



**Florida Government Finance Officers Association, Inc  
Meeting of the Board of Directors**

**Friday, March 8, 2024**

**Embassy Suites by Hilton Orlando North  
225 Shorecrest Drive  
Altamonte Springs, FL 32701**

**Citrus Room**

**9:00 am**



# FGFOA Mission

**The FGFOA is dedicated to being your professional resource by providing opportunities through Leadership, Education, Networking and Information**

## **Leadership**

- Providing opportunities for individual development
- Recognition of the FGFOA's governmental finance expertise
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing member achievements

## **Education**

- Creating balanced and cost-effective educational programs
- Utilizing various methods of delivery
- Enhancing cooperative training partnerships
- Promoting attainment and retention of certified officials

## **Networking**

- Promoting relationships among peers
- Cultivating strong relationships with other organizations
- Enhancing relationships with the Local Chapters

## **Information**

- Delivering information through innovation
- Providing feedback and analysis on emerging legislative and technical issues
- Facilitating information sharing for members

# ATTENDANCE - FGFOA BOARD MEETING

March 8, 2024

**PRESENT**


**PRESENT**


**OFFICERS**

Frank DiPaolo  
Rip Colvin  
Nicole Gasparri

**DIRECTORS**



Sharon Almeida  
Lorrie Brinson  
Melissa Burns  
Nicole Jovanovski  
Missy Licourt  
Rebecca Schnirman  
William Spinelli  
Kelly Strickland

**1st Term**

2023-2026  
2023-2026  
2019-2022  
2022-2025  
2021-2024  
2022-2025  
2018-2021  
2018-2021

**2nd Term**

2022-2025  
2021-2024  
2021-2024

**IMMEDIATE PAST PRESIDENT**

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Jonathan McKinney

**COMMITTEE CHAIRS**



Mary-Lou Pickles  
Sarah Simpson  
Stephen Timberlake  
Anna Otiniano  
Kadem Ramirez  
Elizabeth Walter  
Shannon Ramsey-Chessman  
Derek Noonan  
Jamie Roberson

Certification Committee  
Conference Program Committee  
Educational Programs Committee  
Event Host Committee  
Professional Development Committee  
2023 SOGF Committee  
Strategic Communications Committee  
Technical and Legislative Resources Committee  
Ad-Hoc: Local Chapter Presidents

**CHAPTER PRESIDENTS**



Rip Colvin  
Tim Villarosa  
  
Meridy Semones  
Lynn Stone  
Peter Brill  
Melissa Licourt  
Beverly Johnson  
Mindy Miller  
Kathleen Campbell  
Kevin Greenville  
  
Jamie Roberson  
Lory Irwin

Big Bend Chapter  
Central Florida Chapter  
Florida First Coast Chapter  
Gulf Coast Chapter  
Hillsborough Chapter  
Nature Coast Chapter  
North Central Florida Chapter  
Palm Beach Chapter  
Panhandle Chapter  
South Florida Chapter  
Southwest Chapter  
Space Coast Chapter  
Treasure Coast Chapter  
Volusia Flagler Chapter

**OTHERS IN ATTENDANCE**



Paul Shamoun  
Jill Walker  
Karen Pastula

Florida League of Cities  
Florida League of Cities  
Florida League of Cities



# **FGFOA BOARD OF DIRECTORS MEETING AGENDA**

**DATE/TIME:        March 8, 2024  
                          9:00 am  
                          Citrus Room**

- I.    Call to Order – Frank DiPaolo, President**
- II.   Roll Call**
- III.  Consideration of Minutes – January 12, 2024**
- IV.  Report of Officers**
  - A. President – Frank DiPaolo**
  - B. President Elect – Rip Colvin**
    - 1. Event Host Committee Chair**
    - 2. Local Chapter Support**
  - C. Secretary Treasurer – Nicole Gasparri**
    - 1. 2022-2023 Audit**
    - 2. 12/31/2023 Financial Statements**
  - D. Executive Director – Paul Shamoun**
    - 1. Annual Conference Update**
    - 2. Budget Amendment**
    - 3. Membership Report**
    - 4. Investment Report**
- V.    Committee Chairs**
  - A. Certification Committee – Mary Lou Pickles**
    - 1. Certification Committee Update**
    - 2. Guidelines for On-Demand Testing**
    - 3. Exam Topic Distribution**
  - B. Conference Program Committee – Sarah Simpson**
    - 1. 2024 Annual Conference Program Draft**
    - 2. Moderator Training PowerPoint and Guidelines**
  - C. Educational Programs Committee – Stephen Timberlake**
    - 1. Committee Update**
    - 2. Dynamic Leadership Reception**
  - D. Event Host Committee – Anna Otiniano**

**1. Committee Update**

**E. Professional Development Committee – Kadem Ramirez**

**1. Committee Update**

**F. School of Governmental Finance Committee – Elizabeth Walter**

**1. Committee Update**

**G. Technical and Legislative Resources Committee – Derek Noonan**

**1. Committee Update**

**H. Local Chapter Ad-Hoc Committee – Jamie Roberson**

**1. Committee Update**

**I. Strategic Communications Ad-Hoc Committee – Shannon Ramsey-Chessman**

**1. Committee Update**

**E. Other Business**

**F. Next Meeting – An outing on Friday, May 17, 2024, for the 2023-2024 Board in Hollywood in conjunction with the 2024 FGFOA Annual Conference.**

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES**

**January 12, 2024**

The meeting of the FGFOA Board of Directors took place at the Daytona Grande Oceanfront Resort in Daytona on Friday, January 12, 2024.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Frank DiPaolo, Chief Financial Officer, City of Dania Beach

President-Elect – Rip Colvin, Executive Director, Justice Administrative Commission

Secretary-Treasurer – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller

Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County - BCC

Director, Melissa Burns, Fiscal Director, State Attorney's Office 4th Judicial District

Director, Missy Licourt, Budget Director, St. Johns River Water Management District

Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County

Director, Bill Spinelli, Chief Financial Officer, Hillsborough County Sheriff's Office

Immediate Past President, Jonathan McKinney, Finance Director, City of Port Orange

**COMMITTEE CHAIRS**

Mary-Lou Pickles, Certification

Sarah Simpson, Conference Program

Stephen Timberlake, Educational Programs

Elizabeth Walter, 2023 SOGF

Derek Noonan, Technical and Legislative Resources

Shannon Ramsey-Chessman, Strategic Communications Ad-Hoc

**STAFF**

Paul Shamoun, Florida League of Cities

Jill Walker, Florida League of Cities

Melanie Howe, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President DiPaolo called the January 12, 2024, meeting of the FGFOA Board of Directors to order at 8:35 am.

**PRESIDENT REPORT**

**Minutes**

President DiPaolo presented the minutes from the October 18, 2023, FGFOA Board meeting for review.

**Mr. Colvin moved, seconded by Ms. Licourt, to accept the minutes from the October 18, 2023, FGFOA Board meeting as submitted. Motion passed unanimously.**

**Audit Committee Assignments**

President DiPaolo presented his assignments to the Audit Committee. He recommended Jonathan McKinney, Immediate Past President, Director of Finance at the City of Port Orange; Nicole Gasparri, Secretary-Treasurer, Director of Strategic Management and Professional Development at the Palm Beach County Clerk of the Circuit Court & Comptroller - West Palm Beach; and Kathleen Campbell, Director of Finance, Children's Services Council of Broward County.

**Ms. Licourt moved, seconded by Mr. Colvin, to approve the recommendations as presented for the Audit Committee members. Motion passed unanimously.**

#### **Lifetime Achievement Award Committee Assignments**

President DiPaolo presented his assignments to the Lifetime Achievement Award Committee. He recommended Jonathan McKinney, Immediate Past President, Assistant City Manager, at the City of Port Orange; Jamie Roberson, Past President, Chief Operating Officer of Finance at the Martin County Clerk of Circuit Court and Comptroller; Rip Colvin, President-Elect, Executive Director at the Justice Administrative Commission; Kelly Strickland, Director of Financial Administration at the City of Sarasota, and Darrel Thomas, Member at-large, Chief Financial Officer at the city of Weston.

**Mrs. Schnirman moved, seconded by Ms. Gasparri, to approve the recommendations as presented for the Lifetime Achievement Award Committee members. Motion passed unanimously.**

#### **Annual Conference Awards Program**

President DiPaolo opened the floor for creating new ideas for awards at the 2024 FGFOA Annual Conference including years of membership, membership spotlight, best ACFR, pass all 5 CGFO exams in one setting, and an innovation award. Many ideas were supported and will be flushed out over the coming weeks FGFOA staff will get pricing and timelines to incorporate these ideas into the Awards Luncheon.

#### **PRESIDENT-ELECT REPORT**

##### **Nominating Committee Assignments**

President-Elect Colvin presented his selection for the Nominating Committee. He selected Ken Burke, FGFOA Past President, Clerk of Circuit Court/Comptroller of Pinellas County – CCC and Mark Fostier, FGFOA Past President, Retired.

**Ms. Gasparri moved, seconded by Mrs. Schnirman, to approve the Nominating Committee assignments as presented. Motion passed unanimously.**

##### **2024-2025 Committee Chair Assignments**

President-Elect Colvin presented his selections for the 2024-2025 Committee Chairs. He chose Mary-Lou Pickles for the CGFO Certification Committee; Sarah Simpson for the Annual Conference Program Committee; Anna Otiniano for the Educational Programs Committee; Kadem Ramirez for Professional Development Committee; Elizabeth Walter for the 2024 School of Governmental Finance Committee; and Jean-Michel Neault for the Technical and Legislative Resources Committee. The chair for the Event Host Committee is yet to be decided.

**Mr. Spinelli moved, seconded by Ms. Licourt, to approve the Nominating Committee assignments as presented. Motion passed unanimously.**

#### **SECRETARY-TREASURER REPORT**

##### **Financial Ending September 30, 2023**

Secretary-Treasurer Ms. Gasparri passed the floor to Mr. Shamoun to present the Financials Ending September 30, 2023, for review by the Board.

**Mr. Colvin moved, seconded by Ms. Burns, to approve the Financials ending September 30, 2023, as presented. Motion passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

### **Local Chapter Support**

Mr. Shamoun gave an update of how the Board and staff can support Local Chapters in the most impactful ways based on current concerns. He recommends that FGFOA staff would handle local chapter administration, including memberships and dues/event fee collection. Local chapters would no longer use Wild Apricot, and the administration would be facilitated through the FGFOA's membership portal. Local chapter registration would be handled at the same time that members register for their FGFOA membership. All dues and event fees will be deposited into each chapter's individual bank account with Capital City Bank Group (CCBG). The FGFOA banks with CCBG and can assist in the transition of signatories when board members change. All programming of events and communications to local chapter members would be generated and distributed by FGFOA staff, at the direction of the local chapters. The local chapter board would fill out a Local chapter event request form prior to the event in order to engage the FGFOA staff. FGFOA staff will send out CPE certificates for live local educational sessions. Local Chapter Presidents could send E-bulletins to their chapter (notifying members of upcoming meetings) by completing an online request form. A sample of the event request form and event flyer were submitted for review. FGFOA staff will also manage each chapter's webpage on the FGFOA website.

