speaker</u>
<b><u>Monday - 5/14/2007</u></b>			
	4		
8:15-11:50	CPE	GASB Update	Robert "Smitty" Smith
	4		
8:15-11:50	CPE	SAS 112 Training	Kyleen Hawkins
	4		
1:00-4:30	CPE	Auditing Techniques	Kevin Smith, KPMG
	4		
1:00-4:30	CPE	SAS 112 Training	Kyleen Hawkins
<b><u>Tuesday - 5/15/2007</u></b>			
	8		
8:15 - 4:30	CPE	Single Audit Act	Frank Crawford
	8		
8:15 - 4:30	CPE	Intro to Governmental Acctg	Paul Glick
<b><u>Wednesday - 5/16/2007</u></b>			
	4		
8:15-11:50	CPE	Evaluating Internal Controls and Fraud	Paul Glick
	4		
1:00-4:30	CPE	Review of a CAFR	Paul Glick

**Central Arkansas AGA  
Balance Sheet  
January 31, 2007  
ASSETS**

Current Assets		
Checking	\$	8,819.38
Certificates of Deposit		<u>27,534.66</u>
Total Current Assets		<u>36,354.04</u>
Total Assets	\$	<u><u>36,354.04</u></u>

**LIABILITIES AND CAPITAL**

Current Liabilities		
Unearned Revenue	\$	<u>                    </u>
Total Current Liabilities		<u>-</u>
Capital		
Beginning Balance Equity	\$	9,862.89
Equity - Retained Earnings		29,655.26
Net Income		<u>(3,164.11)</u>
Total Capital		<u>36,354.04</u>
Total Liabilities & Capital	\$	<u><u>36,354.04</u></u>

**Central Arkansas AGA  
Income Statement  
Seven Months Ended 01/31/2007**

	Current Month	Year to Date
Revenues		
Education Seminar Revenue	\$ 65.00	\$ 1,423.03
Local Chapter Dues		447.55
National Recruitment		0.00
Interest Income	54.86	621.48
Donation		0.00
Awards Banquet		0.00
Christmas Banquet		728.60
Miscellaneous		<u>275.00</u>
Total Revenues	<u>119.86</u>	<u>3,495.66</u>
Expenses		
Education Expense Speakers	\$ 249.00	\$ 1,519.00
Education Seminar Facility Expense		161.51
Education Seminar Materials	35.97	1,118.78
PSI		0.00
PDC Expense		107.89
Meetings Expense		0.00
Awards Banquet Expense		0.00

Holiday Banquet Expense		1,242.32
Scholarship Expense	1,000.00	1,000.00
Audit Cost		500.00
Speaker Gifts Expense		230.71
Web Expense		130.00
PO Box Rent		231.60
Postage		7.80
Bank Charges		0.00
Office Supplies		0.00
Donation		200.00
Promotional Expense		210.16
Miscellaneous Expense		0.00
Total Expenses	<u>1,284.97</u>	<u>6,659.77</u>
Net Income	\$ <u>(1,165.11)</u>	\$ <u>(3,164.11)</u>

