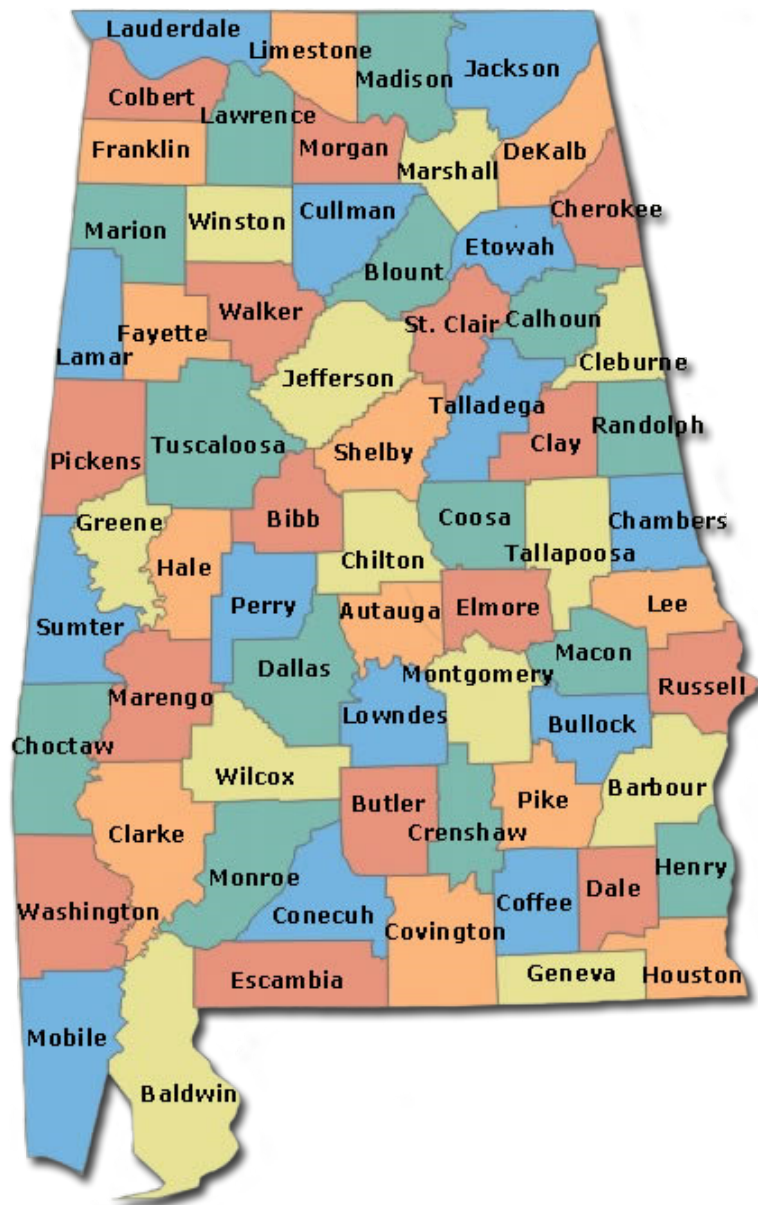


GFOAA

Operating Manual



May 1, 2017

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GENERAL INFORMATION

INTRODUCTION

The Government Finance Officers Association of Alabama (GFOAA) was founded in 1984 and incorporated in January 1985. The GFOAA was established as a statewide organization that would focus on the needs of those individuals responsible for or involved in the financial arena of a governmental entity or other not-for-profit organizations.

MISSION STATEMENT

The mission of the Government Finance Officers Association of Alabama is to provide a professional association for government finance personnel dedicated to professional development, educational opportunities, and collaboration.

GOALS

- I. **Education and Training.** To provide continuing professional education for our members by sponsoring a broad range of education and training opportunities; and to provide continuing education for certified accounting paraprofessionals.
- II. **Member Networking.** To provide individual members with intergovernmental networking opportunities through a timely quarterly newsletter; and to maintain a vehicle for electronic communication and education/training activities.
- III. **Service Programs.** To develop and sponsor several high profile service programs that benefit the citizens of Alabama. These programs will be in addition to the current university scholarship effort.
- IV. **Certification Program.** To maintain the high level of professionalism associated with the Certified Government Accounting Technician Program.
- V. **Administration.** To continue to enhance our administration structure for member services in an economic, efficient, and effective process.
- VI. **Governmental Relations.** To provide members with legislative information that may affect the operations of state and local governmental entities in Alabama.

CODE OF PROFESSIONAL ETHICS

The cornerstone of a professional accounting association is its code of professional ethics. The code describes those actions that may not be prohibited by law but are outside the moral boundaries considered necessary to civilized behavior. An organization's code of professional ethics encourages and promotes ethical conduct among its members. By definition, ethics is a

system of interpersonal standards of conduct and moral judgment. The following is the Code of Ethics of the Governmental Finance Officers Association of Alabama (GFOAA).

I. Personal Standards

- A member shall at all times exhibit the highest level of integrity and honesty in the performance of his or her duties.
- A member shall abide by accepted professional standards, rules, and regulations in the performance of his or her duties.
- A member shall promote cooperation among his or her constituents while maintaining independence and an objective professional mental attitude.

II. Professional Competence

- A member shall practice all professional activities with due diligence and understanding of the scope of responsibilities.
- A member, before undertaking an assignment, should have the knowledge, skills, and abilities to successfully complete the charge and if deficient shall so inform his or her employer.
- A member shall be prudent in the use of information acquired in the course of his or her duties and shall not use confidential information for personal gain or in a manner that would be detrimental to the welfare of his or her employer.

III. Professional Performance

- A member shall not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest.
- A member shall continually strive for improvement in the proficiency and effectiveness of his or her service.
- A member shall not be associated with or permit the issuance of a report he or she knows to be false or misleading.
- A member shall prepare all reports and statements within the promulgated rules, regulations, and standards of legal authorities and professional standard setting bodies.
- A member in all matters of financial reporting shall assure that the users of the report have adequate disclosures so that the report shall not be misleading.
- A member shall not be associated with any work, products, or reports in which he or she has a conflict of interest.
- A member shall not use organizational resources or position for personal gain.

IV. Relationships

- A member shall exhibit loyalty to his or her employer.
- A member shall act with honor and dignity in all professional relationships and thereby promote a positive image of the membership of GFOAA.
- A member shall respect the rights and responsibilities of his or her colleagues and public officials.

GFOAA HISTORY

The Government Finance Officer's Association of Alabama was chartered on January 29, 1985, as a non-profit corporation. It received its tax exemption from the Internal Revenue Service as a 501 C-6 corporation under the Internal Revenue Code of 1954, as amended. The Article of Incorporation included Bylaws, which have been amended.

The original officers were as follows:

President	Hoyt Bedingfield	Deputy Director of Finance City of Birmingham
First Vice-President	Pat Kelly	Executive Director of Finance City of Mobile
Second Vice-President	Ruby C. Neeley	Clerk-Treasurer City of Huntsville
Secretary	Douglas F. Mackey	Chief of Budget Administrative County of Jefferson
Treasurer	Sarah A. Mays	Clerk-Treasurer City of Pleasant Grove
Director	Sam Austin	Director of Finance City of Montgomery
Director	Richard Martin	Director of Finance City of Birmingham
Director	Thomas N. Wright	Director of Finance City of Anniston

The Annual Conference immediately became an important part of the organization's activities, with the first conference having been held in Birmingham, followed by conferences in Huntsville, Montgomery, Mobile and Tuscaloosa in subsequent years. In 2007, Auburn was added to the rotation between Mobile and Tuscaloosa. Auburn hosted its first conference in 2009.

There has been a continued rotation of conferences being held in these cities, in that order, since then.

A one-half day summer workshop was held in Gulf Shores in 1988. There were no further summer workshops until 1992, at which time a one-day workshop was held in Ft. Walton Beach, Florida. Later, the workshop was moved to Orange Beach, Alabama. It has now evolved into a two day Summer Conference, which is well attended, and an important part of the total continuing education hours offered to our members.

To encourage professionalism in its membership, we began a certification program in 1992, by establishing a Certified Government Finance Officer Program. A committee originally chaired by Dr. Judith Kamnikar, was instrumental in establishing the criteria for certification. The program was very successful with 84 persons having obtained the certification by January 2003.

GFOAA no longer offers the CGFO Program but provides the continuing education credits for the remaining CGFOs.

Although GFOA of Alabama is not directly attached to the National Government Finance Officers' Association, several of our members are in both organizations, and attend the National Annual Conference. In 1992, the GFOA of Alabama began hosting a breakfast during the national conference, which was attended by members of our state organization.

Continuing education of our members has been one of our main objectives. In keeping with this, we began co-sponsoring a Government Accounting and Auditing Forum in 1988 as a joint effort with the Association of Government Accountants, Montgomery Chapter and the Alabama Society of Certified Public Accountants. Originally held in Montgomery, the Forum was moved to Birmingham in 1990. The Forum has attracted an array of governmental financial associates and has continued to increase in attendance.

As an encouragement for others to enter public finance, GFOA of Alabama has official annual scholarships awarded to worthy students who anticipate a career in the field of governmental accounting or public finance. Linda Steele of the City of Mobile served as chair of the Scholarship Committee initially; this committee has been instrumental in establishing the criteria for awarding of these scholarships. In 2013, the scholarship program was named the Patrick W. Kelly Scholarship Program in memory of one of the original founders and initial GFOAA officers who had recently passed away.

As communications between our members who live throughout the state became a challenge, we decided to publish a newsletter. "*The Balance Sheet*", as first titled was edited by Douglas Mackey, of the Jefferson County, followed by Macaroy Underwood of the City of Birmingham. In 2000, the newsletter's name was changed to "*\$\$\$Money Talk\$\$\$ The Alabama Journal of Government Finance*" and Sherry Gurganus served as editor from 2000 to 2006. Charles W. Clack currently serves as editor of the quarterly document. The newsletter is circulated via electronic mail and is also available on the website at www.gfoaa.org.

Until 2008, site visits were held annually to give our members the opportunity to visit places of interest. The sites visited included a wide range of governmental and business organizations throughout the State.

Recognition of the achievement of the members and of the organizations that they represent is an encouragement for professionalism. In 2000, the "Award for Innovations in Government Finance" was implemented, this recognizes innovation in governmental finance which provides leadership to the profession and promotes improved public service. Two separate categories were established - the Small Government Award for organizations with fewer than 200 full-time employees, and the Large Government Award for those with more than 200. This was followed the next year by the Board establishing the Edward and Judith Kamnikar Award of Merit, to recognize outstanding service or achievement in government finance by individual GFOAA members (non-officer/director).

To support the professional development of accounting clerks working within finance divisions of state and local governments, the Certified Government Accounting Technician Program (CGAT) began in 2004 under the direction of Tracy Croom. The CGAT task force chaired by

Tracy Croom worked for several years to develop and implement this program. This program has been very successful. Graduates are presented their certificates at the annual GFOAA meeting following their course completion. In addition, GFOAA facilitates an annual professional development conference for CGAT graduates.

A substantial portion of the work of GFOAA has been done within committees. Until April 2017, the committees were Certification Board, Education, Government Relations, Membership, Scholarship and Service, and the Strategic Planning Ad Hoc Committee. The current committees are the Professional Development Committee and the Communication and Engagement Committee.

The Government Finance Officers Association of Alabama is recognized as a major professional organization for government financial management officials and remains committed to its mission.