After much discussion, the Board approved of the full proposal as submitted with the exception that the word "web-based" be removed regarding earning CPE as all sessions must be in-person. All local chapters will bank with Capital City Bank Group (CCBG), with each chapter having their own separate bank account. The FGFOA banks with CCBG and can assist in the transition of signatories when board members change. Local Chapters would still be responsible for reconciling their monthly bank statements and providing annual financial statements which will take place as of July 1, 2024.

**Ms. Licourt moved, seconded by Ms. Burns, to approve the proposal as submitted with the edits. Motion passed unanimously.**

### **FGFOA Sponsorships**

Mr. Shamoun presented an outline of sponsorships to be sold for the 2024 Annual Conference. President DiPaolo stressed the weight that was placed on choosing an ethical and legal path to create sponsorship for our vendors that benefits them with a more prominent presence as well as bringing in additional funds to FGFOA which creates a more enhanced experience for our attendees. The outline below presented to the Board and generally accepted giving FGFOA staff the authority to move forward to implementation.

#### **Titanium Sponsor – \$10,000.00 (Limit 1)**

Six full conference registrations

Two Premium booths

Three additional tickets to Tuesday evening's event at Gulfstream Park

Pre and post-conference attendee lists with physical mailing addresses

Top billing of signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)

Mention of company at Opening General session & Tuesday Business lunch

Link to your website on the official conference mobile app



Four additional sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Platinum Sponsor – \$5,000.00 (Limit 2)**

Three full conference registrations

Three additional tickets to Tuesday evening's event at Gulfstream Park

Pre and post-conference attendee lists with physical mailing addresses

Top billing of signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)

Link to your website on the official conference mobile app

Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Gold Sponsor – \$2,500.00 (Limit 5)**

Two full conference registrations

Pre and post-conference attendee lists with physical mailing addresses

Prominent signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)

Link to your website on the official conference mobile app

Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Silver Sponsor – \$1,000.00(Limit 10)**

Pre and post-conference attendee lists with physical mailing addresses

Signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)

Link to your website on the official conference mobile app

Two sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

It was recommended that the official logo also be placed on the at the beginning of each presentation either via the actual presentation or on the desktop so that it is seen at the beginning of each session.

This is to consistently keep the theme and brand at the forefront of the attendee experience. Mr.

DiPaolo recommended that the Florida League of Cities be the Titanium sponsor thru their in-kind contributions to the FGFOA.

**Mrs. Schnirman moved, seconded by Ms. Burns, to approve the sponsorship proposal as outlined. Motion passed unanimously.**

**Showstoppers Quote**

Mr. Shamoun submitted the Showstoppers Quote for the 2024 FGFOA Annual Conference and School of Governmental Finance events. He recommended approving the full terrorism coverage as this is what the Board has historically chosen.

**Ms. Gasparri moved, seconded by Ms. Burns, to approve purchasing the full terrorism coverage from Showstoppers for the 2024 FGFOA Annual Conference and School of Governmental Finance events. Motion passed unanimously.**

**Membership Report**

Mr. Shamoun presented the current membership report for review including the number of current CGFO's and candidates listed as previously requested by the Board.

## **Investment Report**

Mr. Shamoun presented the investment report for review by the Board.

## **MEETING PLANNING**

Mrs. Howe presented several options for the next few years of FGFOA Annual Conference and School of Governmental Finance. She presented the pros and cons of each location. Ultimately, the Board authorized Ms. Howe to push forward with contracting with the proposed locations for the 2025 and 2026 SOGF. The Board gave further guidance to hold all future annual conferences in the Orlando area and to hold all SOGF's in locations other than Orlando. The Board had several questions about the proposal for the 2026 and 2028 annual conferences at universal studios and asked that it be brought back for further consideration at the next meeting.

## **COMMITTEE CHAIR REPORT**

### **Educational Programs Committee**

Mr. Timberlake gave a verbal update for the Educational Programs Committee report noting attendance for completed webinars; the schedule for webinars is completed through July of this year; and the committee is editing the current Bootcamp program to offer a more a la carte option to our members. No action was required for this committee report.

### **Certification Committee**

Ms. Pickles presented the Certification Committee report noting 35 new applications were received for the CGFO program year-to-date, of which none of them have been denied. There were 75 renewals selected for a random audit. Regarding the CGFO exams, the subcommittee is on schedule to have their review of version "A" of the test bank for CGFO exams completed and available in January for the roll-out of the online exams. Since the October exams there are 10 new CGFOs. She congratulated them all and noted the updates are posted on the website. The contract with ASC has been signed so an e-bulletin will go out in January to introduce the new platform. Online, on-demand testing will be open in January and February with the existing test bank. The committee is currently working with UGA to expand the test bank with new questions to include application of the concepts. New questions and presentations should be completed in early March and will be validated by subcommittee members. A live webinar will be scheduled March to cover the new material.

Next, Ms. Pickles presented the CGFO review session and webinar fees item. The committee is recommending adding on-demand review session webinars to the CGFO candidates. There is already a database of past webinars that could be made available. Live webinars would be scheduled as appropriate to remain current with new questions and outdated materials.

**Ms. Burns moved, seconded by Mrs. Schnirman, to approve increasing the cost of each in-person review to \$60 per person which covers the cost of breakfasts and snacks. She also moved to accept increasing the CGFO webinar cost to \$40 per person per year for unlimited, on-demand access. Motion passed unanimously.**

Next, Ms. Pickles presented the updated proposed Guidelines for On-Demand Online Testing noting the testing will be open 24/7 for the first 2 months of each quarter. If a candidate fails one of the parts, they need to wait until the next quarter to retake that exam. Candidates will have three years to pass all five parts (currently they have five years). Candidates with 2½ years or more in the program will be

grandfathered-in and will have 5 years to pass all five-parts. Approved candidates with less than 2½ years in the program, will have their timeframe to complete reduced from 5 to 4 years.

It is still being decided whether online test takers will receive their test results upon completion of their exam and whether candidates taking their tests online with in-person proctoring will receive their official test results in 3 to 5 business days. The Board approves of 20 people being selected to participate in a test run of this new online system. They will not be charged for their participation, however, if they pass, it will count towards a passing score for the CGFO certification.

**Ms. Burns moved, seconded by Ms. Brinson, to approve testing to be open 24/7 for the first 2-months of each quarter. If a candidate fails one of the parts, they need to wait until the next quarter to retake the exam. She also moved the grandfathering in of candidates currently in the program. Motion passed unanimously.**

### **Conference Program Committee**

Ms. Simpson submitted an updated 2024 Annual Conference Program schedule for review. Next, Ms. Simpson presented the updated Moderator Training PowerPoint and Guidelines for review. No motion was made on either item.

### **Event Host Committee**

President DiPaolo gave a verbal report for the Event Host Committee noting that he would like the last Board meeting of this year to be held at the Hard Rock Café. FGFOA staff will work on this option.

### **Professional Development Committee**

Mrs. Schnirman presented the Professional Development Committee report noting that the committee would like to organize a Mentor/Mentee session at the Annual Conference. They have secured Peter Brill to be the speaker. FGFOA staff will work on making this happen. They have been 13 applications received for the Leadership program, there are 12 more in progress. University Outreach is still happening with a presentation scheduled on February 6<sup>th</sup> at FAU.

### **School of Governmental Finance Committee**

Mrs. Walter presented the SOGF Committee report noting which sub-committee chairs have been filled and which are still available. The committee is beginning to put the schedule together for the 2024 School of Governmental Finance.

### **Technical and Legislative Committee**

Mr. Noonan presented the Technical and Legislative Committee report by submitting the updated committee manual for review and approval. President DiPaolo recommends the report be prepared during the session, not at the end. This will allow for a quicker turnaround and review period. Also, it is noted that section 1E must be removed (Each committee member is assigned to coordinate one or more of the scheduled webinars).

**Ms. Gasparri moved, seconded by Mrs. Schnirman, to approve the updated Technical and Legislative Resources Committee Manual with edits. Motion passed unanimously.**

**Local Chapter President Ad-Hoc Committee**

Mrs. Roberson presented the Local Chapter President Ad-Hoc Committee report noting the Southwest Florida Chapter now has a new chapter president, Kevin Greenville. The newly constituted board has taken a strategic step by incorporating Manatee County into the chapter. The Florida First Coast Chapter Update hosted a notable event in the Jacksonville area on November 3, 2023, which was well attended and a call to action was issued, resulting in six individuals volunteering to spearhead the rebuilding efforts for this Chapter. The Space Coast Chapter Update is working in collaboration with Teri Butler, to organize a strategic meeting with the officers scheduled for Friday, January 5, 2024. The primary purpose of this gathering is to deliberate on strategies aimed at revitalizing and kickstarting the Space Coast Chapter.

**Strategic Communications Ad-Hoc Committee**

President DiPaolo presented the Strategic Communications Ad-Hoc Committee report noting the committee roster had not yet been solidified. FGFOA staff will coordinate this with Mrs. Ramsey-Chessman and President DiPaolo to set a kick-off meeting for the committee in the coming weeks.

**NEXT MEETING**

The date for the next Board meeting will be on Friday, March 8, 2024. It will be held with the Leadership 2024 graduation ceremony at the Embassy Suites North, Orlando.

**ATTEST:**

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**Nicole Gasparri, Secretary/Treasurer**



**Florida Government Finance Officers Association, Inc.  
2023-2024 Board of Directors  
President Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Frank DiPaolo

**President-Elect**

Rip Colvin

**Secretary/Treasurer**

Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Update

**Executive Summary, Explanation or Background:**

Verbal update

**Recommended Action:**

*Frank DiPaolo*

February 29, 2024

**Frank DiPaolo, President**

**Date**



**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Board of Directors**  
**President-Elect Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

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Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Event Host Committee Chair

**Executive Summary, Explanation or Background:**

I have chosen Yeimy Guzman, Deputy Finance Director from the City of Dania Beach, to be the 2024-2025 Event Host Committee Chair.

**Recommended Action:**

For review and approval.

**Rip Colvin**  
**Rip Colvin, President-Elect**

**February 22, 2024**  
**Date**

1832 Water Ridge Dr., Weston, FL 33326  
954-701-5784 YEIMYA@HOTMAIL.COM

# YEIMY GUZMAN

## Summary

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Accountant and financial leader with several years of relevant experience in financial management. Strong research and analytical skills. Proven ability to work in teams and independently. Very detail-oriented and dependable.