### Officer Directory and Contact Information

Position	Name	Phone #	E-mail Address
President	Brenda Horner	(501) 682-5243	brenda.horner@dfa.state.ar.us
President Elect	Greg Crawford	(501) 683-4632	greg.crawford@dfa.state.ar.us
Treasurer	Gary Puls	(501) 371-6033	gary.puls@dfa.state.ar.us
Secretary	Lucie Stoddard	(501) 682-6182	lucie.stoddard@arkansas.gov
Newsletter Co-Editors	Marion Carlton	(501) 682-2893	marion.carlton@arkansas.gov
Newsletter Co-Editors	Colleen Vollman	(501) 683-2251	colleen.vollman@arkansas.gov
Membership Co-Chairs	Lisa Ricks	(501) 683-1065	lisa.ricks@arkansas.gov
Membership Co-Chairs	Sandra Sherman	(501) 682-4125	ssherman@aetn.org
Education	Shirley Manning	(501) 682-5241	shirley.manning@dfa.state.ar.us
Community Service Co-Chairs	Jane Dudley	(501) 682-3504	jane.dudley@sosmail.state.ar.us
Community Service Co-Chairs	Teri Matthews	(501) 682-5255	teri.matthews@dfa.state.ar.us
Program Co-Chairs	Sandy Becker	(501) 447-1115	sandy.becker@lrsd.org
Program Co-Chairs	Deena Coston	(501) 377-1214	deena.coston@carkw.com
CGFM Chair	Russ Hannah	(870) 972-2024	russ.hannah@arkansas.gov
Meetings and Awards Co-Chairs	Don Bellcock	(501) 682-1872	donald.bellcock@arkansas.gov
Meetings and Awards Co-Chairs	Cynthia Rhoads	(501) 682-3921	cynthia.rhoads@arkansas.gov
Co-Webmasters	Don Bellcock	(501) 682-1872	donald.bellcock@arkansas.gov
Co-Webmasters	Marcella Winzerling	(501) 683-0396	marcella.winzerling@dfa.state.ar.us
Historian	Richard Drilling	(501) 324-9062	richard.drilling@dfa.state.ar.us
Past President	Marion Carlton	(501) 682-2893	marion.carlton@arkansas.gov

# **Practical Guidance for Auditors and Management in Effectively Assessing Risk and Controls**

## **AN AGA TRAINING AUDIO CONFERENCE** *February 28, 2007*

It has been over 25 years since the Committee of Sponsoring Organizations established the COSO framework for effective internal control. The recently released Risk Assessment Auditing Standards highlight two of those components: risk assessments performed by management and the establishment of effective monitoring systems by management to determine whether the controls are working as designed. In addition, the new AICPA auditing standards effectively remove the auditor's ability to maximize control risk without any consequences to the client if the controls are deficient.

Standard management responses to the need for client risk assessment and monitoring of controls, such as "we aren't auditors" and "we don't understand controls", are less likely to be effective in light of these new developments, coupled with a renewed demand in every sector for more accountability.

This audio conference will explore the new requirements, as well as the old expectations, and provide the participants, both auditors and audit clients, with practical suggestions for addressing one of the last frontiers of the expectation gap.

To discuss the evolution of risk and internal control standards and applications are two industry experts: Frank W. Crawford, CPA, President of Crawford & Associates, P.C., Certified Public Accountants, and Chair of the AICPA Government Expert Panel and the Oklahoma Society of CPAs Government Accounting and Auditing Committee; and Arthur A. Hayes, CGFM, CPA, CFE, Director of the Division of State Audit in the Tennessee Comptroller's Office, who has chaired and served on various committees and task forces for the AGA, GFOA, Southeastern Intergovernmental Audit Forum and AICPA. Both speakers are renowned lecturers, trainers and discussion leaders for government agencies at all levels, government and private associations and firms.

<b>Date:</b>	Wednesday, February 28, 2007
<b>Time:</b>	12:50 to 2:50 p.m. Central Standard Time
<b>Learning Objectives:</b>	To obtain practical guidance in assessing risk and internal controls
<b>Prerequisite:</b>	Familiarity with auditing standards and the concept of risk
<b>Advance Prep:</b>	None required
<b>Field of Study:</b>	Government accounting and auditing
<b>CPE:</b>	Two credits
<b>Cost:</b>	Members \$15 Non-members \$25 Payment can be mailed to AGA, P. O. Box 27, Little Rock, Arkansas 72203 or payment can be made at the door provided you have sent your registration form to Shirley Manning by the <b>February 23, 2007, deadline.</b>
<b>Register:</b>	Email registration form to <a href="mailto:Shirley.Manning@dfa.state.ar.us">Shirley.Manning@dfa.state.ar.us</a> (501) 682-5241. Form can also be mailed with your check to AGA, P. O. Box 27, Little Rock, Arkansas 72203
<b>Location:</b>	St. Vincent's Hospital, LaHarpe Room

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

E-mail \_\_\_\_\_ AGA Member Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require CPE? \_\_\_\_\_ Amount enclosed \$ \_\_\_\_\_

**Make checks payable to: AGA Central Arkansas Chapter, P O Box 27, Little Rock, Ar 72203-0027**