PAST PRESIDENTS

1985-86	Hoyt Bedingfield	Deputy Director of Finance City of Birmingham
1986-87	Ruby C. Neeley	Clerk-Treasurer City of Huntsville
1987-88	Douglas F. Mackey	Chief of Budget Administrative Jefferson County
1988-89	Patrick W. Kelly (deceased 2009)	Executive Director of Finance City of Mobile
1989-90	Sarah A. Mays (filled unexpired term of Patrick Kelly, and full term 1989-90)	Clerk-Treasurer City of Pleasant Grove
1990-91	Ronnie M. Burlison	Director Internal Audit Huntsville City Schools
1991-92	Robert E. "Gene" Stabler	Assistant State Treasurer State of Alabama
1992-93	Joy Hill	Finance Supervisor City of Decatur
1993-94	Mike Wright	Finance Director City of Tuscaloosa
1994-95	Linda Steele	Comptroller City of Mobile
1995-96	Carol Prince	Custodian of School Funds Lawrence County Schools

PAST PRESIDENTS continued

1996-97	Charles E. Hagood	Clerk-Treasurer City of Huntsville
1997-98	Edward Kamnikar	Director, Office of Budget and Management Analysis, State of Alabama
1998-99	Macaroy "Mac" Underwood	Finance Director City of Birmingham
1999-2000	Rob Terry	Director of Internal Audit Huntsville City Schools
2000-01	Sarah L. Williams	Assistant Director for Financial Analysis AL Commission on Higher Education
2001-02	Travis Hulsey	Assistant Director of Finance Jefferson County
2002-03	Judith Kamnikar	Professor of Accounting Auburn University Montgomery
2003-04	Tracy B. Croom	Associate Finance Director City of Tuscaloosa
2004-05	Steven Boone	Director of Finance/Assistant City Manager City of Mountain Brook
2005-06	Roger Rendleman	County Administrator Lee County Commission
2006-07	Bill Flowers	Assistant Director of Finance AL Department of Transportation
2007-08	Penny L. Smith	Deputy Finance Director City of Auburn, Alabama
2008-09 & 2009-10	Clara B. Myers	Finance Director City of Orange Beach
2010-11	Charles Clack	Chief Fiscal Officer AL Department of Revenue
2011-12	Charla Doucet	Chief of Administrative Services Office of the Attorney General
2012-13	Russell Raney	Director of Finance Cullman City Schools

PAST PRESIDENTS continued

2013-14	Derek Reeves	Associate Finance Director City of Tuscaloosa
2014-15	Melinda James Lopez	Director of Information Management & Reporting City of Hoover
2015-16 & 2016-17	Allison D. Edge	Assistant Finance Director & Treasurer City of Auburn

EMERITUS MEMBERS	
Name	Year of Designation
Sam Austin	2000
Joy D. Hill	2000
Patrick W. Kelly (deceased, 2009)	2000
Sarah A. Mays	2000
Ruby C. Neeley	2000
Robert E. Stabler	2000
Joan Ensley	2006
Carol Prince	2006
Dale Weaver (deceased, 2013)	2006
Linda Steele	2007
Melinda Clack	2010
Norman D. Turnipseed	2010
Larry Curvin	2011
Claire B. DiLaura	2011
Edward Kamnikar	2011
Marlene Furgerson	2012
Carolyn C. Courson	2013
Karen Herman (deceased, 2016)	2013
Violet Jones	2013
Lamar McDavid	2013
Lane Sauser	2013
Marilyn R. Dozier	2014
Marcena Bryson	2015
Paul Kelly, Jr. (deceased, 2015)	2015
Lamar Harris	2015
Judith A. Kamnikar	2016

Edward & Judith Kamnikar Award Recipients	
Name	Year
Joe Kerr, Jefferson County Commission	2002
Robert E. Stabler, Retired	2003
Mike Wright, City of Tuscaloosa	2004
Sarah L. Williams, Office of the U.S. Bankruptcy Administrator	2005
Jim Schiefelbien, Bank of New York	2006
Tracy Croom, City of Tuscaloosa	2007
Andrea Jackson, City of Auburn	2010
Melinda Clack, Retired	2013
Charles Clack, State of AL Department of Revenue	2015
Sarah L. Williams, Office of the U.S. Bankruptcy Administrator	2017

GFOAA Officers and Directors
April 1, 2017 – March 31, 2018

President	Keren H. Deal, Ph.D., CPA, CGFM, CICA Professor of Accounting School of Accountancy Rm 315A Clement Hall Auburn University Montgomery Montgomery, AL 36124 (334) 244-3971 kdeal@aum.edu
1st Vice President	Sarita Tapscott Chief School Financial Officer Muscle Shoals City Schools 1028 Jodi Circle, S.E. Hartselle, AL 35640 (256) 426-6663 stapscott@mcs.k12.al.us
2 nd Vice President	Derek Reeves Business Analyst City of Tuscaloosa 2230 6th Street Tuscaloosa, AL 35401 (205) 248-5513 dreeves@tuscaloosa.com
Treasurer	Kathy James Utility Billing Financial Manager City of Auburn 1501 W Samford Ave Auburn, AL 36832 (334) 501-7234 kjames@auburnalabama.org
Secretary	Barbi Lee Chief, Finance & Administrative Division Alabama Ethics Commission PO Box 4840 Montgomery, AL 36103 (334) 242-2997 barbi.lee@ethics.alabama.gov
Directors	Kathleen D. Baxter, Ph.D., CGFM, CPM (Term 4/1/15 – 3/31/18) Acting Comptroller, State of AL 100 North Union Street, Suite 200 Montgomery, AL 36130 (334) 242-4857 kathleen.baxter@comptroller.alabama.gov Kelly Brendle (Term 4/1/15 – 3/31/18) Deputy Director of Finance & Audits Alabama Department of Transportation 1409 Coliseum Boulevard Montgomery, AL 36110-3050 (334) 242-6379 brendlek@dot.state.al.us

Cathy C. Hoekenschnieder (Term 4/1/16 – 3/31/2019)
Accountant III
City of Huntsville
P.O. Box 308 | Huntsville, AL 35804
(256) 427-5087 cathy.hoeken@huntsvilleal.gov

Erika K. Sprouse (Term 4/1/16 – 3/31/19)
Principal Financial Analyst
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144 Tichenor Avenue, Suite 7 | Auburn, AL 36830
(334) 501-7235 esprouse@auburnalabama.org

Donald L. Mims (Term 4/1/17 – 3/31/20)
Montgomery County Administrator
P.O. Box 1667 | Montgomery, AL 36102
(334) 832-1212 donaldmims@mc-ala.org

Cody Patterson, CSFO (Term 4/1/17 – 3/31/20)
Russell County Schools
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(706) 321-2224, ext. 7106 pattersonc@russellcsd.net
(256) 478-0209 - cell (if needed)

Associate Director Mike Diehl (Term 4/1/16 – 3/31/19)
Commercial Banking Relationship Manager
SunTrust Bank
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(850) 466-4053 mike.diehl@suntrust.com

Immediate Past President Allison D. Edge
Assistant Finance Director/Treasurer
City of Auburn
144 Tichenor Avenue, Suite 7 | Auburn, AL 36830
(334) 501-7233 aedge@auburnalabama.org

CONTRACTED PERSONNEL

Public Information Officer	Charles Clack, CGFO Chief Fiscal Officer AL Department of Revenue 50 N. Ripley Street, Rm 4116 Montgomery, AL 36132 (334) 353-8070 charles.clack@revenue.alabama.gov
GFOAA Administrative Assistant	Jamie Moyers P.O. Box 240574 Montgomery, AL 36124-0574 mail.gfoaa@yahoo.com

PROFESSIONAL DEVELOPMENT COMMITTEE

Chair First Vice President	Sarita Tapscott Chief School Financial Officer Muscle Shoals City Schools 1028 Jodi Circle, S.E. Hartselle, AL 35640 (256) 426-6663 stapscott@mscs.k12.al.us
Co-Chair Second Vice President	Derek Reeves Business Analyst City of Tuscaloosa 2230 6th Street Tuscaloosa, AL 35401 (205) 248-5513 dreeves@tuscaloosa.com
Director	Kelly Brendle Deputy Director of Finance & Audits Alabama Department of Transportation 1409 Coliseum Boulevard Montgomery, AL 36110-3050 (334) 242-6379 brendlek@dot.state.al.us
Director	Cathy C. Hoekenschnieder Accountant III City of Huntsville P.O. Box 308 Huntsville, AL 35804 (256) 427-5087 cathy.hoeken@huntsvilleal.gov
Director	Cody Patterson, CSFO Russell County Schools 506 14th St Phenix City, AL (706) 321-2224, ext. 7106 pattersonc@russellcsd.net (256) 478-0209 - cell (if needed)

PROFESSIONAL DEVELOPMENT COMMITTEE continued

Vita Smith-Parker
Principal Accountant - Supervisor
City of Birmingham (Police Department Budget Office)
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vita.smith@birminghamal.gov

Michael L. Rushing
Assistant Director, Revenue Tax Accounting
AL Department of Revenue
50 North Ripley St, Ste 4116 | Montgomery, AL 36132
(334)242-1063 michael.rushing@revenue.alabama.gov

2017 Summer Conference Coordinator Allison D. Edge

2017 GAA Forum Representatives Allison D. Edge | Melinda J. Lopez | Derek Reeves

2018 Annual Conference Coordinator Cathy C. Hoekenschnieder

2018 Summer Conference Coordinators Derek Reeves | Sarita Tapscott

2018 GAA Forum Representatives Derek Reeves | Vita Smith-Parker | Michael Rushing

2019 Annual Conference Coordinators Keren Deal, Ph.D. | Sarah L. Williams

COMMUNICATION AND ENGAGEMENT COMMITTEE

Chair, Immediate Allison D. Edge
Past President Assistant Finance Director/Treasurer
City of Auburn
144 Tichenor Avenue, Suite 7 | Auburn, AL 36830
(334) 501-7233 aedge@auburnalabama.org

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Information Officer Chief Fiscal Officer
AL Department of Revenue
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COMMUNICATION AND ENGAGEMENT COMMITTEE continued

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kcreech@baldwincountyal.gov

GFOAA Schedule for Events

Certain dates listed on the GFOAA Calendar of Events are held within the month as listed. Such dates are indicated with an asterisk (*). Per the bylaws, the following time frames are applicable as indicated:

Jan 1 – Mar 31	Quarterly board meeting and Annual membership meeting
Apr 1 – Jun 30	Quarterly board meeting
Jul 1 – Sep 30	Quarterly board meeting
Oct 1 – Dec 31	Quarterly board meeting

Generally, a board meeting is held in conjunction with the site visit, summer conference and forum. As such, the site visit and summer conference must be held in different calendar quarters. For the annual conference and summer conference, the board meeting is scheduled on day one and the seminar sessions are held on days one thru three. Please note the Calendar of Events as follows.

Calendar of Events

- January* Executive Committee Meeting (see Section III, page 1
for committee details)
- January/February/MarchGFOAA Board Meeting
(in conjunction with Annual Conference)
- January/February/March GFOAA Annual Conference
- January/February/March GFOAA Annual Membership Meeting
(in conjunction with Annual Conference)
- April/May..... Site Visit (optional), GFOAA Board Meeting/Orientation
& Committee Meetings
- May/June..... GFOA's Annual Conference/GFOAA Delegation Breakfast
- June CGAT Annual Conference
- July/August GFOAA Summer Board Meeting & Committee Meetings
(in conjunction with Summer Conference)
- July/AugustGFOAA Summer Conference
- December*Governmental Accounting & Auditing Forum
- December*GFOAA Board Meeting
(in conjunction with GAA Forum)

The President is responsible for securing a location for the December board meeting. A room will be available at the Forum hotel; the Forum facilitator at the ASCPA's should be contacted in April/May to secure a space for the December board meeting. Any space rental and refreshments (hot & cold beverages) costs are to be paid by GFOAA.

Annual Conference Rotation Cycle

- 34th - 2018 Huntsville
- 35th - 2019 Montgomery
- 36th - 2020 Mobile
- 37th - 2021 Auburn
- 38th - 2022 Tuscaloosa
- 39th - 2023 Birmingham

RESPONSIBILITIES OF OFFICERS

PRESIDENT

The president shall be the chief executive officer of the Corporation and shall perform all duties usually incident to such office. The President shall appoint three directors and at least 2 members at large to the Professional Development committee and the Communications and Engagement committee.

The president shall contact, in writing, each person nominated to serve as a GFOAA Director or Officer. The correspondence shall include the responsibilities of the position, the Board meeting calendar and request for approval of the nominee's supervisor. The nominees shall be contacted after the January Executive Committee meeting but no later than 2 weeks prior to the annual conference.

The president is responsible for preparing and distributing certificates or letters of appreciation to outgoing officers and outgoing board members at the Annual Business Meeting.

The president shall send an orientation letter to new officers, directors, and committee members at the beginning of the term year. The letter shall include a description of duties for the respective positions.

The president shall be added as a signatory for the Merchant Account (online payments). **A GFOAA Officer shall not prepare his/her reimbursement check(s).**

At least ten days prior to each board meeting and the annual meeting, the president shall distribute the agenda, including the minutes from the previous board meeting, the Treasurer's report and any additional related documents. The president shall maintain a list of Old Business issues as an agenda item until said issues are resolved.

The president shall distribute updated GFOAA Operating Guidelines at the first meeting of the GFOAA board during the current year.

The President shall verify, or caused to be verified, the GFOAA property inventory list. The inventory shall be verified annually. The verification information shall be forwarded to the Treasurer (See page 26).

Upon request, the president shall provide an Affidavit for Business Entity/Employer/Contractor to comply with the State of Alabama's eVerify measures [Sections 9(a) and 9(b) Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Sections 31-13-9 (a) and (b)].

In December, the president shall notify the AL Society of CPA's (facilitator of the annual GAA Forum) with the contact information of the three GFOAA GAA Forum representatives.

The president shall send a letter of notification to individuals designated by the Executive Board as Emeritus members of GFOAA during the current term year.

The president shall preside at all corporation meetings ([See Calendar of Events, page 14](#)).

The president shall convene the Board for Strategic Planning sessions, as needed.

The president, or designee, shall sign all contracts approved by the GFOAA Board, including the annual CPA Engagement Letter.

The president shall be the chair of the Executive Committee and an ex-officio member of all other committees.

The president shall be the State Representative to the Government Finance Officers Association and shall represent GFOAA at the National GFOA conference. The National GFOA annual meeting days are generally Sunday through Wednesday. Reimbursement will be made as in accordance with the guidelines ([see pages 64-65 for the Reimbursement Guidelines](#)). **NOTE: The meeting of State Presidents is generally held on Saturday before the national conference. Attendee should contact National GFOA for date and time.**

The president or designated attendee shall select and reserve a facility for hosting the Alabama Delegate Breakfast for GFOAA members at the National GFOA conference. The breakfast is generally held on Tuesday morning.