## Work Experience

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April 2023 - Present

City of Dania Beach

Dania Beach, FL

### Deputy Finance Director

- Assist the Chief Financial Officer (CFO) in managerial, administrative, supervisory, and technical planning functions in operating the City's Finance Department.
- Participate in executive-level discussions and decision-making in various areas, most notably, but not limited to, Finance.
- Perform, plan, and direct the internal controls and accounting functions for all City disbursements, including payroll, cash and bank disbursements, and fixed assets.
- Manage the City's banking, grant recording, monitoring, and reporting activities.
- Manage payments of City loans and credit relationships.
- Supervise and coordinate the work of professional-level accountants and clerical staff in various accounting tasks to ensure completeness, timeliness, and accuracy.
- Oversee the Procurement function, including direct supervision of the Procurement Administrator.
- Assist the CFO primarily in financial reporting, year-end audit, Annual Comprehensive Financial Report preparation, and annual budget preparation.

February 2022 – March 2023

Charter Schools USA

Fort Lauderdale, FL

### School Controller

- Responsible for the direct supervision and management of the School Accounting Department with over 40 employees plus contractors.
- Ensure timely, accurate preparation and review of the 90 schools' monthly, quarterly, and annual financial statements.
- Oversee timely and accurate reporting for all bond/financing continuing disclosure requirements
- Recommend and develop policies, procedures, and systems to meet company objectives.
- Establish financial reporting systems and controls to ensure compliance with company expenditure requirements.
- Manage the schools' audit relationships and initiate needed strategies for improvement.
- Support management with school applications as well as financing arrangements.
- Build, develop, and manage teams capable of implementing needed initiatives.
- Assume responsibility for the orderliness of the Accounting Department record-keeping and electronic tracking of financial documents.
- Participate in department, school-based, and board of directors' meetings as appropriate.
- Stay abreast of trends and regulations to ensure effectiveness and compliance with school accounting and financial reporting.
- Assist with establishing an internal audit function that would report audit findings of each school to the governing boards.
- Assisted with coordinating all legal matters with school counsel and related third-party insurance attorneys regarding schools and bonds.
- Work closely with other departments to meet the company's strategic goals (for the schools).

**Controller/Assistant Financial Director**

- Responsible for improving, maintaining, and monitoring internal controls over the City's automated financial disbursement records, including payroll records, cash disbursements, EFT payments and bank wire disbursements, debt management, grants, and fixed assets.
- Manage complex Information Technology projects and coordinate effective end-user training to ensure successful software implementations, migrations, and integrations.
- Oversee and operate the city's automated systems, including external system security; internal system user security controls; system operating documentation; procedures for creating, rotating, and storing system backup files; and remote system emergency processing.
- Assist in developing new or revised procedures to simplify and improve operations and services.
- Assisted in the development and execution of the city's annual budget for the city manager and city commission.
- Attend City Commission and other appropriate meetings, making presentations and providing input as necessary.
- Supervise a group of 4 accountants by the department organizational chart, provide coaching, and deliver timely performance evaluations.
- Provide technical information and assistance regarding accounting requirements to other accounting personnel, department managers, and staff.
- Responsible for annual fixed assets inventory. Perform additions, deletions, transfers, and depreciation of assets to the asset management application monthly and reconcile with the general ledger.
- Perform general ledger activities, setting up accounts and funds and assisting in the review of reports for month-end and year-end account closings. Review and analyze the general ledger for accuracy and conformity and prepare entries accordingly.
- Interpret and implement new accounting standards.
- Assist in planning, coordinating, and completing the annual City audit. Coordinate preparation of complete and accurate records, schedules, and analysis for auditors.
- Assist in the preparation of quarterly financial management reports and the Annual Comprehensive Financial Report with the goal of receiving a Certificate of Achievement in Financial Reporting.
- Evaluate and implement audit recommendations and provide feedback to management on results.
- Create the annual cost allocation report.

**Accountant**

- Monitor revenue and expenses for departmental accounts; ensure expenditure control and compliance with funding and reporting requirements, City policy, and standard accounting procedures.
- Review expenditure and purchasing documents for funding availability, mathematical correctness, and compliance with City policy, State and Federal funding requirements.
- Analyze, reconcile, balance, and maintain accounting records and develop budgets and special financial reports.
- Process the City's payroll. Reconcile payroll journal entries and payroll deductions.
- Assist in year-end closing and prepare supporting ledgers for auditors as required.
- Prepare and file annual or quarterly reports.
- Perform bank reconciliations.
- Assist in utility billing, reconciliation, and customer relationships.



**Quality Control Specialist**

- Reviewing and processing subsidized, unsubsidized, alternative loans, Pell grants and scholarships.
- Research and management of the federal student loan processing guidelines.
- Analyze data and revise loan paperwork. Update financial records and submit them to the Department of Education.
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**Education**

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- Master's in Public Administration 2015  
Florida Atlantic University, Boca Raton, FL
- Bachelor of Science in Accounting 2011  
Florida Atlantic University, Boca Raton, FL

**Licenses and Certificates of Completion**

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- Doctoral Research Courses - Seminar on Public Budgeting Techniques 2015
- Doctoral Research Courses – Organizational Behavior 2015
- FGFOA –Leadership Program Class II, Orlando, FL 2016
- Certified Public Accountant 2018

**Professional Memberships**

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- Global Honor Society for Public Affairs & Administration
- Government Finance Officers Association



**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Board of Directors**  
**President-Elect Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

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**Meeting Date:** March 8, 2024

**Title of Item:** Local Chapter Support

**Executive Summary, Explanation or Background:**

Verbal Update

**Recommended Action:**

***Rip Colvin***

**Rip Colvin, President-Elect**

**February 22, 2024**

**Date**

**Objective:**

Provide FGFOA Local Chapters with additional administrative services in a cost-effective manner.

**Background:**

There are currently 13 local chapters around the state that administer their chapters totally autonomously, having separate bank accounts and accessing the Wild Apricot management software to collect dues, register for events, and send out information. This system is currently being used successfully by most chapters. Chapters are having issues with banking and transitioning signatories when board members change due to the Patriot Act and the need for Social Security Numbers (SSNs). Volunteer members are reluctant to use their SSNs for the local chapter accounts.

**Administrative Proposal:**

All local chapters will bank with Capital City Bank Group (CCBG), with each chapter having their own separate bank account. The FGFOA banks with CCBG and can assist in the transition of signatories when board members change. Local Chapters would still be responsible for reconciling their monthly bank statements and providing annual financial statements.

The FGFOA would handle the rest of local chapter administration, including memberships and dues/event fee collection. Local chapters would no longer use Wild Apricot, and the administration would be facilitated through the FGFOA's membership portal, and local chapter registration would be handled at the same time that members register for FGFOA membership. All dues and event fees will be deposited into chapter bank accounts. All programming of events and communications to local chapter members would be generated and distributed by FGFOA staff, at the direction of the local chapters. FGFOA staff will send out CPE certificates for live/web-based local educational sessions. Presidents could send E-bulletins to their chapter (notifying members of upcoming meetings) by completing an online request form. FGFOA staff will also manage each chapter's webpage on the FGFOA website.



**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Board of Directors**  
**Secretary-Treasurer Agenda Item**

**2023-2024**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Frank DiPaolo

**President-Elect**  
Rip Colvin

**Secretary/Treasurer**  
Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** 2022-2023 Audit

**Executive Summary, Explanation or Background:**

The results from the 2022-2023 Audit are attached for your review.

**Recommended Action:**

For review and approval

***Nicole Gasparri***

**Name**

**February 28, 2023**

**Date**

**SHORSTEIN & SHORSTEIN, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS

8265 BAYBERRY ROAD

JACKSONVILLE, FLORIDA 32256

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MICHAEL H. BROSS, C.P.A.  
MARINA CUNNINGHAM, C.P.A.

date

To the Audit Committee of the Florida  
Government Finance Officers Association, Inc.

We have audited the financial statements of the Florida Government Finance Officers Association, Inc. for the years ended June 30, 2023 and 2022, and have issued our report thereon dated \_\_\_\_\_. Professional standards require that we provide you with the following information related to our audits.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 12, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audits of the financial statements do not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audits

We performed the audits according to the planned scope and timing previously communicated to you.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Florida Government Finance Officers Association, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted during the current year and the application of existing policies was not changed during the years ended June 30, 2023 and 2022. We noted no transactions entered into by the Association during either year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The disclosures in the financial statements are neutral, consistent and clear.

*Difficulties Encountered in Performing the Audits*

We encountered no significant difficulties in dealing with management in performing and completing our audits.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audits, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were identified.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated \_\_\_\_\_.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Audit Committee and management of the Florida Government Finance Officers Association, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Florida Government Finance Officers Association, Inc.  
301 South Bronough Street  
Tallahassee, Florida 32301

Date: \_\_\_\_\_

Shorstein & Shorstein, P.A.  
8265 Bayberry Road  
Jacksonville, Florida 32256

This representation letter is provided in connection with your audits of the financial statements of the Florida Government Finance Officers Association, Inc. (Association), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audits.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 12, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- Bases utilized to allocate expenses to functional categories are reasonable and consistent.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Receivables recorded in the financial statements represent valid claims for charges arising on or before the statement of financial position date and have been reduced to their estimated net realizable value.
- Revenue from contracts with customers has been appropriately accounted for and disclosed in accordance with *FASB ASC 606, Revenue from Contracts with Customers*.
- Equipment is recorded at cost. Depreciation is provided on the straight-line method over its estimated useful life.

#### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - Additional information that you have requested from us for the purpose of the audits.
  - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
  - Minutes of the meetings of the governing board and related committees, or summaries of actions in recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.



- We have disclosed to you the identity of the Association's related parties and all the related-party relationships and transactions of which we are aware.
- The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and agreements applicable to us.
- The Association is an exempt organization under Section 501(c)(6) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Association's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- The Association maintains a portion of its cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits and in a money-market account, which is not insured. The Association has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk with respect to cash and cash equivalents. The Association's procedures regarding balances in bank deposit accounts state that balances shall not exceed the amount of FDIC insurance limits unless an immediate payment is pending. The Board approved a temporary suspension of this requirement.
- Association policy established by the Board of Directors requires that net assets be maintained at a minimum level equal to twice the average monthly operating expenses for the prior three-year period.

Very truly yours,

Jeannie Garner  
Executive Director/CEO, Florida League of Cities, Inc.  
Administrator

Maclain Benton  
Chief Financial Officer, Florida League of Cities, Inc.  
Administrator

Paul Shamoun  
Executive Director, Florida Government Finance  
Officers Association, Inc.

FLORIDA GOVERNMENT FINANCE  
OFFICERS ASSOCIATION, INC.

FINANCIAL STATEMENTS

JUNE 30, 2023 AND 2022

DRAFT

Florida Government Finance Officers Association, Inc.  
Financial Statements  
June 30, 2023 and 2022

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DRAFT

**SHORSTEIN & SHORSTEIN, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS

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MICHAEL H. BROSS, C.P.A.

MARINA CUNNINGHAM, C.P.A.

DATE

Independent Auditor's Report

To the Board of Directors of the  
Florida Government Finance  
Officers Association, Inc.:

**Opinion**

We have audited the accompanying financial statements of the Florida Government Finance Officers Association, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Florida Government Finance Officers Association, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Florida Government Finance Officers Association, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Florida Government Finance Officers Association, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Florida Government Finance Officers Association, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Florida Government Finance Officers Association, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Florida Government Finance Officers Association, Inc.