The President must approve the incurrence and reimbursement of reasonable travel and/or other direct expenses of officers and/or designees for conducting the business affairs of GFOAA. **[All requests for Board Member travel reimbursement (for official meetings) shall be accompanied by the GFOAA Reimbursement Form and the necessary receipts (see page 63 for Reimbursement form). Board members attending the Annual and/or Summer conferences and/or the GAA Forum held in conjunction with a board meeting are not eligible for travel reimbursement from GFOAA.]**

In consultation with the auditors and the Treasurer, the President shall verify the timely submission of the IRS 1099s (due Jan 31), 1096 and IRS Form 990 (due Aug 15) for the prior tax year.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

FIRST VICE PRESIDENT

The first vice president shall chair the Professional Development committee.

The first vice president shall serve on the Executive Committee.

The first vice president is responsible for the recognition award to the outgoing president.

In the absence or disability of the president, the first vice president shall perform the duties of the president.

The first vice president shall have such other powers and duties as may be prescribed by the Executive Board.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

SECOND VICE PRESIDENT

The second vice president shall co-chair the Professional Development committee.

The second vice president shall be added as a signatory for the General Operating bank account, the Conference bank account and the Savings Account. **A GFOAA Officer shall not prepare his/her reimbursement check(s).**

The second vice president shall assist the president in the performance of his/her duties.

The second vice president shall have such other powers and duties as may be prescribed by the Executive Board.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

TREASURER

The treasurer will monitor the receipt and disbursement of all monies of the Corporation, keep financial records of the accounts of the Corporation, and prepare financial reports. The treasurer shall also maintain the tax identification number and a current IRS Form W-9.

A. Bank Accounts

The treasurer is the custodian of the bank accounts. **For each bank account, an email address and password should be setup for the new Treasurer and prior email addresses/passwords must be deleted. The address and mailing address for the signature cards, bank accounts, checks and bank statements is: Government Finance Officers Association of Alabama, PO Box 240574, Montgomery, AL 36124-0574. All checks payable to GFOAA should be**

mailed to the PO Box. The Administrative Assistant will deposit the checks into the applicable account and notify the Treasurer.

Annually, the Treasurer shall prepare the Corporate Resolution for the applicable signatories for each GFOAA bank account. The Resolutions shall be presented for Board approval at the April/May board meeting or at any time a change in officers requires a change in the signatures cards for the bank accounts. The Resolutions must be signed and sealed by the Secretary.

◆*The signature card of the General Operating Account will include the Treasurer, the 2nd Vice President and the Secretary.*

◆*The signature card of the Merchant Account (online payment receipts) will include the Treasurer, the President and the Immediate Past President*

◆*The signature card of the Conference account will include the Treasurer, 2nd Vice President and Summer & Annual Conference Chairpersons.*

◆*The signature card of the Savings Account will include the Treasurer, the 2nd Vice President and the Secretary.*

Distribute Resolutions as follows:

1. Original Resolution for BBVA Compass - to designated acct rep (Treasurer to ensure GFOAA's Main account and Conference accounts have the correct signatories/signature cards; only the names in the resolution for BBVA Compass should be on the accounts.)
2. Original Resolution for Regions - to Treasurer for transport to Regions (Treasurer to ensure GFOAA's Merchant Card account has the correct signatories/signature cards; only the names in the resolution for Regions should be on the account.)
3. Original Resolution for APCO - to Treasurer for transport to APCO Credit Union (Treasurer to ensure GFOAA's Savings account has the correct signatories/signature cards; only the names in the resolution for APCO should be on the account.)
4. A copy of each resolution should be a part of the Treasurer records (copies to Treasurer)
5. A copy of each resolution should be a part of the official meeting minutes

Review/disburse approved or budgeted payments for expenses

Reconcile bank statements monthly

List of GFOAA Accounts:

●General Operating (Main) Account** – BBVA Compass, includes 1 debit card Operating expenses, including CGAT expenses (CGAT classes, if applicable and CGAT summer conference)

●Conference Account** – BBVA Compass, includes 1 debit card Expenses & Receipts for GFOAA Annual & Summer Conferences ONLY

- **Merchant Account – Regions Bank SecureNet’s fee (auto debit; a ‘per transaction fee’ plus % of transaction); receipts: annual and summer conference registration fees paid by credit card, membership dues paid by credit card and CGFO renewal fees paid by credit card.**
- **Savings Account – APCO Employees Credit Union**

B. Bank Account Balances and Transfers

SecureNet/Credit Card (online payment receipts) Account Reporting

SecureNet will post the net amount to the Merchant account. The management reports on the Virtual Terminal (SecureNet's merchant account area) will indicate the amount received per transaction and the applicable fee. The current SecureNet fee structure for GFOAA is 2.75% of the transaction amount plus .25 per transaction, with a monthly transaction fee of \$7.00 and \$1.25 Merchant Location Fee.

[Two lower tiers for transaction fees are available but a monthly fee is also charged. Depending on the GFOAA volume of online payments, it may be beneficial to change to another fee structure in the future.]

1. The total amount of a conference registration fee should be transferred from the Merchant Account to the Conference Account. The amount should be posted to the applicable conference on the financial report.
2. Funds should be transferred from the Main Account to cover the transactions fees and to maintain a Merchant Account balance of \$3,000. The transaction fees should be posted to a separate account on the Cash Disbursements Ledger and show as a separate line item on the financial report.
3. Although the Merchant Account (online payment receipts) will show a net amount, the total registration fee or membership dues amount should be posted to the applicable income account. The SecureNet transaction fees should be posted to an expense account in order to separately track the transaction fees.

NOTE: A report of online payments is available from the Order section in the Admin area of the website.

At the end of a CGAT class, any GFOAA profit will be direct deposited into the Main Operating Account. An email notification with payment detail (expenses and income itemization for the class) should be received from UA. If no email notification is received, contact Lori Bloskis, lbloskis@fa.ua.edu or 205-348-6840, at UA.

As part of the Annual Conference close-out process, the portion of membership dues included in the conference registration fee for a Regular Members should be a footnote to the financial report. Only the conference participants affiliated with a governmental entity are entitled to have their annual membership dues included in the conference registration fee. (The Administrative Assistant will bill conference participants NOT

affiliated with a governmental entity for the entire amount of the annual dues for an Associate Member.)

After the close-out of the annual and summer conferences, the treasurer is authorized to transfer funds from the Conference Account to the General account such that the balance of the Conference account is \$10,000.

Upon receipt in the Merchant Account (online payment receipts), membership dues and CGFO renewal receipts should be transferred to the Main Account.

At April 15, all amounts in excess of \$25,000 should be transferred from the Main Account to the Savings Account.

Transfers from the Savings Account require board approval.

C. Expenses

The treasurer shall pay the recurring expenses and other approved invoices within 15 days of receipt of an invoice. Scholarships shall be paid at the end of each semester upon receipt of the Scholarship Tracking Report from the Chair of the Professional Development Committee. The scholarship award amount is paid as indicated in the report. Checks will be made payable to the scholarship recipient.

All CGAT expenses (UA Classes and Annual Conference) are to be paid from the Main Account. Deficits from the CGAT classes will be paid from the Main Account upon receipt **and verification** of an invoice from UA CCS.

All requests for Officer, Board and Committee Member reimbursement (for official business) shall be accompanied by the GFOAA Reimbursement Form and the necessary receipts (see page 64 for the Reimbursement Form). **Board members attending the Annual and/or Summer conferences and/or the GAA Forum held in conjunction with a board meeting are not eligible for travel reimbursement from GFOAA. A GFOAA Officer should not prepare his/her reimbursement check(s). However, the Treasurer may prepare his/her reimbursement for approved miscellaneous expenses. The President or Secretary shall approve the Treasurer's miscellaneous expenses.**

See page 67 for the list of recurring expenses and the Guidelines for Reimbursement to President re National GFOA Annual Conference Expenses.

D. Reports

The treasurer shall maintain/prepare quarterly financial reports for distribution at Board Meetings to include the following:

1. Schedule of Revenue and Expenditures, including the Budgeted Amounts, Year-to-

Date Amounts and Budget to Actual Variance (The Schedule of Revenue and Expenditures quarterly report will note balances of the four GFOAA bank accounts.) Include bank statements since last reporting period.

2. Itemized Cash Disbursements schedule
3. Conference Reconciliation Report for Summer and Annual Conferences

The quarterly reports shall be prepared and submitted to the president in accordance with the following schedule:

April or May Board Meeting	Reports prepared as of March 31
August Board Meeting	Reports prepared as of July 31
December Board Meeting	Reports prepared as of November 30
Annual Board Meeting	Reports prepared as the end of the month preceding the annual board meeting

The GFOAA quarterly financial reports shall include the CGAT Program summary financial information. The CGAT detailed worksheet should be maintained and distributed with each GFOAA quarterly report. The worksheet provides the financial information per class and the GCAT Program statistical information.

The treasurer shall prepare the proposed annual budget for the upcoming GFOAA fiscal year and distribute the proposed budget at the December Board meeting and the Annual Membership Meeting. The proposed annual CGAT Program budget shall be prepared and distributed at the December Board meeting.

The treasurer shall prepare a current IRS W-9 Form at the beginning of each GFOAA year. A copy of the form should be provided to the Administrative Assistant for filing.

E. Annual Audit Review

At the December board meeting, the treasurer will submit to the Board the CPA firm's Engagement Letter to prepare and mail the IRS 1099s and related Federal and state tax filings by the applicable deadline. The current Engagement Letter covers period to March 31, 2019. See Engagement Letter for services included.

On or before January 7, the treasurer shall submit to the CPA firm the 1099 and 1096 information for all contract personnel for the prior calendar year. **On or before May 31**, the treasurer shall submit to the CPA firm all financial information required for preparation of the annual review and the IRS 990.

The Annual Financial Review should be completed in such a manner as to provide the distribution of the final report to the board at the August board meeting.

The IRS 990 forms shall be signed and mailed by the Treasurer. The treasurer shall timely file or ensure the timely filing of the IRS 1099s, the IRS 990 and related Federal

and state forms prior to the IRS and state filing deadlines. The Federal and state filings, and any Federal and state correspondence shall be mailed "Certified Mail/Return Receipt Requested". A permanent record shall be maintained of all filings and correspondence related to said filings.

F. Miscellaneous

The Treasurer's name shall be listed as the Contact Person on the STAARS Vendor Self-service online account. Either the outgoing or incoming Treasurer will edit the name of the Contact Person on the STAARS Vendor Self-service online account. The STAARS Vendor Self-service online account password will be changed by each incoming Treasurer. The Primary Account Administrator for the STAARS Vendor Self-service online account will be listed as ***GFOAA Treasurer (and not a person's actual name)***. The "Physical Address" will be listed as PO Box 240574, Montgomery, AL 36124-0574. GFOAA does not use a "physical address" and the PO Box is the address used by the IRS to contact the organization. In connection with the STAARS Vendor Self-service online account, the GFOAA account name will be listed as ***Government Finance Officers Association of Alabama*** (no abbreviations). [STAARS is the accounting system for the State of Alabama]

Update any logins/email addresses for current Treasurer.

The treasurer shall include the annual inventory verification of GFOAA property with the Treasurer's records and provide a copy of the inventory to the Board at the winter quarter board meeting.

All books and records of the treasurer shall be open for any reasonable inspection and examination.

The treasurer shall serve on the Executive Committee.

The treasurer shall have such other powers and duties as may be prescribed by the Executive Board.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

SECRETARY

The secretary shall attend and keep the minutes of all membership meetings of the Corporation and meetings of the Executive Board. The minutes shall be prepared and submitted to the president within 45 days of the board meeting.

The Secretary shall have the responsibility to get all approved minutes signed by the President. All signed minutes, with attachments, will be sent to the Administrative Assistant for filing in permanent storage. Official minutes will include all handouts or attachments from the Board meeting.

The secretary shall submit summary minutes to the Public Information Officer for inclusion in the quarterly newsletter.

Annually (or as needed) and upon board approval, the secretary will sign and seal the Corporate Resolutions for the bank accounts.

The secretary shall maintain the GFOAA Corporate Seal and tape recorder.

The secretary shall be added as a signatory for the GFOAA General Operating bank account and the Savings account. **A GFOAA Officer shall not prepare his/her reimbursement check(s).**

The secretary shall serve as the historian of the organization. As historian, the secretary shall update and maintain the historical profile of GFOAA (list of Annual Conferences [date & location], list of Scholarship recipients, list of Awards in Innovation recipients, and other pertinent facts).

The secretary shall have such other powers and duties as may be prescribed by the Executive Board.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

IMMEDIATE PAST PRESIDENT

The immediate past president shall chair the Communication and Engagement Committee.

In conjunction with the Annual Conference Planning Committee, the immediate past president is responsible for inviting the past presidents and emeritus members to the reception, the Annual Business Luncheon and the dinner.

The immediate past president shall have such other powers and duties as may be prescribed by the Executive Board.

All records created or obtained by the officer holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

DIRECTORS

Directors served staggered three-year terms on the Board. A director from each term will serve on either the Professional Development Committee or the Communication and Engagement Committee, as determined by the Executive Committee.

The Associate Director will develop and maintain the GFOAA Speakers Bureau.

Directors shall attend the meetings of the GFOAA Board.

Directors shall have such other duties as may be prescribed by the Executive Board.