\*STATEMENTS OF FINANCIAL POSITION

June 30, 2023 and 2022

ASSETS

	<u>2023</u>	<u>2022</u>
<u>Current Assets</u>		
Cash and Cash Equivalents	\$ 859,512	\$ 782,304
Investments	252,928	195,549
Accounts Receivable - Other	7,930	8,144
Deposits	2,550	1,000
Prepaid Expenses and Other Current Assets	7,082	6,508
Total Current Assets	<u>1,130,002</u>	<u>993,505</u>
<u>Equipment</u>		
Computers and Equipment	1,274	2,162
Less: Accumulated Depreciation	<u>(1,274)</u>	<u>(2,098)</u>
Net Equipment	<u>-</u>	<u>64</u>
<u>Other Assets</u>		
Deposits	<u>1,500</u>	<u>4,000</u>
Total Other Assets	<u>1,500</u>	<u>4,000</u>
Total Assets	<u>\$ 1,131,502</u>	<u>\$ 997,569</u>

LIABILITIES AND NET ASSETS

<u>Current Liabilities</u>		
Accounts Payable	<u>\$ 741,254</u>	<u>\$ 450,227</u>
Total Current Liabilities	741,254	450,227
<u>Net Assets Without Donor Restrictions</u>	<u>390,248</u>	<u>547,342</u>
Total Liabilities and Net Assets	<u>\$ 1,131,502</u>	<u>\$ 997,569</u>

\*The accompanying notes are an integral part of these financial statements.

Florida Government Finance Officers Association, Inc.  
 \*STATEMENTS OF ACTIVITIES  
 For the Years Ended June 30, 2023 and 2022

	Year Ended June 30, 2023	Year Ended June 30, 2022
<u>Revenues</u>		
Membership Dues	\$ 154,250	\$ 144,700
Conference Revenue	709,530	649,544
School of Governmental Finance	47,100	141,905
Investment Income	3,879	538
Leadership FGFOA	19,900	19,900
Other Programs (CGFO, Boot Camps, Divergent)	97,105	97,280
Total Revenues	1,031,764	1,053,867
<u>Expenses</u>		
Conference Expenses	801,533	706,744
School of Governmental Finance	45,906	104,909
Seminars	37,215	31,583
Leadership FGFOA	60,654	68,230
Other Programs (CGFO, Boot Camps, Divergent)	116,749	121,487
Management and General	126,801	115,374
Total Expenses	1,188,858	1,148,327
<u>(Decrease) in Net Assets Without Donor Restrictions</u>	(157,094)	(94,460)
<u>Net Assets Without Donor Restrictions, Beginning of Year</u>	547,342	641,802
<u>Net Assets Without Donor Restrictions, End of Year</u>	\$ 390,248	\$ 547,342

\*The accompanying notes are an integral part of these financial statements.

Florida Government Finance Officers Association, Inc.  
\*STATEMENTS OF CASH FLOWS  
For the Years Ended June 30, 2023 and 2022

	Year Ended June 30, 2023	Year Ended June 30, 2022
<u>Cash Flows from Operating Activities</u>		
Receipts from Members and Associates	\$ 732,455	\$ 692,310
Receipts from Exhibitors and Hotel Sites	295,510	352,859
Interest and Dividends	4,013	556
Fees Paid to Florida League of Cities, Inc.	(197,957)	(145,173)
Payments to Vendors	(699,434)	(596,684)
Net Cash Provided by Operating Activities	<u>134,587</u>	<u>303,868</u>
<u>Cash Flows from Investing Activities</u>		
Proceeds from Redemption of Certificates of Deposit	196,003	195,530
Investment in Certificates of Deposit	(253,382)	(196,057)
Net Cash Used by Investing Activities	<u>(57,379)</u>	<u>(527)</u>
<u>Net Increase in Cash and Cash Equivalents</u>	77,208	303,341
<u>Cash and Cash Equivalents, Beginning of Year</u>	<u>782,304</u>	<u>478,963</u>
<u>Cash and Cash Equivalents, End of Year</u>	<u>\$ 859,512</u>	<u>\$ 782,304</u>

\*The accompanying notes are an integral part of these financial statements.



Florida Government Finance Officers Association, Inc.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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Note 1- Organization and Significant Accounting Policies

- A. The Florida Government Finance Officers Association, Inc. (Association) is an organization whose purpose is to promote the improvement of government financial administration in Florida.
- B. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
- C. Revenues and expenses are recorded on the accrual basis.
- D. The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.
- E. The Association reports donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted program revenue.
- F. The Association is exempt from federal income taxes under Section 501(c)(6) of the Internal Revenue Code except on net income derived from unrelated business activities.
- G. The Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.
- H. The Association maintains a portion of its cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits. The amount on deposit in excess of federally insured limits was approximately \$597,000 at June 30, 2023 and \$516,000 at June 30, 2022. Additionally, approximately \$17,300 was invested in a money market account at June 30, 2023 and \$16,700 at June 30, 2022, which is not insured. The Association has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk with respect to cash and cash equivalents.
- I. Equipment is recorded at cost. Depreciation is provided on the straight-line method over the estimated useful lives.
- J. Association policy established by the Board of Directors requires that net assets be maintained at a minimum level equal to twice the average monthly operating expenses for the prior three-year period.
- K. Management has evaluated subsequent events through \_\_\_\_\_, the date the financial statements were available to be issued.

Florida Government Finance Officers Association, Inc.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2023 and 2022

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Note 2 – Investments

The Association held one certificate of deposit as of June 30, 2023 and two as of June 30, 2022. The interest rate for the certificate held at June 30, 2023 was 3.32%. Interest rates for the certificates held at June 30, 2022 were .03% and .4%. The certificate held at June 30, 2023 matures February 22, 2024. The certificates held on June 30, 2022 were closed in December 2022 & March 2023.

These certificates of deposit are not *securities* as defined by current financial accounting standards; therefore, the disclosures about fair-value measurements are not applicable. They are valued at cost plus accrued interest, which approximates fair value due to their relatively short terms.

Investment income is summarized as follows:

	2023	2022
Interest Income	\$ 3,248	\$ 510
Dividend Income	631	28
Total	\$ 3,879	\$ 538

Note 3 – Revenue Recognition

Payment of fees for the Association’s conference and educational/developmental programs is generally required at the time of registration although in some cases the fees are billed when due, resulting in accounts receivable. The Association recognizes revenue when the events have been completed. Payment of membership dues is required at the beginning of the membership period, which is the fiscal year, and dues revenue is recognized ratably over the same period, since the benefits to Association members are consistent throughout the year. Amounts received in advance are deferred to the applicable periods, resulting in contract liabilities. Beginning and ending balances from these transactions with members are presented on the statements of financial position as accounts receivable and deferred revenues.

Substantially all revenue relates to activities of Association members who are financial professionals serving Florida municipalities, providing stability with respect to the nature, amount and timing of revenue and cash flows.

Florida Government Finance Officers Association, Inc.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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Note 4 – Administrative Fees

The Association engages the Florida League of Cities, Inc. (FLC) to provide administrative services for an annual fee plus reimbursement of certain out-of-pocket expenses. In September 2020, the administrative services agreement was extended through June 30, 2023. The fee arrangement is based on a fee of \$125,000 for the year ended June 30, 2021, with an annual increase of 3% for the next two years.

In August 2023, the Association entered into a new administrative services agreement with FLC. The agreement is for a three-year term ending June 30, 2026. The fee arrangement is based on a fee of \$137,000 for the year ended June 30, 2024, with an annual increase of 3% for the next two years.

Administrative fees of \$133,000 and \$128,750 were incurred during the years ended June 30, 2023 and 2022, respectively.

Accounts payable at June 30, 2023 and 2022 included \$709,861 and \$373,633, respectively, in fees and expense reimbursements due to FLC.

Note 5 – Meeting Management Fees

The Association engages FLC to provide meeting management services for the Association's Annual Conference and School of Governmental Finance (SOGF) for fees based on the number of registrants. The Association also engages the FLC to provide meeting management services for the Association's Leadership FGFOA Conference. The contract also provides for reimbursement to FLC for certain out-of-pocket expenses. In September 2020, the current agreement was extended through June 30, 2023 and is cancelable by either party with 120 days written notice.

In August 2023, the Association entered into a new meeting management agreement with FLC. The agreement is for a three-year term ending June 30, 2026 and is cancelable by either party with 120 days written notice.

The rates of \$30 per Annual Conference registrant and \$25 per SOGF registrant remain unchanged. However, should either event offer a virtual registration option, the fee will be \$10 per paid virtual registrant.

Meeting management fees of \$36,400 and \$34,570 were incurred during the years ended June 30, 2023 and 2022, respectively. The SOGF was held virtually due to Hurricane Ian.

Florida Government Finance Officers Association, Inc.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

Note 6 – Liquidity and Availability of Financial Assets

As part of the Association's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Association invests cash in excess of immediate requirements in a money-market account.

The Association's governing board has designated, from net assets without donor restrictions of \$390,248, a minimum liquidity reserve of approximately \$142,356 as of June 30, 2023.

The Association's financial assets available for general expenditures within one year of the statement of financial position date are as follows:

Cash and cash equivalents and investments	\$ 1,112,440
Accounts receivable	<u>7,930</u>
Financial assets at year-end	1,120,370
Board-designated liquidity reserve	<u>(142,356)</u>
Financial assets available for general expenditures within one year	<u><u>\$ 978,014</u></u>

Florida Government Finance Officers Association, Inc.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

Note 7 – Allocation of Expenses

The tables below present expenses by both their nature and their function for June 30, 2023 and 2022:

June 30, 2023

	Program Activities					Supporting Activities		Total Expenses	
	Annual Conference	SOGF	Seminars	Leadership	Other Programs	Program Subtotal	Mgmt and General		Supporting Subtotal
Administration Fees	\$ -	\$ -	\$ -	\$ -	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 133,000
Pre-Conference Expenses	-	-	37,215	-	-	37,215	-	-	37,215
Bank Fees	12,523	12,523	-	-	-	25,046	12,524	12,524	37,570
CGFO Program	-	-	-	-	400	400	-	-	400
GFOA Conference	-	-	-	-	6,633	6,633	-	-	6,633
Meeting Expenses	15,898	15,898	-	-	3,912	35,708	33,899	33,899	69,607
Office and Administrative Expenses	-	-	-	-	3,991	3,991	8,366	8,366	12,357
School of Governmental Finance	-	13,768	-	-	-	13,768	-	-	13,768
Annual Conference	769,395	-	-	-	-	769,395	-	-	769,395
Auditor Fee	3,717	3,717	-	-	-	7,434	3,716	3,716	11,150
Leadership Conference	-	-	-	60,654	-	60,654	-	-	60,654
Boot Camp Conference	-	-	-	-	35,313	35,313	-	-	35,313
Depreciation	-	-	-	-	-	-	64	64	64
Travel	-	-	-	-	-	-	1,732	1,732	1,732
<b>Total Expenses</b>	<b>\$801,533</b>	<b>\$ 45,906</b>	<b>\$ 37,215</b>	<b>\$ 60,654</b>	<b>\$116,749</b>	<b>\$ 1,062,057</b>	<b>\$126,801</b>	<b>\$126,801</b>	<b>\$ 1,188,858</b>

Florida Government Finance Officers Association, Inc.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

Note 7 – Allocation of Expenses (Continued)

June 30, 2022

	Program Activities					Supporting Activities		Total Expenses	
	Annual Conference	SOGF	Seminars	Leadership	Other Programs	Program Subtotal	Mgmt and General		Supporting Subtotal
Administration Fees	\$ -	\$ -	\$ -	\$ -	\$ 64,375	\$ 64,375	\$ 64,375	\$ 64,375	\$ 128,750
Pre Conference Expenses	-	-	31,583	-	-	31,583	-	-	31,583
Bank Fees	9,290	9,290	-	-	-	18,580	9,290	9,290	27,870
CGFO Program	-	-	-	-	3,213	3,213	-	-	3,213
GFOA Conference	-	-	-	-	15,428	15,428	-	-	15,428
Meeting Expenses	13,643	13,643	-	-	6,269	33,555	26,393	26,393	59,948
Office and Administrative Expenses	-	-	-	-	3,239	3,239	11,144	11,144	14,383
School of Governmental Finance	-	78,439	-	-	-	78,439	-	-	78,439
Annual Conference	680,275	-	-	-	-	680,275	-	-	680,275
Auditor Fee	3,536	3,537	-	-	-	7,073	3,537	3,537	10,610
Leadership Conference	-	-	-	68,230	-	68,230	-	-	68,230
Boot Camp Conference	-	-	-	-	28,963	28,963	-	-	28,963
Depreciation	-	-	-	-	-	-	127	127	127
Travel	-	-	-	-	-	-	508	508	508
<b>Total Expenses</b>	<b>\$706,744</b>	<b>\$104,909</b>	<b>\$ 31,583</b>	<b>\$ 68,230</b>	<b>\$121,487</b>	<b>\$ 1,032,953</b>	<b>\$115,374</b>	<b>\$115,374</b>	<b>\$ 1,148,327</b>

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include bank fees, administration fees, meeting expenses, office and administrative expenses and auditor fees. The allocation is based on the estimated percentage of each shared expense utilized for the respective functional category.



**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Board of Directors**  
**Secretary-Treasurer Agenda Item**

**2023-2024**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Frank DiPaolo

**President-Elect**  
Rip Colvin

**Secretary/Treasurer**  
Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** December 31, 2023, Financial Statements

**Executive Summary, Explanation or Background:**

The December 31, 2023 Financials may be emailed or printed to hand out at the meeting.

**Recommended Action:**

For review and approval

**Nicole Gasparri**

**Name**

**February 28, 2023**

**Date**



**Florida Government Finance Officers Association, Inc.  
2023-2024 Board of Directors  
Executive Director Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Frank DiPaolo

**President-Elect**

Rip Colvin

**Secretary/Treasurer**

Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Annual Conference Update

**Executive Summary, Explanation or Background:**

Paul will give a verbal update regarding Annual Conference items:

- Sponsors
- Exhibitors
- "Years of Membership" Awards Program

**Recommended Action:**

Review and approval

**Paul Shamoun**

February 29, 2024

**Date**



# EVOLUTION

2024 FGFOA ANNUAL CONFERENCE

Thank you to all of our Sponsors!

## Platinum Sponsors



## Gold Sponsors





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## Silver Sponsors

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[FGFOA Annual Conference Website](#)

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# EVOLUTION



*2024 FGFOA ANNUAL CONFERENCE*

## FGFOA Annual Conference Exhibitors

Exhibitors/Sponsors FGFOA AC (2/26/24)			
94 booths sold; 33 booths remaining (2/26/24)			
sent in interest form; no booth selected as of 2/26/24			
Sponsor only; no booth			
COMPANY	SPONSOR	BOOTH(S)	COST
Accufund		506	\$1,900.00
Acentria Public Risk		306	\$1,900.00
Aclarian LLC		422	\$2,200.00
American Data Group by Tripleview		200	\$1,900.00
AndCo Consulting		507	\$1,900.00
Andrews Technology		523	\$2,200.00
Avenu Insights & Analytics		101	\$1,900.00
Bank of America, N.A.		402	\$2,200.00
BCA, Inc.		809	\$1,900.00
BerryDunn		606	\$1,900.00
Black Mountain Software		214	\$1,900.00
BS&A Software		209	\$1,900.00
Carlisle Thompson, LLC		502	\$1,900.00
Carr, Riggs & Ingram CPAs and Advisors		607	\$1,900.00
CGI Corporation	PLATINUM ONLY	n/a	\$5,000.00
Chandler Asset Management		504	\$1,900.00
CityBase		618	\$1,900.00
CivicPlus	SILVER ONLY	n/a	\$1,000.00
CLA (CliftonLarsonAllen LLP)		617	\$2,200.00
ClearGov	GOLD	500	\$4,700.00
Collaborative Solutions, LLC (with Workday)	GOLD (sharing)	201	\$2,200.00
CORE		807	\$1,900.00
DAC Bond	GOLD	301	\$4,700.00
DebtBook	SILVER	714	\$2,900.00
Deep Blue Investment Advisors		401	\$2,200.00
Digital Designs, Inc.		716	\$1,900.00
Edmunds GovTech		604	\$1,900.00
Empower		318	\$1,900.00
Enterprise Fleet Management		815	\$1,900.00
Fiserv		708	\$1,900.00
FL PALM		819, 821	\$1,900.00
FL SAFE/PMA Financial Network		305	\$1,900.00
FLCLASS		517, 616	\$4,400.00
Florida League of Cities		417, 419, 516, 518	\$4,400.00
Florida Local Government Finance Commission	SILVER	314	\$3,200.00
Florida Local Government Investment Trust		801	\$1,900.00
Florida PRIME	SILVER	521	\$2,900.00
FLSTAR		603	\$1,900.00
Fontenot Benefits & Actuarial Consulting		805	\$1,900.00

## FGFOA Annual Conference Exhibitors

<b>Exhibitors/Sponsors FGFOA AC (2/26/24)</b>			
<b>94 booths sold; 33 booths remaining (2/26/24)</b>			
<b>sent in interest form; no booth selected as of 2/26/24</b>			
<b>Sponsor only; no booth</b>			
COMPANY	SPONSOR	BOOTH(S)	COST
FORVIS		803	\$1,900.00
Gallagher		304	\$1,900.00
Government Window, LLC		702	\$1,900.00
GovInvest		704	\$1,900.00
GovMax		622	\$1,900.00
HCA Asset Management, LLC		501	\$2,200.00
Hilltop Securities, Inc.		605	\$1,900.00
IGM Technology		508	\$2,200.00
InfoSend, Inc.		303	\$1,900.00
Insight Investment		207	\$1,900.00
James Moore & Co.		608	\$2,200.00
Keefe McCullough		409	\$2,200.00
Lewis & Ellis, LLC	SILVER	418	\$3,200.00
LSL		403	\$2,200.00
Mauldin & Jenkins		317	\$2,200.00
Metaformers Inc.		215	\$1,900.00
Milestone Professional Services, Inc.		615	\$2,200.00
Mission Square Retirement		111	\$1,900.00
Moody's Investors Service		503	\$1,900.00
MSL, P.A.	GOLD	416	\$4,700.00
Multi-Bank Securities, Inc.		203	\$1,900.00
Nationwide Retirement Solutions		205	\$1,900.00
Net Assets Corporation		322	\$1,900.00
NFP Retirement			
OpenGov	SILVER	309	\$3,200.00
PFM Asset Management LLC/FL PALM		819, 821	\$1,900.00
PFM Financial Advisors LLC		316	\$2,200.00
Plante Moran		308	\$2,200.00
PNC Bank		210	\$1,900.00
Precision Retirement Group		302	\$1,900.00
Purvis Gray, LLP	GOLD	404	\$4,700.00
Regions Bank		811	\$1,900.00
RSC/ Gehring Group, a Risk Strategies Company		700	\$1,900.00
S&P Global Ratings		813	\$1,900.00
SageView Advisory Group		602	\$1,900.00
Servis First Bank		407	\$2,200.00
Software Solutions, Inc.		505	\$1,900.00
SouthState Bank		609	\$2,200.00
Springbrook Software	SILVER	519	\$3,200.00

## FGFOA Annual Conference Exhibitors

<b>Exhibitors/Sponsors FGFOA AC (2/26/24)</b>			
<b>94 booths sold; 33 booths remaining (2/26/24)</b>			
<b>sent in interest form; no booth selected as of 2/26/24</b>			
<b>Sponsor only; no booth</b>			
<b>COMPANY</b>	<b>SPONSOR</b>	<b>BOOTH(S)</b>	<b>COST</b>
Stantec Consulting Services Inc. (Stantec)		509	\$2,200.00
Stifel	SILVER	319	\$2,900.00
Synovus Bank		307	\$1,900.00
TD Bank N.A.		400	\$2,200.00
Truist		619, 621	\$3,800.00
Tyler Technologies	GOLD	406, 408	\$6,900.00
UMB Bank		208	\$1,900.00
U.S. Bank Trust Company, N.A.		817	\$1,900.00
U.S. BENCOR/ MidAmerica	SILVER	601	\$2,900.00
U.S. Century Bank		300	\$1,900.00
Valley Bank	SILVER	405	\$3,200.00
Water Company of America		420	\$2,200.00
Wells Fargo Bank		600	\$2,200.00
Workday (with Collaborative)	GOLD	201	\$2,200.00
Workiva	PLATINUM	706	\$6,900.00
World Risk Management		115	\$1,900.00
<b>TOTAL REVENUE 2 26 24</b>			<b>\$224,100.00</b>



**Florida Government Finance Officers Association, Inc.  
2023-2024 Board of Directors  
Executive Director Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Frank DiPaolo

**President-Elect**

Rip Colvin

**Secretary/Treasurer**

Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Budget Amendment

**Executive Summary, Explanation or Background:**

**Items to discuss:**

During the past several meetings, the Board has voted to increase or add several items to the budget. Attached is the revised budget based on past actions by the Board.

Some changes include the removal of the May Boot camp, the addition of testing (proctoring) fees for the CGFO program, additional expenses for the SOGF, an increase to local chapter support and sponsorship fees at the annual conference.