All records created or obtained by the director holding this position shall be, at the end of their term, passed, in good order to the immediate successor and in like manner all material from the prior year (obtained from predecessor) will pass to the Administrative Assistant, in good order, to be filed in permanent storage.

EXECUTIVE BOARD

The officers and directors shall be responsible for the following areas:

Strategic Planning

Membership

Recruit new members

Maintain a new member orientation program and brochure; distribute new member packets

Conduct an annual membership drive

Update membership directory and member profile form

Distribute membership directory to members; directory to be distributed annually, no later than May 15

RECORDS DISPOSITION DESTRUCTION AUTHORITY SUMMARY

No.	Records Title	Disposition
Section 1 Making and Implementing Policy		
1.01	Incorporation Records/IRS Exemption	Permanent
1.02	Meeting Minutes, Agendas, Packets	Permanent
1.03	Resolutions	Permanent
1.04	CPE Requirements	5 years
1.05	Administrative Correspondence	2 years
Section 2 Administering Internal Operations-Managing The Agency		
2.01	Administrative Policies and Procedures	Permanent
2.02	Historical Reports	Permanent
2.03	Membership Files	Permanent
2.04	Calendars	2 years
2.05	Mailing Lists	Retain for useful life
2.06	Telephone Logs and Fax Machine Logs	Retain for useful life
Section 3 Accounting Records		
3.01	Review Reports/Tax Returns	Permanent
3.02	Approved Annual Budgets	3 years
3.03	Routine Account Records (Workshops, Conference)	Retain 6 years after the end of the fiscal year in which the records were created
3.04	Bank Statements	Retain 3 years after the end of the fiscal year in which the records were created
3.05	Contract, Leases and Agreements	Retain 3 years after the end of the fiscal year in which the records expired
3.06	Scholarship Records	3 years
3.07	Quarterly Finance Reports	2 years

CPE Credits & Records Maintenance Requirements

GFOAA is required to provide the following documentation to the conference participants and **retain documentation for 5 years**. At the conclusion of each conference, each conference chair shall submit the documents to the Administrative Assistant for retention.

- Approval letter/email from AL State Board of Public Accountancy
- Type of instructional/delivery method used
- Agenda or outline of the program
- Bio on speakers
- Conference Sign-in sheet(s)
- Conference evaluation forms

Certificate of completion or attendance, including the following:

CPE program sponsor name and contact information

Participant's name

Course title

Course field of study

Date offered or completed

If applicable, location and instructor name

Amount of CPE hours

Verification by CPE sponsor representative (signature of conference chair)

GFOAA awards CPE credits to conference attendees, speakers and sponsors who attend the conference sessions. CPE credits may be awarded in total or in part, based upon the signed attendance sheets. GFOAA Emeritus members who wish to receive CPE credits must pay the applicable registration fee for Emeritus members.

GFOAA Property Inventory

The GFOAA Property inventory should be verified annually each January by the President or the president's designee. The verification results should be maintained as a permanent record by the Treasurer.

As of 03/31/17:

Dell C1765nfw Color LED Laser Multifunction Printer CN-08GDTP-71971-41M-L432
(03/2014) (Admin Asst)

Dell Inspiron 17 Notebook Computer S/N 6D5MRX1 (03/2014) (Admin Asst)

QuickBooks Pro 2014 (03/2014) (Admin Asst)

Laptop Computer – Windows XP Professional DELL/Dell Intel Core 2/Latitude D820 with case & mouse CN OJF242-48543-6AS-2433 (Admin Asst) **Hard drive to be destroyed and computer to be disposed of by Jamie Moyers (08 20 14 Bd meeting vote)**

Laptop Computer – Dell Inspiron 15/5000 Series; S/N HF84Y32; purchased 2015 (Treasurer)

Laser Printer – Dell Multifunction Color Laser Printer 3115cn
CN-022K 74261-6B3-0000000259 (Admin Asst) **To be disposed of by Jamie Moyers (08 20 14 Bd meeting vote)**

1 Emtec 16GB Go Cle' USB (Admin Asst)

1 Logitech Laser Light w/zippered pouch

1 Luggage Cart – rolling (Admin Asst)

- 1 Waller Brothers 4-drawer file cabinet, sand (Storage rental facility)
- 6 ft GFOAA green tablecloth with logo (2012) (Storage rental facility)
- 1 retractable Banner (with GFOAA logo & carrying case (2012) (Storage rental facility)
- 5 Magnetic Boards (signs) with carrying case (Storage rental facility)
- 3 black metal fold-up easels (Storage rental facility)
- 4 black easels & carrying bag (2016) (Storage rental facility)
- 1 Kodak Easy Share Digital Photo Frame (Public Information Officer)
- 1 Panasonic Digital tape recorder (Secretary)
- 1 GFOAA Corporate Seal (Secretary)
- 2 PO Box Keys (Admin Asst & Charles Clack)
- 2 Uncle Bob's Storage Unit Keys (Admin Asst & Sarah Williams*)
* replacement key pending

Conference Supplies: Check with Admin Asst for items in storage unit.

GFOAA Property Disposition

Computers and printers – Perform a disk wipe before donating the equipment to a tax-exempt non-profit entity or before discarding the equipment for destruction.

Software/data discs – Shred

USB drives – Perform a disk wipe before destroying the drive.

Other electronic equipment – permanently destroy.

The donation date and name of receiving entity should be forwarded to the Treasurer. The destruction date and method of destruction should be forwarded to the Treasurer.

RESPONSIBILITIES OF COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee will consist of the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary and any other person as appointed by the President.

Annually review/update the GFOAA Operating Manual

Perform annual evaluations of contracted services

As needed, negotiate contracted services:

- Administrative Support
- Public Information Officer
- Website/listserv Hosting Contract
- Website Content Specialist Agreement
- UA College of Continuing Studies CGAT Contract

Solicit and prepare annual nominations of Offices and Directors

Review/approve the President's recommendation for the incurrence and reimbursement of reasonable travel and/or other direct expenses of officers, directors and/or designees for conducting the business affairs of GFOAA.

PROFESSIONAL DEVELOPMENT COMMITTEE

A. CGFO Certification

Review and approve the annual CGFO renewal applications.

Respond, in writing, to renewal applications that do not meet the CPE requirements.

Notify Administrative Assistant and Public Information Officer of any certificate revocations.

B. Certified Governmental Accounting Technician (CGAT) Program

Promote the CGAT program to maintain the minimum enrollment needed per class

Annually in January, solicit instructors for each CGAT class

Organize the Annual CGAT Summer Conference

Maintain a CGAT directory of attendees and graduates

C. Education and Conferences

Maintain the continuing education programs for the membership.

Plan and organize the GFOAA Summer Conference & Training Program.

The workshop provides 16 hours of continuing professional education hours from the Alabama State Board of Public Accountancy.

Select three GFOAA representatives from the committee to serve on the planning committee of the Government Accounting and Auditing Forum (GAAF).

GFOAA joins with the Alabama society of CPA's and the Association of Governmental Accounts, Montgomery Chapter in sponsoring the annual two-day forum in Birmingham.

Annually, at the December board meeting, notify the GFOAA President of the names of the representatives to the Forum Committee.

Plan and organize the GFOAA Annual Conference and Training Program.

The annual conference is held during the first quarter of each calendar year. Participants receive 16 hours of continuation professional education hours from the Alabama State board of Public Accountancy. The conference is rotated each year among Montgomery, Mobile, Auburn, Tuscaloosa, Birmingham, and Huntsville.

Monitor the training needs of GFOAA members

Maintain and analyze standardized evaluation forms for GFOAA conferences and seminars

Facilitate GFOA webinar training programs in Alabama at regional locations.

After each conference, ensure that the required CPE documentation is provided to the Administrative Assistant.

D. Scholarship and Awards

Administer the 2018-19 Newton D. Becker Scholarship (page 49).

Contact the Becker representative to ascertain the initial class enrollment date and the initial class start date.

Administer the annual GFOAA Patrick W. Kelly scholarship program (page 50).

Administer the annual Awards for Innovation program (page 54)

Administer the annual Edward and Judith Kamnikar Award of Merit (page 57).

COMMUNICATION AND ENGAGEMENT COMMITTEE

A. Governmental Relations

Monitor legislative issues during each session of the Alabama legislature and the U.S. Congress.

Provide a summary of bills passed that may impact the membership. Provide the information for mass mailing from the website.

Work with other related professional organizations to establish statewide standards for Chief Financial Officer positions in state and local governments.

B. Service

Develop and maintain outreach and community service projects for member involvement

C. Communication and Marketing

Promote the organization through effective marketing (brochures, conference flyers and postcards, ads in State journals).

Each January, promote the Scholarship and Awards programs.

Attend career fairs and conferences to promote GFOAA and its programs.

Provide current organizational information via the newsletter and website.

The Public Information Officer is responsible for maintaining and updating the printed materials that promote the GFOAA and its initiatives. These items include but are not limited to the following:

- GFOAA Newsletter: \$\$Money Talk\$\$ The Alabama Journal of Government Finance
- GFOAA Organizational Brochure
- CGAT Program Brochure
- Scholarship & Awards Brochures/Flyers
- Conference Brochures & Flyers

GFOAA SUMMER CONFERENCE PLANNING LIST

TIMING

ACTIVITIES

Before the GAAF (December)

Determine site and dates of summer conference.
Submit hotel contract to board for approval.
Upon approval, have treasurer send deposit to hotel, if required.
Have meeting notice ready for distribution at the Forum.
Notify the Website Administrator to add information to website.

Before the Annual Meeting

Locate conference checking account; contact prior Annual Conference Committee Chair
Interview/obtain contact with caterer(s)
Determine program and speakers [see **Selection of Topics & Speakers** on next page].
Get written (or email) confirmation from speakers as to their participation, their AV needs, and their bio's.
Prepare budget for summer conference for Board review.
Obtain Alabama State Board of Public Accountancy for approval of continuing education hours.(note in brochure); Send agenda and speaker bios for approval (**see Section II, page 8 for list of supporting documentation to be maintained**)
Prepare and print official brochure for distribution (**Do not prepare an attendee registration form. All conference registration is online only.**)
Notify the Public Information Officer to add information to website.

Annual Meeting

Distribute summer conference brochure to attendees.

6-8 Weeks Before
Summer Conference

Mail conference brochures to GFOAA members, also AGA and State accountant/auditor classifications. (**Do not prepare an attendee registration form. All conference registration is online only.**)

Summer Conference
board meeting.

Present projected budget to actual statement to Board at the quarterly

Before Fall Board Meeting

Thank-you letters to speakers and sponsors.
Mail CPE certificates not picked up at the conference.
Invoice and collect account receivable registrations.
Prepare financial reports for summer conference
Prepare summary of evaluations received; email results to Admin Asst; present findings at board meeting

Transfer conference checking account to next Annual Conference
Committee Chair

Fall Quarterly Board Meeting Make final accounting and report on summer conference.

Additional Summer Conference Details

- Selection of topics & speakers:

Select a keynote speaker. A modest speaker's fee and/or travel expenses are allowed. Speaker costs should be included in the conference budget. Travel expenses are based on the GSA per diem and mileage rate.

Speaker topics/presentations should focus on current/pending issues that are relevant to GFOAA membership

For selection of speakers, priority should be given to vendors who also serve a Sponsor

Obtain speakers' AV requirements

Provide deadline to speakers for submission of presentation for inclusion of materials on website prior to conference and submission of bios for CPE approval).

Submit presentations for the website to Sarah Williams.

Obtain written approval for CPE hours (contact AL State Board of Public Accountancy); send agenda and speaker bios for approval

Speakers receive CPE if CPE sheet is signed

- Hotel Contract/Arrangements: Present Contract to Board for approval at a board meeting or via an eMeeting (email). Contract to include: parking; registration area; room for board meeting; lunch and beverage set-up for board meeting; meeting rooms/set-up; AV equipment; exhibit space/tables & skirting; electrical outlets for exhibit area; menus - meals & breaks; complimentary sleeping room; gratuity and taxes.
 - Registration Fees: **(Registration fees are set by the GFOAA board)** (1) Base amount is \$250 for members as an early-bird registration fee and \$300 after the early-bird deadline; (2) The registration fee for non-members is \$395; (3) \$50.00 for social event fee per guest; **(4) For Emeritus Members who wish to receive CPE credits, the registration fee will be 50% of the base registration fee for GFOAA members. If CPE credit is not desired, Emeritus Members may attend the conference and social events at no cost. Student Members may attend the conference and social events at no cost. If an Emeritus Member or Student Member brings a guest to the social events, the conference guest fee will apply.** Sarah Williams will post the registration process to the website.

- **ONLINE REGISTRATION ONLY. Do not prepare an attendee registration form.** Requests for Member Login information should be sent to Sarah Williams.
- Attendee Registration confirmation will be sent via website at end of online registration process; Invoices may be submitted via the website. The GFOAA remittance address will print on the invoice. Payments should be mailed to GFOAA, PO Box 240574, Montgomery, 36124. The Admin Asst (Jamie Moyers) will deposit payments and notify conference chair, GFOAA Treasurer and Sarah Williams.
- **Cancellations are allowed within the established deadline, minus a \$50 processing fee. Cancellation requests after the deadline must be made in writing, with supporting documentation for the reason of the cancellation request, and submitted to the GFOAA Board for review and consideration. The request should be emailed to the GFOAA President.**

Sponsors:

GFOAA has 3 categories of sponsors. Annual Sponsors (pay for both the summer and annual conferences by the January deadline); Annual Conference Sponsor only; and Summer Conference Sponsor only. A list of potential sponsors are maintained in an Excel file. The file includes 2 sheets - - one with contact information and one with email addresses. Sponsor solicitations are sent via email. **Contact Sarah Williams for the sponsor file, sponsor registration forms and the list of Summer Conference sponsors who paid as an Annual Sponsor.** A Summer Conference Participant form must be sent to Summer Conference sponsors who paid as an Annual Sponsor.