**Recommended Action:**

For review and approval

**Paul Shamoun**

February 29, 2024

**Date**

2023-2024 FGFOA Budget

	<b>2022-2023</b> <i>Approved March 2023</i>	<b>2022-2023</b> <i>Actual</i>	<b>2023-2024</b> <i>Approved Budget</i>	<b>2023-2024</b> <i>Proposed Budget</i>
<b>REVENUES</b>				
Membership Dues	\$150,000	\$154,250	\$225,000	\$225,000
Investment Income	\$4,000	\$3,879	\$10,000	\$10,000
Annual Conference	\$700,500	\$709,530	\$764,000	\$799,000
Boot Camps	\$92,400	\$42,840	\$92,400	\$79,200
School of Governmental Finance	\$137,205	\$47,100	\$113,880	\$113,880
Leadership FGFOA	\$19,900	\$19,900	\$19,900	\$19,900
Pre-Conference Seminar	\$25,000	\$32,845	\$25,000	\$25,000
CGFO Fees	\$36,000	\$21,420	\$38,000	\$38,000
On-Line Learning	\$0		\$0	\$0
Local Chapter Support			\$500	\$500
Miscellaneous Income	\$0		\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$1,165,005</b>	<b>\$1,031,764</b>	<b>\$1,288,680</b>	<b>\$1,310,480</b>
<b>EXPENSES</b>				
<b>Training/ Education</b>				
Conference Expenses	\$761,900	\$769,395	\$878,000	\$878,000
Boot Camps	\$72,600	\$35,313	\$73,600	\$62,800
School of Governmental Finance	\$122,850	\$13,768	\$114,750	\$114,750
Leadership FGFOA	\$60,950	\$60,654	\$71,500	\$71,500
Pre-Conference Seminar	\$22,000	\$37,215	\$40,000	\$40,000
CGFO Expenses	\$29,000	\$400	\$17,500	\$22,500
NASBA Fees	\$5,000	\$1,750	\$2,500	\$2,500
On-Line Learning	\$0		\$0	\$0
Local Chapter Support	\$10,000	\$9,353	\$15,000	\$15,000
<b>Total - Training/ Education Expenses</b>	<b>\$1,084,300</b>	<b>\$927,848</b>	<b>\$1,212,850</b>	<b>\$1,207,050</b>
<b>Standing Committees:</b>				
Standing Committee Meetings	\$1,000	\$0	\$1,000	\$1,000
All Committee Mtgs @ Conference	\$7,000	\$3,912	\$7,000	\$7,000
<b>Total - Standing Committees</b>	<b>\$8,000</b>	<b>\$3,912</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>Communication to Members</b>				
Internet Homepage	\$500	\$0	\$500	\$500
Postage & Mailing	\$1,000	\$2,056	\$1,000	\$1,000
Printing & Duplicating	\$3,000	\$451	\$3,000	\$3,000
<b>Total Communication to members</b>	<b>\$4,500</b>	<b>\$2,507</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>Professional Services:</b>				
Administrator	\$133,000	\$133,000	\$137,000	\$137,000
Auditor Fees	\$14,000	\$11,150	\$14,000	\$14,000
<b>Total - Professional Services</b>	<b>\$147,000</b>	<b>\$144,150</b>	<b>\$151,000</b>	<b>\$151,000</b>
<b>Meeting Expenses:</b>				
GFOA Reception	\$7,500	\$5,020	\$7,500	\$7,500
Board of Directors	\$36,500	\$47,694	\$43,500	\$43,500
Strategic Planning	\$6,000	\$8,648	\$6,000	\$6,000
GFOA Conference	\$7,500	\$1,613	\$7,500	\$7,500
<b>Total Meeting Expenses</b>	<b>\$57,500</b>	<b>\$62,975</b>	<b>\$64,500</b>	<b>\$64,500</b>
<b>Administrative Expenses:</b>				
Insurance Expense	\$5,000	\$4,695	\$6,500	\$6,500
List Serve - ongoing fees	\$3,000	\$2,241	\$3,000	\$3,000
Filings & Registrations	\$100	\$61	\$100	\$100
Staff Travel	\$3,500	\$1,732	\$2,000	\$2,000
Miscellaneous Expense	\$3,500	\$1,103	\$3,500	\$3,500
Depreciation	\$200	\$64	\$200	\$200
Credit Card Terminal	\$30,000	\$37,570	\$30,000	\$30,000
<b>Total - Administrative Expenses</b>	<b>\$45,300</b>	<b>\$47,466</b>	<b>\$45,300</b>	<b>\$45,300</b>
<b>TOTAL EXPENSES</b>	<b>\$1,346,600</b>	<b>\$1,188,858</b>	<b>\$1,486,150</b>	<b>\$1,480,350</b>
<b>Increase (Decrease) in Net Assets</b>	<b>(\$181,595)</b>	<b>(\$157,094)</b>	<b>(\$197,470)</b>	<b>(\$169,870)</b>
<b>Net Assets-Beginning of Period</b>	<b>\$547,342</b>	<b>\$547,342</b>	<b>\$390,248</b>	<b>\$390,248</b>
<b>Net Assets-End of Period</b>	<b>\$365,747</b>	<b>\$390,248</b>	<b>\$192,778</b>	<b>\$220,378</b>



**Annual Conference Budget**

	<b>2022 Actual</b>	<b>2023 Approved Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b><u>REVENUES</u></b>				
<b><u>REGISTRATIONS</u></b>				
Member Registrations	\$232,050	\$295,000	\$289,125	\$340,000
Member Late Registrations	\$17,550	\$9,000	\$17,845	\$0
Associate Registrations	\$31,160	\$44,000	\$34,365	\$55,000
Associate Late Registrations	\$4,500	\$4,000	\$9,025	\$0
Non-Member Registrations	\$38,070	\$15,000	\$43,065	\$40,000
Non-Member Late Registrations	\$9,180	\$1,000	\$8,560	\$0
Late Fees			\$0	\$1,400
<b>TOTAL REGISTRATIONS</b>	<b>\$332,510</b>	<b>\$368,000</b>	<b>\$401,985</b>	<b>\$435,000</b>
<b><u>OTHER REVENUES</u></b>				
Exhibitor Fees *	\$221,800	\$235,000	\$221,500	\$245,000
Tuesday Night Event Ticket		\$0	\$16,875	\$0
Extra Tickets All Events	\$7,875	\$2,000	\$0	\$5,000
Sponsorships				\$35,000
Golf	\$4,800	\$6,000	\$0	\$0
Hotel Commissions (1)	\$51,561	\$55,000	\$43,478	\$44,000
Cancellation Fees	\$1,800	\$1,000	\$1,160	\$2,000
Ethics Income	\$14,870	\$20,000	\$10,875	\$20,000
Convention & Visitors Bureau		\$0	\$0	\$0
Room Credits (2)	\$14,328	\$13,500	\$13,657	\$13,000
<b>TOTAL OTHER REVENUE</b>	<b>\$317,034</b>	<b>\$332,500</b>	<b>\$307,545</b>	<b>\$364,000</b>
<b>TOTAL REVENUES</b>	<b>\$649,544</b>	<b>\$700,500</b>	<b>\$709,530</b>	<b>\$799,000</b>
<b><u>EXPENSES</u></b>				
<b><u>INSTRUCTIONAL</u></b>				
Equipment Rental	\$41,315	\$45,000	\$43,645	\$60,000
Speaker's per diem/honorarium	\$5,580	\$15,000	\$6,749	\$15,000
Refreshment Breaks	\$186,754	\$195,000	\$204,173	\$225,000
Tuesday Business Luncheon	\$44,879	\$47,000	\$61,330	\$60,000
Monday Lunch	\$16,086	\$30,000	\$26,137	\$35,000
<b>TOTAL INSTRUCTIONAL EXPENSE</b>	<b>\$294,614</b>	<b>\$332,000</b>	<b>\$342,035</b>	<b>\$395,000</b>
<b><u>SPECIAL EVENTS</u></b>				
Golf Tournament	\$3,476	\$6,000	\$0	\$0
Opening Ceremony	\$200	\$500	\$880	\$500
Association Night Reception	\$36,884	\$38,000	\$47,961	\$75,000
Ethics Course Expense	\$10,510	\$15,000	\$9,889	\$15,000
Tuesday Event	\$105,517	\$120,000	\$144,449	\$100,000
Hospitality Food, Beverages & Supplies	\$30,964	\$30,000	\$31,692	\$35,000
President's Reception	\$11,810	\$16,000	\$8,718	\$16,000
Emerging Leaders Reception	\$4,765	\$6,000	\$4,628	\$6,000
<b>TOTAL SPECIAL EVENTS EXPENSE</b>	<b>\$204,126</b>	<b>\$231,500</b>	<b>\$248,216</b>	<b>\$247,500</b>
<b><u>SPECIAL CONFERENCE EXPENSES</u></b>				
Room Rate By Down	\$72,614	\$81,900	\$70,826	\$100,000
Host Committee		\$1,000	\$335	\$1,000
Welcome Bags	\$8,457	\$7,500	\$8,412	\$7,500
Speaker Gifts	\$2,160	\$3,500	\$1,875	\$3,500
Transportation & other	\$8,100	\$8,500	\$8,100	\$8,500
<b>TOTAL SPECIAL CONFERENCE EXPENSES</b>	<b>\$91,331</b>	<b>\$102,400</b>	<b>\$89,549</b>	<b>\$120,500</b>

**Annual Conference Budget**

	<b>2022 Actual</b>	<b>2023 Approved Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b><u>REGISTRATION/MAILINGS</u></b>				
Postage		\$500	\$200	\$500
Printing/Duplicating	\$1,972	\$6,000	\$2,427	\$6,000
Office Supplies	\$719	\$2,000	\$1,014	\$2,000
<b>TOTAL REGISTRATION/MAILING EXPENSE</b>	<b>\$2,691</b>	<b>\$8,500</b>	<b>\$3,641</b>	<b>\$8,500</b>
<b><u>EXHIBITOR</u></b>				
Security	\$543	\$2,500	\$544	\$7,500
Service	\$29,935	\$22,000	\$23,841	\$35,000
<b>TOTAL EXHIBITOR EXPENSES</b>	<b>\$30,478</b>	<b>\$24,500</b>	<b>\$24,385</b>	<b>\$42,500</b>
<b>STAFF EXPENSES</b>	<b>\$11,011</b>	<b>\$15,000</b>	<b>\$7,941</b>	<b>\$15,000</b>
<b><u>OTHER</u></b>				
Miscellaneous	\$735	\$5,000	\$3,490	\$5,000
Meeting Planner Services	\$26,820	\$25,000	\$30,450	\$25,000
Cancellation Insurance	\$4,811	\$3,000	\$0	\$4,000
High Speed Connections	\$13,658	\$15,000	\$19,689	\$15,000
<b>TOTAL OTHER EXPENSES</b>	<b>\$46,024</b>	<b>\$48,000</b>	<b>\$53,629</b>	<b>\$49,000</b>
<b>TOTAL EXPENSES</b>	<b>\$680,275</b>	<b>\$761,900</b>	<b>\$769,396</b>	<b>\$878,000</b>
<b>NET INCOME</b>	<b>-\$30,731</b>	<b>-\$61,400</b>	<b>-\$59,866</b>	<b>-\$79,000</b>

2023 & 2024 Commission Calculation

(2,765X229X7%)= 44,300

2765 total nights

Room Credit of 1/50 (2,765/50=55X229= 12,663

Room Rate - \$229

Room Rate buydown to \$189 = \$100,000

	2024	
	<b>Registration Fees</b>	<b>Pre-Con Fees</b>
Government Member	\$425.00	\$175.00
Associate Member	\$500.00	\$225.00
Non-Member	\$550.00	\$250.00
Life-time Member	\$0.00	\$175.00
Late Fee	\$50.00	\$50.00