All sponsor fees are set by the GFOAA board. See the following Fee Chart for current fees.

Solicit sponsors via email (Mar 1 – send Save the Date email; May 1, Jun 1 and Jul 14 – send solicitation email with sponsor registration forms; Aug 4 – send “Last Call” email.

Solicit donors to provide items for registration “packets” and door prize(s)

Sponsors/Exhibitors fees:

2017 Annual Sponsor (Both Annual and Summer Conference sponsorships paid by January 25, 2017 deadline.)

Platinum Sponsor	\$2,800	Meal, Reception or Dinner (will defray partial costs), Exhibitor, includes 5 participant passes
Gold Sponsor	\$1,920	Event Break (will defray partial costs), Exhibitor, includes 3 participant passes
Silver Sponsor	\$1,280	Exhibitor, includes 2 participant passes

Bronze Sponsor	\$1,040	Exhibitor, includes 1 participant pass
General Sponsor	\$ 800	Non-Exhibitor, includes 1 participant pass
Additional participant pass - \$240 each		

2017 Summer Conference Only - Sponsor Fees – Deadline: July 25, 2017

Platinum Sponsor	\$3,500	Meal, Reception or Dinner (will defray partial costs), Exhibitor, includes 5 participant passes
Gold Sponsor	\$2,400	Event Break (will defray partial costs), Exhibitor, includes 3 participant passes
Silver Sponsor	\$1,600	Exhibitor, includes 2 participant passes
Bronze Sponsor	\$1,300	Exhibitor, includes 1 participant pass
General Sponsor	\$1,000	Non-Exhibitor, includes 1 participant pass
Additional participant pass - \$300 each		

Request Logo and send confirmation email for receipt of sponsor registration and/or payment. Remittance address will be indicated on the sponsor registration form(s). All sponsor payments should be mailed to GFOAA, PO Box 240574, Montgomery, 36124. The Admin Asst (Jamie Moyers) will deposit payments into the conference account and notify the conference chair and the GFOAA Treasurer.

Email Logo to Sarah Williams for website update.

Email conference information re Hotel contact for shipping materials and setup/take down times for exhibitors

- **Prepare Monthly Conference Account Reconciliation and email to Treasurer. The conference monthly financial information should include an itemized list of expenses with the date, check # (or indicate if it is a debit card purchase), payee, amount and description of purchase.**
- Registration Packets: gift¹, sponsor list, program, attendee list, program evaluation forms **[NOTE: The GFOAA color is forest green]**
- Welcome address by local mayor, and GFOAA president
- Speaker introductions: usually done by conference chair, committee, or board members.
- Door Prizes and door prize tickets (use names of registered conference attendees)

¹ Item should be imprinted with “GFOAA” and website address, www.gfoaa.org

- Digital photos of reception/conference sessions; submit to Public Information Officer
- Sponsor Signs (registration table, reception, meeting room)
- Public Information Office has GFOAA Banner, Logo tablecloth and digital frame for registration set-up.
- Name badges² (clip style) & ribbons: horizontal style
Ribbons for Officers, Board Members, Past Presidents, Emeritus, Speakers, Platinum Sponsors (exhibitors), Gold Sponsors (exhibitors), Silver Sponsors (exhibitors), Bronze Sponsors (exhibitors) & Sponsors [General/non-exhibitors], and Conference committee)
- On-site registration process and pre-printed receipt book
- CPE sign-up sheets for conference credit
- CPE certificates (to be distributed at the end of the conference)
- Prepare conference evaluation form
- Thank-you letters to speakers and sponsors; small gift to speakers
- Final Income/Expense Statement
- Transfer checkbook for conference checking account to Annual Conference Committee Chair

² Conference identifying information (i.e. GFOAA 2017 Summer Conference), Attendee name/city)

GFOAA Annual Conference Planning List

The Articles of Incorporation require the Annual Conference to be held during the first calendar quarter. The conference is usually held between late January and early March.

Check State of Alabama calendar for State holidays. The Annual Conference should not be scheduled during the week of Mardi Gras or President's Day. Mardi Gras is a holiday for Baldwin and Mobile counties. [Mardi Gras Dates: 02/13/2018; 03/05/19; 02/25/20]

December (14 - 15 months in advance): Select Dates, Location and Theme. Conference usually begins at 1 p.m. on Wed and ends at noon on Friday.

January (13 - 14 months in advance): Submit Hotel Contract to Executive Committee for review/approval [Executive Committee will present contract to Board]; President will sign contract unless Conference Committee Chair (or Co-chairs) are given authority to sign

Flyer distribution:

- at preceding Annual Conference (include dates, location and theme)
 - at Summer Workshop
- (flyer to include dates, location, theme, topics, tentative schedule, fee, accommodations – address & reservations telephone #, rates; submit info to Sarah Williams for addition to the website)

The GFOAA Conference Account Checkbook and conference account debit card will be transferred to the annual conference chair after the previous Summer Conference; the Conference Bank Account funds are solely for the GFOAA Annual Conference and GFOAA Summer Conference. Prior to receiving the Conference Account checkbook, the Annual Conference chair must complete the necessary bank account signature card and provide identification to the applicable financial institution, currently BBVA Compass.

Prepare Annual Conference Budget

Prepare Monthly Conference Bank Account Reconciliation and email to Treasurer. Prepare Monthly Conference Account Reconciliation and email to Treasurer. The monthly financial information should include an itemized list of conference expenses with the date, check # (or indicate if it is a debit card purchase), payee, amount and description of purchase.

Hotel Contract/Arrangements: Present Contract to Board for approval at a board meeting or via an eMeeting (email). Contract to include: parking; registration area; room for board meeting; lunch and beverage set-up for board meeting; meeting rooms/set-up; AV equipment; exhibit space/tables & skirting; electrical outlets for exhibit area; menus - meals & breaks; complimentary sleeping room; gratuity and taxes; riser and podium with microphone for business luncheon.

Reception/Dinner events: If Hotel is not used, select location and present Contract to Board for approval at a board meeting or via an eMeeting (email). Contracts also required for caterer, bartender and musician(s) if not included with the primary facility contract. Off-site facilities may require insurance. GFOAA does not maintain a general liability policy. Event specific insurance should be purchased.

Select a Conference Theme

Selection of topics & speakers:

- ◆ **Select a keynote speaker. A modest speaker's fee and/or travel expenses are allowed. Speaker costs should be included in the conference budget. Travel expenses are based on the GSA per diem and mileage rate.**
- ◆ **Speaker topics/presentations should focus on current/pending issues that are relevant to GFOAA membership**
- ◆ **For selection of speakers, priority should be given to vendors who also serve a Sponsor**
- ◆ **Obtain speakers' AV requirements**
- ◆ **Provide deadline to speakers for submission of presentation for inclusion of materials on website prior to conference and submission of bios for CPE approval).**
- ◆ **Submit presentations for the website to Sarah Williams.**
- ◆ **Obtain written approval for CPE hours (contact AL State Board of Public Accountancy); send agenda and speaker bios for approval**
- ◆ **Speakers receive CPE if CPE sheet is signed**

CPE Records Maintenance Requirements

GFOAA is required to provide the following documentation to the conference participants and retain documentation for 5 years. At the conclusion of each conference, each conference chair shall submit the documents to the Administrative Assistant for retention.

Approval letter/email from AL State Board of Public Accountancy

Type of instructional/delivery method used

Agenda or outline of the program

Bio on speakers

Conference Sign-in sheet(s)

Requirement for preparation of CPE Certificate:

CPE program sponsor name

Participant's name

Course or Conference title

Course field of study, if applicable

Conference dates or course dates

Location and instructor name (if applicable)

Amount of CPE hours

Verification by CPE sponsor representative (signature of conference chair)

No CPE will be granted without a certificate of completion from GFOAA.

Registration Fees/Process:

- **ONLINE REGISTRATION ONLY. Do not prepare an attendee registration form.** Fees are set by the GFOAA board. \$300 Early registration fee for members; \$350 registration fee after deadline; \$395 registration fee for non-members; \$50.00 social event fee per guest; **for Emeritus Members who wish to receive CPE credits, the registration fee will be 50% of the early registration fee for GFOAA members. The amount will remain the same throughout the entire registration period. If CPE credit is not desired, Emeritus Members may attend the conference and social events at no cost. Student Members may attend the conference and social events at no cost. If an Emeritus Member or a Student Member brings a guest to the social events, the conference guest fee will apply.** Sarah Williams will post the registration process to the website. **Requests for Member Login information should be sent to Sarah Williams.**
- Attendee Registration confirmation will be sent via website at end of online registration process. The Conference committee chair or designee may send invoices via the website. The GFOAA remittance address will print on the invoice. Payments will be mailed to GFOAA, PO Box 240574, Montgomery, 36124. The Admin Asst. (Jamie Moyers) will deposit payments and notify conference chair and GFOAA Treasurer.
- **Cancellations policy: Cancellations are allowed prior to registration early-bird deadline, minus a \$50 processing fee. The registration fee cannot be transferred to a future conference. No cancellations after early-bird deadline. [Cancellation requests after the deadline must be made in writing, with supporting documentation for the reason of the cancellation request, and submitted to the GFOAA President. The GFOAA board will review (approve or deny) the requests on a case-by-case basis.]**

Sponsors:

GFOAA has 3 categories of sponsors. Annual Sponsors (pay for both the summer and annual conferences by the January deadline); Annual Conference Sponsor only; and Summer Conference Sponsor only. A list of potential sponsors are maintained in an Excel file. The file includes 2 sheets - - one with contact information and one with email addresses. Sponsor solicitations are sent via email. **Sarah Williams maintains the sponsor file, the sponsor registration forms and the list of Annual Conference sponsors who paid as an Annual Sponsor. The Sponsor File will be emailed in June.**

Sarah Williams will post the sponsor registration information and forms to the website in late August. Sarah Williams will solicit Annual Sponsors and Annual Conference sponsors via email as follows: September 1 – send Save the Date email; Oct 1, Nov 1 and Dec 14 – send solicitation email with annual sponsor and annual conference sponsor registration forms; between Jan 4 to 15 – send “Last Call” email.

Conference committee to solicit donors to provide items for registration “packets” and door prize(s)

Sponsors/Exhibitors fees: All sponsor fees are set by the GFOAA board. See the following Fee Chart for current fees.

2018 Annual Sponsor Amounts (Per Conference Amounts; payment due by January 24, 2018 for both Annual and Summer Conference sponsorships)

Platinum Sponsor	\$2,800	Meal, Reception or Dinner (will defray partial costs), Exhibitor, includes 5 participant passes
Gold Sponsor	\$1,920	Event Break (will defray partial costs), Exhibitor, includes 3 participant passes
Silver Sponsor	\$1,280	Exhibitor, includes 2 participant passes
Bronze Sponsor	\$1,040	Exhibitor, includes 1 participant pass
General Sponsor	\$ 800	Non-Exhibitor, includes 1 participant pass

Additional participant pass - \$240 each

2018 Annual Conference Sponsor only – deadline January 24, 2018

Platinum Sponsor	\$3,500	Meal, Reception or Dinner (will defray partial costs), Exhibitor, includes 5 participant passes
Gold Sponsor	\$2,400	Event Break (will defray partial costs), Exhibitor, includes 3 participant passes
Silver Sponsor	\$1,600	Exhibitor, includes 2 participant passes
Bronze Sponsor	\$1,300	Exhibitor, includes 1 participant pass
General Sponsor	\$1,000	Non-Exhibitor, includes 1 participant pass

Additional participant pass - \$300 each

Request Sponsor Logo and send confirmation email for receipt of sponsor registration and/or payment. Remittance address will be indicated on the sponsor registration form(s). All sponsor payments should be mailed to GFOAA, PO Box 240574, Montgomery, 36124. The Admin Asst. (Jamie Moyers) will deposit payments into the conference account and notify the conference chair, Sarah Williams and GFOAA Treasurer.

Email Logo to Sarah Williams for website update. Indicate which logo represents an Annual Sponsor and which logo represents an Annual Conference Sponsor.

Email to the sponsor/exhibitors the conference information re Hotel contact for shipping materials, booth location/table size, and setup/take down times of booths. Email attendee list after early-bird deadline.

Contact Convention/Visitors Bureau and request additional items to include with registration packet

Past Presidents and Emeritus Members recognition: (reserve tables at annual luncheon; invite to all social functions); Contact Immediate Past President to send letter of invitation to Past Presidents³. Conference Committee to confirm mailout of letters with Immediate Past President.

Welcome address (schedule the local mayor) and assign introductions for speakers

Conference Brochure:

- **ONLINE REGISTRATION ONLY. Do not include a registration form with the mailout. Main mail-out via U.S. Postal Service, 6 weeks before event to GFOAA database; submit brochure (copy ready) to Administrative Assistant for mailing; also submit conference info in Word format to Sarah Williams for website**
- Include conference dress code in mail-out brochure: Business Casual
- Include notice for attendees to wear name tags to all meetings/functions & name tag required for admittance to Reception & Dinner
- List sponsors by Sponsorship Category in brochure
- On the Sponsors Page in the Brochure, include a section in for Donors

Prepare Conference evaluation form

Registration “packets” (BIG gift⁴; donated items; seminar binder w/handouts; attendee list
[NOTE: The GFOAA color is forest green]

Name badges⁵ (clip style) & ribbons: horizontal style ribbons

Ribbons needed for: Officers, Board Members, Past Presidents, Emeritus, Speakers, Platinum Sponsors (exhibitors), Gold Sponsors (exhibitors), Silver Sponsors (exhibitors), Bronze Sponsors (exhibitors) & General Sponsors (non-exhibitors), and Conference committee

Prepare/maintain list of conference attendees (name, title, address, telephone #, email address, amount paid or amount owed)

Prepare Daily Agenda signs for GFOAA easel boards (Contact Charles Clack re easel boards)

Sponsor sign. List sponsors by sponsorship level. Signs to be place at registration table/entrance to meeting room(s), reception, breakfast(s) and dinner); **Contact Charles Clack re customizable signs/easels.**

Receipt book for on-site registration process

³ Admin Asst maintains address database for Past Presidents & Emeritus Members; responsibility of Immediate Past President (verify)

⁴ Gift should be imprinted with GFOAA logo; city/dates & year of conference and website address, www.gfoaa.org

⁵ Conference identifying information (i.e. GFOAA 34th Annual Conference)

Door Prize tickets (use names from conference registration list/sponsor names excluded)

Sign-in sheets for CPE credits (1 for each day)

Digital photos of reception, seminar sessions and annual business meeting (submit to Public Information Officer, Charles Clack, for newsletter)

CPE Certificates – should be available late morning (if ½ day) or late afternoon (if full day) of last day

Thank-you letters to speakers and sponsors; small gift for speakers

Prepare Final Income/Expense Statement

Submit to GFOAA Admin Asst and Treasurer the final list of conference attendees. The list of attendees should include name of employer, email address and payment information.

Transfer checkbook and debit card for conference checking account to next Summer Conference Committee Chair

CERTIFIED GOVERNMENT FINANCE OFFICER (CGFO)

PURPOSE

The Government Finance Officers Association of Alabama (GFOAA) program of professional education and development maintains the necessary continuing education for persons designated as Certified Government Finance Officer (CGFO).

The program requires the highest level of financial integrity coupled with a high level of competency and proficiency among finance officers and mandatory continuing professional development of finance officers.

Although the GFOAA certifies that individuals who have met the criteria for professional certification have demonstrated certain competencies, the GFOAA expressly withholds an opinion as to the capability of any individual to successfully perform in a given position. This decision ultimately rests with the prospective employers and employees.

CGFO Code of Professional Ethics

A Certified Government Finance Officer shall at all times, demonstrate a commitment to professionalism and diligence in the performance of his or her duties.

A Certified Government Finance Officer shall not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest.

A Certified Government Finance Officer shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments.

A Certified Government Finance Officer shall be prudent in the use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in a manner which would be detrimental to the welfare of their employer.

A Certified Government Finance Officer shall continually strive for improvement in the proficiency and effectiveness of their service

Continuing Education Requirements

To retain the Certified Government Finance Officers (CGFO) status, each CGFO designee is required to earn a minimum of 40 hours of continuing education credit hours per year. One hour of continuing education is equal to 50 minutes of continuous participation in a group program which conforms to CGFO standards and has been approved as a recognized sponsor of CGFO continuing education by GFOAA. Only courses relative to government financial management are allowed. Each Certified Government Finance Officer is required to report CE hours accrued from October through September of the year following certification. Records of individual participation in a program must be kept by the individual for a period of five years. Failure to meet the continuing education hour requirements leads to revocation of the CGFO designation.

Certification Renewal

To apply for certification renewal, a fee of \$35.00 plus documentation of the completion of the required 40 hours of continuing education must be submitted to GFOAA no later than December 31 of each year. CGFO Program renewal applications are available at www.gfoaa.org.

Revocation of CGFO designation

Any person failing to comply with the GFOAA CGFO designation requirements will be subject to disciplinary action outlined below:

Resignation or Suspension of Certificate and Designation

Any individual holding a CGFO designation and certificate may, at any time and for any reason, subject to the approval of the GFOAA Board, resign and surrender that designation and certificate number to the Board. An individual who has resigned and surrendered his/her designation and certificate number may not apply for reinstatement as a CGFO, but may be issued a new designation and certificate number upon completion of all requirements necessary to obtain the CGFO designation. No CGFO designation and certificate shall be issued to any person who has previously resigned a certificate between the time of resignation and the issuance of a new designation and certificate unless, upon application, the CGFO designation requirements are waived by the GFOAA Board. If any individual resigns and surrenders a CGFO designation and certificate during the course of a disciplinary investigation or proceeding conducted by the Certification Board, this fact must be disclosed in any later application for a new designation and certificate, and the Certification Board shall consider this fact in determining whether to issue a new designation and certificate number.

Those who retire from governmental service may apply for emeritus status.

Hearing and Review Procedure

The GFOAA Board may, on its own motion or on the complaint of any person, initiate proceedings to determine the eligibility of any person for the application, examination and certification of the CGFO designation. If the Board determines that a hearing is necessary, the following procedures will guide the Board's actions:

- 1) A written notice stating the nature of the charge or charges against the accused and the time and place of the hearing before the Board on such charges shall be served to the accused not less than 20 days prior to the date of the hearing either personally or by mailing a copy of the notice by registered or certified mail to the last known address of the accused.
- 2) At any hearing, the accused may appeal in person, produce evidence and witnesses on his behalf, cross-examine witnesses, and examine evidence produced against him.
- 3) If, after having been served with the notice of hearing, the accused fails to appear at the hearing, the Board may proceed to hear evidence against him and may enter a temporary verdict as shall be justified by the evidence, and a copy of such verdict will be sent by registered or certified mail to the last known address of the accused. The Board may grant continuances upon written request and upon a showing of good cause for failure to appear at such a hearing, set out in writing, signed by the accused and filed with the Board. The Board may reopen proceedings and permit the accused to submit evidence on his/her behalf, provided that the written request to

reopen is filed with the Board within 20 days after the date of copy of the verdict has been mailed to the accused.

4) A recording of the hearing shall be kept, and if deemed necessary by the Board, a transcript shall be ordered.

5) Any person in disagreement with any decision of the Board may file a motion for rehearing. Such a motion must be filed within 15 days of the Board's announcement. The Board will file a reply to a motion for rehearing within 25 days after the announcement of the decision. If the Board does not act upon a motion for rehearing within 45 days from the time it is filed, the motion shall be denied.

5) A verdict is final when the motion for rehearing is denied or when the time for filing a motion has been passed.

7) Upon application in writing and after hearing in accordance with notice, the Board may issue a new designation and certificate number to a certified government finance officer whose certificate has been revoked; or the Board may permit the re-registration of anyone whose registration has been revoked; or the Board may reissue or modify the suspension of any certified government finance officer designation and certificate number that has been revoked or suspended .

Revocation

After notice and hearing, GFOAA may revoke or may suspend, for a period not to exceed five years, any designation and certificate issued under these regulations, or may revoke, suspend or refuse to renew any CGFO designation and certificate under these guidelines, or may reprimand the holder of any such designation or certificate for any one of the following causes:

1) fraud or deceit in obtaining the CGFO designation and certificate;

2) dishonesty, fraud, or gross negligence in the practice of municipal finance;

3) violation of any of the provisions of the CGFO program;

4) violation of a rule of professional conduct promulgated by GFOAA;

5) final conviction of a felony under the laws of any state of the United States;

6) final conviction of any crime, an element of which is dishonesty or fraud, under the laws of any state or of the United States;

7) suspension or termination of employment for a cause which in the opinion of the Board warrants its action;

8) failure of a CGFO designated certificate holder to comply with the Continuing Education requirements as outlined in the CGFO program brochure.

Reciprocity

Reciprocity may be awarded to members who maintain the Certified Public Finance Officer designation or a corresponding state certification sponsored by any other state Government Finance Officers Association chapter. Inquiries regarding reciprocity should be directed to:

GFOAA
Certified Government Finance Officer Program
P.O. Box 240574
Montgomery, AL 36124-0574

CERTIFIED GOVERNMENT ACCOUNTING TECHNICIAN PROGRAM (CGAT)

PURPOSE:

The purpose of the Certified Governmental Accounting Technician (CGAT) Program is to improve the professional, administrative and fiscal skills of the participants through a series of courses approved by GFOAA in the areas of General Ledger, Fund Accounting, Purchasing/Accounts Payable, Payroll and Billings/Accounts Receivable.

QUALIFYING FOR THE CGAT PROGRAM:

Eligibility Requirements:

To participate in the CGAT program, a qualified candidate must meet the following conditions:

- Have a high school diploma or GED
- Have an interest in governmental accounting

CERTIFICATION REQUIREMENTS:

To be certified, a qualified participant must complete 24 hours of study consisting of two core courses and two elective courses taken within two (2) years of acceptance to the program. The offered courses are as follows;

General Ledger – 6 hours (Required Core); offered annually in April

Objective: to familiarize the participant with the study of ledgers in which all the assets, liabilities, equity, revenue and expenses are posted and from which financial statements are prepared.

Budgeting – 6 hours (Elective); offered annually in April

Objective: to familiarize the participant with key areas of governmental budgeting and finance. Specifically, the course will focus on the appropriation and management of public funds, including the importance and background of budgets, the budgetary cycle, revenue projections, types of expenditures, and the execution of a budget.

Fund Accounting – 6 hours (Required Core); offered annually in June
Objective: to familiarize the participant with the process of recording financial information that groups resources into funds based on their source and any limitations on use.

Purchasing/Accounts Payable – 6 hours (Elective); offered annually in August
Objective: to familiarize the participant with accounts and techniques used to record and generate payment to specific companies or individuals for products or services that have been purchased on credit by your entity. Accounts payables are usually items that will be paid for in less than one year.

Billings/Accounts Receivable – 6 hours (Elective); offered annually in November
Objective: to familiarize the participant with techniques to record money that is owed and or paid to your entity for products or services that have been rendered by you on credit to customers.

Payroll – 6 hours (Elective); offered annually in January
Objective: to familiarize the participant with detailed accounting techniques for processing employee salaries and wages, bonuses, benefits and taxes. This course will also familiarize the participant with IRS rules and regulations.

CONTINUING EDUCATION REQUIREMENTS:

It is also recommended, but not required, that certificate holders complete 12 hours of CPE every 2 years.

For additional information visit the GFOAA website at www.gfoaa.org.

CONTRACTS

Administration

At the December Quarterly Meeting, the President shall present contracts to the Board for discussion. The Executive Committee shall review Board comments, contracts and perform annual evaluations of contracted services each January. The contracts shall be presented to the Board for approval at the board meeting held in conjunction with the annual conference.

The CPA firm Engagement Letter shall be presented to the Board for approval at the December Quarterly meeting.

CPA Firm Engagement Letter:

Machen McChesney

1820 East University Drive | Auburn, AL 36830

Contact: Allison Moore, CPA

Voice: 334-887-7022; Fax: 334-887-7221

machenmcchesney.com

1099s: Dec 2017 - 2019; GFOAA Financial Review: Mar 31, 2017; Mar 31, 2018;

Mar 31, 2019; IRS Form 990EZ: Mar 31, 2017; Mar 31, 2018; Mar 31, 2019

Contracts

Administrative Assistant Contact

Jamie Moyers

100 Emfinger Road | Eclectic, AL 36024 | 334-312-2770

Expires 3/31/2018

Directors & Officers Insurance

Bancorp South Insurance Services, Inc.

4216 Carmichael Road | Montgomery, AL 36106

alabama@bxsi.com | 334-272-1200

Expires 04/24/2018

Send current O&D List with payment

Merchant Account

SecureNet, LLC

12357 B Riata Trace Parkway, Building 6, Suite 150 | Austin, TX 78727

Attention: Merchant Operations

Term: Continuous

Securenet.com | 888-231-0060

Newsletter Agreement

Charles Clack

57 Blue Pine Lane | Wetumpka, AL 36093

Expires 3/31/2018

Website Hosting

StarChapter, LLC

20 S. Charles Street, Suite 300 | Baltimore, MD 21201

Expires 10/31/2017
Auto-Renewal Date: 11/01/2017 (1-year term)
StarChapter.com | 866-775-3205

Website Content Specialist Agreement

Ms. Ashly Gallagher- White
Website Content Specialist
2225 Ellen Avenue | Parkville, MD 21234
Ashly@membershipssoftware.org | 443.845.3523
Expires 3/31/2018

CGAT Administration Contract

University of Alabama
College of Continuing Studies
2nd Floor Martha Parham West
Ms. Amanda (Al-Betar) Bergeron
Program Manager, Professional Development and Conference Services
Box 870388 | Tuscaloosa, Alabama 35487-0388
Phone: 205-348-9966; Fax:205-348-9276
abergeron@ccs.ua.edu; aalbetar@ccs.ua.edu
Expires 3/31/2018

Domain Name Host
Network Solutions

www.networksolutions.com

Account Holder Information: Government Finance Officers Assn of AL
225902970

www.gfoaa.org

Expires March 9, 2024

SCHOLARSHIPS AND AWARDS

NEWTON D. BECKER SCHOLARSHIP

The Newton D. Becker Scholarship program, via GFOAA, will award two 50% CPA Exam Review Scholarships to GFOAA members. Each scholarship includes the 4-part review course. The first Becker class will begin **April [REDACTED], 2018**.