SOGF Budget

	<b>2022 Approved Budget</b>	<b>2022 Virtual Actual</b>	<b>2023 Budget</b>
<b>REVENUES</b>			
Active Member Basic	\$12,375		\$14,100
Active Member Basic Late	\$0		\$0
Associate Member Basic	\$680		\$730
Associate Member Basic Late	\$0		\$0
Non-Member Basic	\$10,000		\$10,625
Non-Member Basic Late	\$0		\$0
Active Member Intermediate	\$12,375		\$13,500
Active Member Intermediate Late	\$0		\$0
Associate Member Intermediate	\$1,700		\$1,825
Associate Member Intermediate Late	\$0		\$0
Active Member Week	\$31,875	\$34,000	\$33,750
Active Member Week late	\$0		\$0
Associate Member Week	\$1,650	\$700	\$1,725
Associate Member Week Late	\$0		\$0
Non-Member Intermediate	\$8,000		\$8,500
Non-Member Intermediate Late	\$0		\$0
Non-Member Week	\$9,750	\$4,700	\$10,125
Non-Member Week Late	\$0		\$0
Cancellation Fees	\$0	\$250	\$0
Late Fees	\$0		\$2,000
Ethics Fees		\$7,650	\$8,000
SOGF Golf			
Exhibitor Fees	\$42,000		\$0
Room Credits	\$4,000		\$4,000
Hotel Commission/ CVB Rebate	\$2,800		\$5,000
<b>TOTAL REVENUES</b>	<b>\$137,205</b>	<b>\$47,300</b>	<b>\$113,880</b>
<b>EXPENSES</b>			
Hospitality Suite	\$10,000		\$9,900
Refreshment Breaks	\$45,000		\$45,000
Welcome Reception	\$15,000		\$12,500
Emerging Leader Reception	\$0		\$0
Staff Travel	\$10,000	\$145	\$7,500
Internet Café/Wi-Fi	\$2,500		\$2,500
Equipment Rentals	\$15,000		\$15,000
Speaker Expenses	\$1,000		\$1,000
Speaker Gifts	\$2,000		\$2,000
Ethics Expense		\$5,905	\$6,000
Operating Supplies	\$750		\$750
Postage	\$100		\$100

SOGF Budget

	<b>2022 Approved Budget</b>	<b>2022 Virtual Actual</b>	<b>2023 Budget</b>
Printing/Duplicating	\$1,000		\$1,000
Meeting Planning Services	\$6,500	\$3,950	\$6,500
Speaker Moderator Breakfast	\$0		\$0
Welcome Bags	\$2,500	\$2,330	<b>\$3,000</b>
Insurance	\$2,000		\$2,000
Hotel Attrition	\$0		\$0
Transportation	\$0		\$0
Service Fee	\$7,500	\$1,438	\$0
Security	\$2,000		\$0
<b>TOTAL EXPENSES</b>	<b>\$122,850</b>	<b>\$13,768</b>	<b>\$114,750</b>
<b>NET INCOME</b>	<b>\$14,355</b>	<b>\$33,532</b>	<b>(\$870)</b>

<b>Registration Fees</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
Active Basic	275	275	300
Active Int/Adv	275	275	300
Active Week	425	425	450
Room Rate	\$154.00	\$154.00	\$154.00

Leadership Budget

	<u>2023 Class VI Approved Budget</u>	<u>2023 Class VI Actual</u>	<u>2024 Class VII Budget</u>
<b>REVENUES</b>			
2018 Registration Fees (\$995)	\$19,900	\$19,900	\$19,900
<b>TOTAL REVENUES</b>	<b>\$19,900</b>	<b>\$19,900</b>	<b>\$19,900</b>
<b>EXPENSES</b>			
Hotel Fee	\$15,000	\$19,414	\$20,000
Breaks	\$3,500	\$2,777	\$3,500
Room Rental	\$0	\$0	\$0
Lunch	\$4,500	\$8,122	\$8,000
Dinner	\$7,500	\$4,103	\$4,500
Staff Travel	\$2,200	\$2,347	\$3,000
Equipment Rentals	\$4,000	\$1,814	\$4,000
Speaker Expenses & Travel	\$20,000	\$17,449	\$24,000
Awards/Pins/ Operating Supplies	\$1,500 \$0	\$1,606 \$0	\$1,750 \$0
Printing/Duplicating	\$750	\$0	\$750
Meeting Planning Services	\$2,000	\$2,000	\$2,000
<b>TOTAL EXPENSES</b>	<b>\$60,950</b>	<b>\$59,632</b>	<b>\$71,500</b>
<b>NET INCOME</b>	<b>(\$41,050)</b>	<b>(\$39,732)</b>	<b>(\$51,600)</b>

**Speaker Expenses**

	Room Rate \$	Room Rate \$	Room Rate \$
Nicole Gaspari Mon Section 1	\$0		
Mimi Hull - Tues - Section 2	\$6,250	Registration Fee	Registration Fee
Mimi Hull - Wed - Section 3	\$6,250	\$ 995.00	\$ 995.00
J. Lenora Bresler - Thur Section 4	\$5,000		
J. Lenora Bresler - Fri Section 5	\$3,000		
<b>Total</b>	<b>\$20,500</b>		

## CGFO Budget

	<b>2022-2023 Approved Budget</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Budget</b>
<b><u>REVENUES</u></b>			
Renewals	\$4,000	\$0	\$6,000
Application Fee	\$3,000	\$0	\$3,000
Review Courses	\$15,000	\$0	\$15,000
Exams	\$14,000	\$0	\$14,000
Miscellaneous Income	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$38,000</b>
<b><u>EXPENSES</u></b>			
Scantron Maintenance & Upgrades & Supplies	\$500	\$0	\$0
CGFO Printing & Mailing	\$2,500	\$0	\$500
CGFO Exam Rewrite or Update	\$0	\$0	\$5,000
Testing Fees (Proctering)	\$10,000	\$0	<b>\$6,000</b>
Fall Review and Exams Food & Beverage	\$13,000	\$0	\$8,000
Fall Review and Exams AV	\$3,000	\$0	\$3,000
<b>TOTAL NON ADMINSTRATIVE EXPENSES</b>	<b>\$29,000</b>	<b>\$0</b>	<b>\$22,500</b>
<b>NET INCOME</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$15,500</b>

Boot Camp Budget

	2023 August	2023 SOGF	2023 December	2024 February	2024 Leadership	2024 May	2024 Conference	2023 - 2024 Proposed Budget
<b><u>REVENUES *</u></b>								
Active Members	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$0	\$13,200	\$79,200
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>TOTAL REVENUES</u></b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$0</b>	<b>\$13,200</b>	<b>\$79,200</b>
<b><u>EXPENSE</u></b>								
Speaker Fee	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$18,000
AV	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$6,000
Refreshment Breaks	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$18,000
Lunch	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$15,000
Room Rental	\$500	\$0	\$500	\$500	\$500	\$0	\$0	\$2,000
Printing	\$300	\$300	\$300	\$300	\$300	\$0	\$300	\$1,800
Staff Travel	\$500	\$0	\$500	\$500	\$500	\$0	\$0	\$2,000
<b><u>TOTAL EXPENSES</u></b>	<b>\$10,800</b>	<b>\$9,800</b>	<b>\$10,800</b>	<b>\$10,800</b>	<b>\$10,800</b>	<b>\$0</b>	<b>\$9,800</b>	<b>\$62,800</b>
<b><u>NET INCOME</u></b>	<b>\$2,400</b>	<b>\$3,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$3,400</b>	<b>\$16,400</b>

**Registrations Type**

Active Member	440.00
Associate Member	480.00

\* Based on 30 participants per session

Board Budget

	2022 - 2023 Approved Budget	2022 - 2023 Actual	2023 - 2024 Proposed Budget
<b><u>EXPENSE</u></b>			
Hotel	\$17,000		\$24,000
Meals	\$17,000		\$17,000
Misc	\$2,500		\$2,500
<b><u>TOTAL EXPENSES</u></b>	<b>\$36,500</b>		<b>\$43,500</b>

Hotel cost est at \$200 per night  
 Average meeting attendance is 20  
 5 meetings per year plus Strategic Planing (6x20x\$200=\$24,000)





**Florida Government Finance Officers Association, Inc.  
2023-2024 Board of Directors  
Executive Director Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Frank DiPaolo

**President-Elect**

Rip Colvin

**Secretary/Treasurer**

Nicole Gasparri

**DIRECTORS**

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Membership Report

**Executive Summary, Explanation or Background:**

<b>Membership Paid</b>	<b>02/22/2024</b>	<b>01/17/2023</b>	<b>06/30/2023</b>
<b>Government:</b>	2,372	2,172	2,504
<b>Associate:</b>	202	221	301
<b>Lifetime/Retired:</b>	36	32	34
<b>Student:</b>	15	10	9
<b>Total:</b>	<b>2,456</b>	<b>2,435</b>	<b>2,848</b>

**CGFO**

**Total Number: 565**

**Applications: 229**

**Recommended Action:**

For review

**Paul Shamoun**

February 22, 2024

**Date**

**FGFOA Listserve Report January 1, 2024 thru February 26, 2024**

<b><u>List Title</u></b>	<b><u>Number of Subscribers</u></b>
Accounting, Auditing & Financial Reporting	632
Budgeting	554
Debt & Treasury	383
Financial Administration	577
Hurricane Ian	55
Personnel & Payroll	371

**Accounting & Auditing**

[Accounting Policies and Procedures](#) (1 Message)

[Applicant testing](#) (1 Message)

[Donation Policy](#) (1 Message)

[External Audit Services RFP](#) (5 Messages)

[Fleet Mtc.](#) (1 Message)

[GASB96](#) (2 Messages)

[Management Study](#) (1 Message)

[Opioids Payments](#) (2 Messages)

[RFP for Leased Vehicles](#) (1 Message)

[Safety Shoe Reimbursement Policy](#) (2 Messages)

[Sending ACFRs out to Agencies](#) (1 Message)

[Time & attendance software](#) (3 Messages)

**Budgeting**

[Long-Term Financial Plan](#) (2 Messages)

**Debt & Treasury**

[Debt management policy](#) (1 Message)

**Financial & Administration**

[Applicant testing](#) (1 Message)

[Donation Policy](#) (1 Message)

[Duties and salary of the Finance Director](#) (9 Messages)

[Filing 1099s](#) (2 Messages)

[Gratuity Policy](#) (2 Messages)

[Housing Multifamily Loans Management Software](#) (1 Message)

[Interest earned on Impact Fees](#) (1 Message)

[RFP - for Website Development](#) (1 Message)

[Sanitation/Solid Waste Rates](#) (2 Messages)

[State Term Contract 84121500-15-01 Purchasing Card Services](#) (1 Message)