Application Instructions

Criteria for Eligibility

In order to be considered for a scholarship, you must:

Be an accounting professional or student not currently enrolled in Becker's CPA Exam Review at the time of scholarship notification.

Meet the requirements to sit for the CPA Exam at the time of enrollment in Becker's CPA Exam Review.

Be a member of GFOAA.

Be a U.S. resident.

Selected recipients must enroll in Becker's CPA Exam Review **by April [REDACTED], 2018**.

Please submit a 1-page essay explaining why you desire to be a CPA by postmark date 2/15/18.

Please submit college transcript by postmark date 2/15/18.

Please submit contact info with transcript and essay.

Scholarship is non-transferable.

Application Process

Applications must be postmarked by February 15, 2018. Scholarship recipients will be notified by email no later than March 23, 2018.

Selection Process

A scholarship selection task force will review all applications and select recipients based on transcript review and a 1-page essay.

Please send college transcript and essay to:
GFOAA
ATTN: Becker Scholarship
PO Box 240574
Montgomery, AL 36124-0574
ATTN: Becker Scholarship

GFOAA Instructions for Review of Newton D. Becker Scholarship Applications

Applications must be postmarked by February 15. The GFOAA Admin Assistant will retain the original application and email a copy of the application material to the Professional Development Committee (PDC) Chair no later than February 22.

The applicants must be the eligibility criteria. Secondly, consideration should be given to the highest GPAs.

Applications will be reviewed and the two candidates will be selected by March 16. The candidates' name and contact information should be submitted to the Becker representative by March 23. The Becker representative should be requested to notify the selected candidates. The Becker representative is Ashley Stephens, cstephens@becker.com.

The PDC Chair should email denial notices by March 26.

PATRICK W. KELLY SCHOLARSHIP PROGRAM

The Government Finance Officers Association of Alabama (GFOAA) plans to award individual scholarships, which will range between \$1,000 and \$3,000. The scholarships are awarded for a period of one year (for two semesters during the award period - 1/2 of the award will be reimbursed per semester). The 2018-2019 scholarship award period begins summer semester 2018 and extends through spring semester 2019.

Award recipients will also receive a free one-year membership with GFOAA. The membership year will begin April 1, 2018 and end on March 31, 2019.

An undergraduate award recipient may reapply for the scholarship as a graduate student.

To receive the scholarship funds, the recipient must submit receipts for tuition, books, and/or fees, as well as a copy of the transcript at the end of the term to the GFOAA. Checks will be made payable to the scholarship recipient.

General Qualifications:

1. Applicant must be a U.S. citizen.
2. Priority is given to those students who demonstrate a career interest in the area of government finance.
3. The applicant must be attending an accredited Alabama four-year or graduate college or university during the time of the scholarship award period.
4. Recipients may be a GFOAA member, as long as all applicable qualifications are met.

Other Qualifications

Undergraduate applicants:

1. Must be of sophomore, junior or senior standing.
2. Should have a course of study majoring in accounting, business administration or finance.
3. Must have completed Intermediate Accounting I or equivalent at the time of application.
4. Must have a GPA of 3.0 or greater (computed on a 4.0 scale) in both the major and overall coursework at the time of application.
5. Should reference coursework in government accounting, internship, part time/full time work in government finance, or other information as evidence of interest in the government finance area (if applicable).
6. For reimbursement, a minimum of nine semester hours must be completed during the term of the scholarship award/reimbursement period. In addition, a cumulative GPA of 3.0 overall must be maintained.

Graduate applicants:

- 1) Must be accepted and/or enrolled into graduate school at the time of application.
- 2) Should have a course of study majoring in accounting, business administration, finance or public administration, as well as:
 - a. An undergraduate degree in accounting, business administration or finance, or
 - b. A concentration in accounting as defined by the Alabama State Board of Public Accountancy
- 3) Must have completed Intermediate Accounting I or equivalent at the time of application.
- 4) Must have a GPA of 3.5 or greater computed on a 4.0 scale if any graduate coursework has been completed at the time of application. Otherwise, the undergraduate GPA criteria applies.
- 5) Should reference coursework in government accounting, internship, part time/full time work in government finance, or other information as evidence of interest in the government finance area (if applicable).
- 6) For reimbursement, a minimum of six semester hours must be completed during the term of the scholarship award/reimbursement period. In addition, a cumulative GPA of 3.5 overall must be maintained.

All application material must be submitted together in a single envelope.

Deadline: All applications must be postmarked by February 15, 2018. The award recipients will be notified by email no later than March 23rd.

Send Applications to:

**GFOAA
Attn: GFOAA Patrick W. Kelly Scholarship Program
PO Box 240574
Montgomery, AL 36124-0574**

Application Instructions to Students

1. Prepare a statement (not to exceed two pages, typed, double spaced) describing your goals for the completion of your plan of study, your career plans, and your interest in government finance.
2. Submit the following items in one single envelope:
 - a. GFOAA scholarship application
 - b. Personal statement of proposed plan of study, career plans and interest in government finance
 - c. The latest undergraduate and graduate transcript, as applicable (It should be indicated when Intermediate Accounting I or equivalent was successfully completed.)
 - d. Two letters of recommendation from Professors, work supervisors or the chief executive officer of your current employer.
 - e. Resume, including educational and work experiences
3. Mail copies of items a – e as listed above, in a single envelope, to:

GFOAA
Attn: GFOAA Patrick W. Kelly Scholarship Program
PO Box 240574
Montgomery, AL 36124-0574

NOTE: Incomplete packages will not be considered.

DEADLINE: Application packages must be postmarked by February 15, 2018 for the scholarship award period summer semester 2018 through spring semester 2019.

Scholarship Application for the Academic year Summer 2018 through Spring 2019

GFOAA member's dependent child: YES () NO () MEMBER'S NAME: _____

ARE YOU A GFOAA member: YES () NO ()

PLEASE PRINT ANSWERS

A. PERSONAL

1. _____
Full Name Last First MI
() Mr. () Mrs () Ms. () Miss
2. XXX-XX- _____ 3. _____
Social Security Number/Last 4 digits Date of Birth
4. _____
Mailing Address Street & Number City State Zip
5. _____
Legal Residence Street & Number City State Zip
6. _____
Cellphone Number Work Telephone Number
7. Email: _____

B. EDUCATION

8. _____
School in which you will be enrolled Expected Date of Graduation
9. _____
Degree Sought Major (Attach transcript)
10. _____
Major Course GPA Overall GPA (Attach transcript)

C. RECOGNITIONS AND HONORS

School: _____

Community: _____

Professional: _____

GFOAA Instructions for Review of Paul W. Kelly Scholarship Applications

Applications must be postmarked by February 15. The GFOAA Admin Assistant will retain the original application and email a copy of the application package to the Professional Development Committee (PDC) Chair no later than February 22.

Applications will be reviewed by March 16. The results will be submitted to the board for approval via electronic vote by March 19.

Award letters are to be emailed to the applicants by March 23. A copy of the award letter will also be sent to the respective dean of each awardee. The Award letter will also include notification of one-year free membership in GFOAA. The membership period will be April 1, 2018 – March 31, 2019. Denial notices will be sent by March 26.

The PDC Chair will update the Scholarship Tracking Report with each awardee's name, contact information and award period. The PDC Chair will forward the report to the Treasurer by March 31. The treasurer will be copied with the emails to each awardee.

Attend the recipients' college/university Honors Day in the spring to present the scholarship.

On November 1, contact each awardee and extend an invitation to the GFOAA Annual Business meeting.

AWARDS

INNOVATIONS IN GOVERNMENT FINANCE

The Government Finance Officers Association of Alabama (GFOAA) Awards for Innovations in Government Finance program recognizes innovations and outstanding contributions in the field of government finance. The program is designed to recognize documented work that provides leadership to the profession and promotes improved public finance. It is our hope that bringing recognition to implemented innovative ideas will provide additional knowledge and create opportunities for all governmental entities to improve their financial practices while inspiring others to seek innovative solutions to fundamental problems in public finance.

Awards for Innovations in Government Finance will be presented annually to governmental entities in each of the following divisions:

Large Governments include the State of Alabama;
the counties of Jefferson, Madison, Mobile and Montgomery
and the cities of Birmingham, Huntsville, Mobile and Montgomery.

Medium governments include those that serve populations of 50,000 and more.

Small governments include those that serve populations of less than 50,000.

Awards will be presented in each of the seven major categories within each division. We invite you to participate in GFOAA's annual Awards for Innovations in Government Finance competition. Listed below are the program requirements and instructions for completing the enclosed application form.

Eligibility

All GFOAA members and nonmembers sponsored by an active GFOAA member may submit entries for consideration. Nonmembers may contact GFOAA to obtain a list of active members from their area. All innovative solutions will be considered for the awards program regardless of their implementation date. There are no fees or charges associated with this program; however, we encourage each recipient to have a representative present at GFOAA's annual conference to accept the award in person.

Application Submission

Applications will be accepted during the period of October 1 through January 15. Please respond to all application questions and feel free to add additional pages if needed. Three (3) copies of the completed application form and any accompanying documentation must be mailed to the GFOAA and be postmarked by the January 15 deadline.

Categories

Each entry may be entered in one of the following categories. In order to help determine the appropriate category for your entry, bullet points are provided to serve as possible areas for inclusion in each category.

Governmental Accounting, Auditing, and Financial Reporting

- financial and cost accounting
- interim and annual financial reporting
- internal, performance, and financial auditing

Budgeting and Financial Planning

- operating and capital budgeting
- financial forecasting
- multi-year budgeting
- long-range financial planning
- revenue and cost analysis
- fiscal trend monitoring
- performance measurement

Cash Management and Investments

- capital financing techniques and practices
- cash forecasting, monitoring and control
- revenue enhancements

Capital Finance and Debt Administration

- capital financing techniques such as municipal bonds and lease-financing

- debt planning, issuance and control
- creative uses of debt finance in economic development

Risk Management and Pensions and Benefits

- retirement and health benefits and other employment and post-employment benefits, such as family leave, childcare, and wellness programs
- risk management administration
- outstanding RFPs
- innovative system procurement/contracting methods

Purchasing/Procurement

- purchasing administration
- outstanding RFP's
- innovative system procurement/contracting methods

Technology

- electronic commerce
- creative uses of the Web in public finance
- technology outsourcing
- cost/benefit analysis for technology decision
- workflow

Judging

All applications will be reviewed by a panel of experienced government finance professionals. All applications will be evaluated in accordance with standard evaluation criteria that include technical significance, transferability, documentation, cost effectiveness, and originality.

Awarding

Award winners will be notified in writing by February 5. Winning entries will be displayed at GFOAA's annual conference, thereby providing an opportunity for other government professionals to gain insight into successful and innovative practices. Formal presentation of the Awards for Innovations in Government Finance will take place during the annual conference business luncheon.

All nomination material must be submitted together.

Deadline: The deadline for submission of nominations is January 15. The awardee will be notified before the annual meeting and the award will be presented during the luncheon.

Send Nominations to:

Scholarships, Awards and Services Committee
GFOAA
P.O. Box 240574
Montgomery, AL 36124-0574

EDWARD AND JUDITH KAMNIKAR AWARD OF MERIT

The Alabama Government Finance Officers Association (GFOA) invites nominations for the Edward and Judith Kamnikar Award of Merit. The award of merit has four objectives:

- To recognize outstanding service or achievement in the governmental accounting and finance field by individual members at large (non-directors/officers).
- To recognize outstanding service to the Alabama GFOA.
- To award those selected as having performed in an outstanding manner beyond the normal expectations of job requirements.
- To share ideas, programs and processes recognized as meritorious achievement with the Alabama GFOA membership and others associated with employment in governmental accounting and finance.

Criteria for the Edward and Judith Kamnikar Award of Merit include the following:

Nominee must be an Alabama GFOA member during the year in which the nomination is submitted, as well as during the year in which the activity occurred. Eligible nominees may be members employed in governmental accounting and/or finance arena, as well as members in other related organizations (e.g. Association of Government Accountants, Alabama Society of Certified Public Accountants, National GFOA, etc.)

All of the major part of the activity/performance to be considered must have occurred during the calendar year, from January to December. Criteria is based on

- any activity related to or coordinating with governmental accounting and finance.
- outstanding contributions to the Alabama GFOA
- use of professional position to promote sound governmental accounting and finance practices in an outstanding manner

Nomination Process:

Submit a written statement of the nominee addressing the award criteria.

The nominations must include a statement of accomplishments which summarize what the individual's accomplishment was, when it was made (dates within judging period), and how it was done. These items can be expanded in the narrative section. One page is suggested.

The narrative should be an expansion of the statement of accomplishments of 3 pages or less. It should focus on the actual accomplishments, or results, of the activity performed during the judging period. Address initiative and originality.

Be sure to provide evidence or documentation with your nomination. Highlight the nominee's name in all evidence/documentation. Include only documentation that relates directly to the accomplishment and judging time frame. When using acronyms or abbreviations, please spell out the first reference. DO NOT submit audio or video tapes.

All nomination material must be submitted together in a single envelope. (Copied or scanned reproductions are NOT acceptable.)

Deadline: The deadline for submission of nominations is January 10. The award will be presented at the Annual Conference Business Meeting Luncheon. *The awardee will not be notified in advance.*

Send Nominations to:

Scholarships, Awards and Services Committee
GFOAA
P.O. Box 240574
Montgomery, AL 36124-0574

WEBSITE INFORMATION

The domain name, gfoaa.org is provided by Network Solutions. **The domain name account must be renewed prior to March 9, 2024.** Account renewal can be completed online at www.networksolutions.com. The account information (Servicing Agreement and usernames) is on file with the GFOAA President and Sarah Williams. The current contacts are as follows:

Account Holder:	Government Finance Officers Association of Alabama
Primary Contact:	Sarah Williams
Admin Contact:	Charles Clack
Tech Contacts:	Sarah Williams and Charles Clack
Billing Contact:	GFOAA Treasurer

Please email requests for mass emails and/or website information edits to Sarah Williams (swilliams36102@gmail.com).

The GFOAA website is hosted Star Chapter, LLC.
Star Chapter, LLC
20 S. Charles Street, Suite 300 | Baltimore, MD 21201 |
Toll free: 866-775-3205 | Fax: 866-576-7362

The GFOAA Website is a content management site. GFOAA is responsible for editing and updating the website. GFOAA has contracted with Ashly Gallagher-White to serve as consultant in the capacity of website content specialist (See Section VII, Website Content Specialist Agreement). Sarah Williams currently serves as primary website administrator.

Melinda James Lopez is listed as the Primary Account Contact for the Star Chapter Account. The Primary Account Contact information must be kept current. To change the contact information, the Primary Account Contact should log into the General >Support>Customer Account Portal on the main page of the Admin Area to designate a new person.

Website Support:

Star Chapter is notified of site problems via the Support Tickets portal of the Admin Area.

Website Edits/Updates:

Changes include, but not limited to, the following Admin Areas.

Content portal

Page Content section

Home Page – Newsletter; Logo/links for Annual Sponsors

About GFOAA – info for each menu item

Professional Development – info for menu items, except Calendar of Events

Membership – info for menu items

Award Programs – info for menu items

College Scholarships page

Employment Opportunities – info menu item

Community section – Newsletter postings

Ad Manager section – Addition of sponsor name and logo

Media manager section – Addition of documents for downloads

Communications portal

Email Manager – sending group or mass emails

Survey Manager – adding surveys

Charts & Reports – summary of emails sent (bounced; read, etc.)

Settings – adding Forwarders; contact email addresses; survey questions

Meetings portal

Meeting Manager – adding conferences & registration; CGAT classes; other events

Charts & Reports – used by conference chair to review individual registrations, make adjustments and to add payments made by check

Settings – editing payment gateway options

Membership portal

Member Manager – accepting pending members; adding member IDs and passwords

Non-Member Manager – adding to Member area
Settings – editing various membership template options

General portal > Orders > Payment and Adjustment View tab – payment detail report can be exported to .csv file & saved as .xls (Excel). Report includes credit card numbers and security codes. **DO NOT SAVE OR PRINT THIS FILE WITHOUT DELETING THE CREDIT CARD NUMBERS AND SECURITY CODES.**

SAMPLE DOCUMENTS

Corporate Resolutions re Signatures for Bank Accounts

Government Finance Officers Association of Alabama

Corporate Resolution for Authorized Signatures on APCO Credit Union Account

The undersigned, being the Secretary of the **Government Finance Officers Association of Alabama**, an Alabama corporation, does hereby certify that at a meeting of the Board of Directors of said corporation duly held on April 28, 2017 at which a quorum was present, the Board of Directors adopted the following resolution, which has not been modified:

RESOLVED, that the current signatories on the APCO Credit Union account, effective May 1, 2017, shall be as follows:

Savings Account: 2nd Vice President, Derek Reeves; Secretary, Barbara P. Lee; and Treasurer, Kathy James.

The Articles of Incorporation and Bylaws of the corporation do not require any vote of the consent of the membership to authorize the transfer of bank accounts and the bank account signatories.

Barbara P. Lee, Secretary

Date

Whereas my application of the hand seal of this corporation on this
28th day of April, 2017.

[SEAL]

Government Finance Officers Association of Alabama

Corporate Resolution for Authorized Signatures on BBVA Compass Bank Accounts

The undersigned, being the Secretary of the **Government Finance Officers Association of Alabama**, an Alabama corporation, does hereby certify that at a meeting of the Board of Directors of said corporation duly held on April 28, 2017 at which a quorum was present, the Board of Directors adopted the following resolution, which has not been modified:

RESOLVED, that the current signatories on the BBVA Compass accounts, effective May 1, 2017, shall be follows:

RESOLVED, that the signatories on the bank accounts shall be as follows:

General Operating Bank Account: 2nd Vice President, Derek Reeves; Secretary, Barbara P. Lee; Treasurer, Kathy James

Conference Bank Account: 2nd Vice President, Derek Reeves; Treasurer, Kathy James; Annual Conference Chairperson, Cathy Hoekenschnieder.

The Articles of Incorporation and Bylaws of the corporation do not require any vote of the consent of the membership to authorize the transfer of bank accounts and the bank account signatories.

Barbara P. Lee, Secretary

Date

Whereas my application of the hand seal of this corporation on this [SEAL]

28th day of April. 2017.

Government Finance Officers Association of Alabama

Corporate Resolution for Authorized Signatures on Regions Bank Account

The undersigned, being the Secretary of the **Government Finance Officers Association of Alabama**, an Alabama corporation, does hereby certify that at a meeting of the Board of Directors of said corporation duly called held on April 28, 2017 at which a quorum was present, the Board of Directors adopted the following resolution, which has not been modified:

RESOLVED, that the current signatories on the Regions Bank account, effective May 1, 2017, shall be as follows:

Merchant Account (Credit Card Income Account): President, Keren H. Deal; Treasurer, Kathy James; and Immediate Past President, Allison D. Edge.

The Articles of Incorporation and Bylaws of the corporation do not require any vote of the consent of the membership to authorize the transfer of bank accounts and the bank account signatories.

Barbara P. Lee, Secretary

Date

Whereas my application of the hand seal of this corporation on this [SEAL]
28th day of April, 2017.

Conference Reconciliation Form

Conference/Year (Annual, Summer, CGAT, Other (specify))			Summer 2017
Activity Month/Year			
Beginning conference seed \$\$\$			\$ 10,000.00
Current Month's Activity			-
Total of all Previous Month's Activity for this Conference/Event			-
Net Balance of Conference Capital			\$ 10,000.00
Deposits (+) (Itemize below) - Current Month			-
Checks Written (-) (Itemize below) - Current Month			-
Net Monthly Activity			\$ -
Itemized Deposits (+)			
Date	Description		
	Attendee Registrations		\$ -
	Attendee Registrations		-
	Attendee Registrations		-
	Attendee Registrations		-
	Sponsors		-
	Sponsors		-
	Sponsors		-
	Sponsors		-
	Deposits for prior conference - (identify conference)		-
Total Deposits			\$ -
Itemized Checks (-)			
Date	Number	Vendor	
		Prior Conference Expense - (identify conference)	\$ -
			-
			-
			-
			-
			-
			-
Total Expenditures			\$ -
Net Monthly Activity			\$ -

GFOAA REIMBURSEMENT FORM

Name: _____

Mailing Address: _____

GFOAA Position: _____

Meeting/Date: _____ Location: _____

\$ _____ Lodging at actual or GSA CONUS rate, whichever is less (attach receipt). **Prior approval required.** Prevailing rates are available at www.gsa.gov .

\$ _____ Mileage at current IRS rate (_____ number of miles; attach Mapquest or Google Maps to show route/mileage.)

\$ _____ Other Expenditures (attach receipts; provide justification)

\$ _____ Total Expenditure Claimed

I hereby certify that the cost to be reimbursed/paid as a result of this claim do not duplicate payments made to or for me by any other agency and were necessary expenses for performance in connection with official duties as an officer, a GFOAA board member, or a GFOAA representative.

_____ Signature of Claimant

_____ Approval Signature of GFOAA President

_____ Signature of Treasurer _____ Check Number
and Date

If the Officer, Director OR Committee Member is attending the Annual Conference, the Summer Conference or the GAA Forum, no reimbursement is allowed for attending the Board Meeting held in conjunction with the referenced conferences.

GUIDELINES FOR REIMBURSEMENT OF GFOA ANNUAL CONFERENCE EXPENSES

The president serves as the State Representative to the Government Finance Officers Association and represents GFOAA at the National GFOA conference. The president also coordinates the Delegate Breakfast for GFOA of Alabama members who attend the National GFOA conference.

Reimbursement for approved travel expenses will be made payable to the president (or her/his designee). In the event the expenses are paid by the president's employer, reimbursement may be made directly to the employer if requested in writing by the president. Expenses reimbursed to the employer will adhere to the employer's travel reimbursement guidelines but cannot exceed GFOAA's allowable expenditure amounts. Approved expenses will be paid as follows:

1. GFOA Annual Conference registration fee

The fee should be paid in a timely manner to take advantage of any "early-bird" discounts.

2. Travel Expenses

- ◇ Hotel accommodations

Lodging plus taxes/applicable surcharges & hotel parking.

Not to exceed maximum daily conference rate. Approved dates of travel will include up to 2 travel days (day before and day after) plus the conference dates.

- ◇ Transportation

Reimbursement of travel expenses to/from conference location will be paid at the lesser of discounted economy coach airfare or round-trip mileage from home base to the conference hotel accommodation. Mileage will be paid at the current IRS Standard Mileage Rate. Rental car expenses are not approved expenses.

Mileage to nearest airport from home base and from nearest airport to home base.

Taxi or shuttle to conference hotel from airport at conference location and to airport at conference location from conference hotel

- ◇ Miscellaneous

Tips for taxi/shuttle driver to/from hotel/airport

Tolls

Airport parking for approved dates of travel

Airline baggage check fee (fee for oversized or overweight luggage not included)

◇ Meals (excluding alcoholic beverages)

The daily reimbursement rate will be the daily IRS Meal Allowance: Continental United States (“CONUS Rates”) for Meals & Incidental Expenses (M&IE). Meals included in the registration fee should be deducted from the daily reimbursement rate. The reduction will be based upon the applicable M&IE Breakdown. 2017 M&IE Rates are listed below.

[Lodging & Daily Per Diem Lookup](#)

2017 Breakdown of Daily Per Diem

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

3. Costs associated with the AL Delegate Breakfast (food, non-alcoholic beverages & gratuity)

Request for reimbursement should include the following documentation:

- Copies of the Conference brochure, completed conference registration form and hotel reservation form
- Original itemized hotel bill showing a zero balance
- Airline ticket receipt
- Airline Baggage Fee receipt
- Google or Mapquest itinerary to support mileage request
- Taxi or Shuttle receipts for amounts greater than \$50
- Airport parking receipt
- AL Delegate Breakfast itemized receipt

Schedule of Recurring Expenses		April 1, 2017 - March 31, 2018				
Recipients	Service	Monthly	Quarterly	Annually	Comments	
Uncle Bob's Self Storage	Storage Unit	\$48.00			Auto debit from Main Acct; Location B32; Gate code 322769*	1201 Coliseum Blvd; Montgomery 334-271-1077
Jamie Moyers	Administrative Assistant	\$550 + Exps			per contract	
Ashly Gallagher-White	Website Consultant	per contract			NTE \$20 per hour; billed monthly (as needed)	
Charles Clack	Public Information Officer		\$750.00		\$750/quarter as listed in contract	
GFOAA Officers & Directors	Board meeting attendance		per Admin Manual		mileage & 1 night per diem; no reimbursement if attending Summer Conf, Dec Forum or Annual Conf	
BancorpSouth Insurance Services, Inc.	Directors & Officers Insurance			\$790 paid annually/ due Apr 17	Current rate per invoice; Expires on Apr 24; Send current O&D list with payment	
U. S. Post Master	Box Rental fee			Auto Renew annually/ due Mar 31	Current posted rate auto debited from Main Acct debit card	PO Box 240574; Montgomery 36124-0574 (PO on Winton Blount Blvd)
Up to 3 Selected Candidates	GFOAA Scholarships			\$9,000	per scholarship guidelines & PDC direction; update Scholarship Tracking Report	
Star Chapter	Website Annual Fee			\$1,200/due 11/1/2017	Paid thru 10/31/2016; Auto debited from Main Acct debit card; current debit card payment info required on account	
SecureNet	Online credit card processing				Fee debited from online payments (Regions Bank Merchant Account)	
GFOAA President (or designee)	National GFOA Annual Conference Expenses			XXX	See Reimbursement Guidelines	
Network Solutions	Website domain name				Paid thru 03/09/2024; online payment required	