[Threshold for POs](#) (6 Messages)

[Utility Billing Audit](#) (2 Messages)

[WEX Gas Cards-Policy and Procedures](#) (1 Message)

[\[EXTERNAL SENDER\] - Re: Threshold for POs](#) (1 Message)

**Hurricane Ian**

No Messages

**Personnel & Payroll**

[exempt employees timesheets](#) (10 Messages)

[\[EXTERNAL\]Re: exempt employees timesheets](#) (1 Message)



**Florida Government Finance Officers Association, Inc.  
2023-2024 Board of Directors  
Executive Director Agenda Item**

**2023-2024  
BOARD OF DIRECTORS**

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Missy Licourt

Rebecca Shnirman

William Spinelli

Kelly Strickland

**Meeting Date:** March 8, 2024

**Title of Item:** Investment Report

**Executive Summary, Explanation or Background:**

Certificates of Deposit

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
02/23/2023	Capital City Bank	\$257,922.30	3.32%	12 months	02/22/2024
	<b>Money Market Account</b>				
	Vanguard	\$17,845.75			
	<b>TOTAL</b>	<b>\$275,768.05</b>			

**Recommended Action:**

For review

**Paul Shamoun**

February 26, 2024

**Date**

# Florida Government Finance Officers Association, Inc.

## 2023-2024 Certification Committee

### Agenda Item



2023-2024

#### CHAIRPERSON

Mary-Lou Pickles

#### BOARD LIAISON

Missy Licourt

#### STAFF LIAISON

Karen Pastula

#### COMMITTEE MEMBERS

Jeremy Baker  
Dee Dee Beaver  
Kelly Bennett  
Rebecca Bowman  
Teri Butler  
Kathleen Campbell  
Sondra Collamore  
Ginny Cox  
Sarah Graber  
Ann Harris Wynter  
Natalie Hinger  
Carlisha Jenkins  
Linda Logan-Short  
Shernett Lee  
Karin Lu  
Stephanie Loven  
Karen Malcolm  
Robert Miller  
Tanra-Lee Milson  
Susan Nabors  
Michael Perry  
Olga Rabel  
Lilya Sablukova  
Alicia Sheffield  
Scott Simpson  
Kelly Strickland  
Todd Taylor  
Lawanda Washington  
Allen Weeks  
Denese Williams

**Meeting Date:** March 8, 2024

**Title of Item:** Certification Committee Report

#### **Executive Summary, Explanation or Background:**

The Certification Committee met on February 22, to discuss progress on subcommittee activities as follows:

1. Applications & Renewals: Just a few new applications this quarter, expect to increase when new platform is launched. Random audit should be completed in next week. Reviewers are finding some CGFOs are short on their CPE requirements, reviewing those renewals to double check before notifying the CGFO of the deficiency. Also finding some data is missing in the reports, such as number or type of CPEs.
2. Exam Questions: Subcommittee members will QA/QC the new test questions prior to rolling out the new exams.
3. Exam & Review Sessions: Will have link to last webinar available for candidates to study prior to taking existing exams. Will secure instructors for next Review Session webinars to be scheduled after new questions are finalized (exact timeframe to be determined).
4. Special Projects: President-elect Rip Colvin volunteered to evaluate the online proctoring in action and commented: "It was an awesome experience (both in terms of kicking the tires on this great testing method and passing a test I teach half the prep course for). Great job, Mary-Lou & your committee, and the FLC staff, for making this happen!!"

Pilot Launch started on February 13 - a verbal update on feedback from Pilot Launch candidates will be provided.

The first candidate to take the test passed and provided the following feedback: "Loved the flexibility of being able to take the exam at my place and time of choosing. Not being a morning person, it was a huge benefit to me to be able to take the exam in the afternoon, versus mandatory 8am start time. I also loved the fact that I didn't have to travel anywhere, and I was able to take it from the comfort of my office. Lastly, being able to choose the date of taking the exam is priceless. I was

**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Certification Committee**  
**Agenda Item**



given 90 minutes to complete the exam, which was more than enough time. Once I completed it, I was able to go back and review all my answers. I am thrilled you have transitioned to this platform.”

Ready to kick off Full Launch.

**Recommended Action:**

For information only, no action needed.

*Mary-Lou Pickles*

Name

February 22, 2024

Date

**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Certification Committee**  
**Agenda Item**



2023-2024

**CHAIRPERSON**

Mary-Lou Pickles

**BOARD LIAISON**

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**STAFF LIAISON**

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Lawanda Washington  
Allen Weeks  
Denese Williams

**Meeting Date:** March 8, 2024

**Title of Item:** Guidelines On-Demand Online Testing

**Executive Summary, Explanation or Background:**

The Guidelines for On-Demand Online Testing were approved at the January 12, 2024 Board meeting. Working with FLC staff to implement the on-demand testing, it was determined that closing the exam the last month of each quarter would create an unjustifiable administrative burden.

The committee is requesting updating the guidelines (see attached) as follows:

Exams will be available 24/7 except for holidays and scheduled maintenance.

Candidates would still be limited to taking the same exam four times per year (once every three months).

Updating the cutoff for the CGFO of the Year to the end of March instead of February since testing will now be open during March. This is in line with current practice when exams were offered in-person in the spring.

**Recommended Action:**

Board approval of the revised Guidelines for On-demand / Online Testing.

Mary-Lou Pickles

Name

February 22, 2024

Date



# Florida Government Finance Officers Association Certification Committee Guidelines for On-demand / Online Testing

1. Testing is open 24 /7 ~~on the following on/off quarterly schedule:~~ except for holidays and periodic closing for scheduled maintenance.

- ~~1<sup>st</sup> Quarter: January — Open  
February — Open  
March — Closed~~
- ~~2<sup>nd</sup> Quarter: April — Open  
May — Open  
June — Closed~~
- ~~3<sup>rd</sup> Quarter: July — Open  
August — Open  
September — Closed~~
- ~~4<sup>th</sup> Quarter: October — Open  
November — Open  
December — Closed~~

- ~~2. Candidates are allowed to take anywhere between one and five parts during the two open months each quarter.~~

~~3.2.~~ \_\_\_\_ If a candidate fails one of the parts, they cannot retake that part until the next quarter i.e., a candidate is only allowed to take each unique part four (4) times per year.

~~4.3.~~ \_\_\_\_ A candidate must pass all five parts by the end of ~~February~~ March each year to be eligible for the CGFO of the Year Award. Certificates earned after that, will be eligible for the Award the following year. This allows enough time for the candidate to be determined and the plaque ordered prior to the Annual Conference.

~~5.4.~~ \_\_\_\_ A candidate has three (3) years to pass all five parts. If they do not earn their CGFO certificate within that period, they will have to reapply to the program and retake all five parts. Candidates who were accepted into the program prior to October 31, 2023, will transition from the five-year to the three-year limit based on their time in the Program as follows:





# Florida Government Finance Officers Association Certification Committee Guidelines for On-demand / Online Testing

- Greater than 2 ½ years: Grandfather In with no change
- Approved candidates up to 2 ½ years: Reduce from 5 years to 4
- Applications as of November 1, 2023: New 3-year

~~6.5.~~ Candidates who earn their certification during a quarter, will be recognized the following quarter on the FGFOA website.

~~7.6.~~ Candidates taking their tests online with remote proctoring will be notified upon completion of their exams if they received a passing score with the following message:

- Congratulations, you achieved a passing score on this Exam. Your score is under review by the Certification Committee and you will receive your official test results in 3 to 5 business days.

~~8.7.~~ Candidates taking their tests online with remote proctoring will be notified upon completion of their exams if they did not receive a passing score with the following message:

- Sorry, you did not achieve a passing score of at least 75% on this Exam. Your score is under review by the Certification Committee and you will receive your official test results in 3 to 5 business days.

~~9.8.~~ Candidates taking their tests online with in-person proctoring will receive their official test results in 3 to 5 business days.



# Florida Government Finance Officers Association Certification Committee Guidelines for On-demand / Online Testing

1. Testing is open 24 /7 except for holidays and periodic closing for scheduled maintenance.
2. If a candidate fails one of the parts, they cannot retake that part until the next quarter i.e., a candidate is only allowed to take each unique part four (4) times per year.
3. A candidate must pass all five parts by the end of March each year to be eligible for the CGFO of the Year Award. Certificates earned after that, will be eligible for the Award the following year. This allows enough time for the candidate to be determined and the plaque ordered prior to the Annual Conference.
4. A candidate has three (3) years to pass all five parts. If they do not earn their CGFO certificate within that period, they will have to reapply to the program and retake all five parts. Candidates who were accepted into the program prior to October 31, 2023, will transition from the five-year to the three-year limit based on their time in the Program as follows:
  - Greater than 2 ½ years: Grandfather In with no change
  - Approved candidates up to 2 ½ years: Reduce from 5 years to 4
  - Applications as of November 1, 2023: New 3-year
5. Candidates who earn their certification during a quarter, will be recognized the following quarter on the FGFOA website.
6. Candidates taking their tests online with remote proctoring will be notified upon completion of their exams if they received a passing score with the following message:
  - Congratulations, you achieved a passing score on this Exam. Your score is under review by the Certification Committee and you will receive your official test results in 3 to 5 business days.



**Florida Government Finance Officers Association  
Certification Committee  
Guidelines for On-demand / Online Testing**

7. Candidates taking their tests online with remote proctoring will be notified upon completion of their exams if they did not receive a passing score with the following message:
  - Sorry, you did not achieve a passing score of at least 75% on this Exam. Your score is under review by the Certification Committee and you will receive your official test results in 3 to 5 business days.
  
8. Candidates taking their tests online with in-person proctoring will receive their official test results in 3 to 5 business days.

**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Certification Committee**  
**Agenda Item**



2023-2024

**CHAIRPERSON**

Mary-Lou Pickles

**BOARD LIAISON**

Missy Licourt

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

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Denese Williams

**Meeting Date:** March 8, 2024

**Title of Item:** Distribution of Exam Topics

**Executive Summary, Explanation or Background:**

**Background:** In conjunction with increasing the current test banks from 75 to 150 questions, Board direction is for a shift in methodology moving towards testing broad concepts and application of those concepts. NASBA requirements for developing test questions is to link them to learning objectives.

**Consideration:** Working with the committee's consultant liaison, Beth Horacek, a review of the current topic distributions was performed and the proposed updated approximate distribution is attached for approval. Highlights of the changes included broadening descriptions and revising percentages to appropriately reflect their importance. No topics were eliminated.

Specific learning objectives have been developed to correspond with the recommended distribution and to include the application of concepts.

**Recommended Action:**

Board approval of the revised Approximate Distribution of Exam Topics.

*Mary-Lou Pickles*

Name

February 22, 2024

Date

**Florida Government Finance Officers Association  
 Certified Government Finance Officers Exam  
 Approximate Distribution of Exam Topics**

**Accounting & Financial Reporting**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	<del>CAFR Award</del> <a href="#">Governmental Accounting Overview</a>	10%
2.	Accounting <del>/Internal Control/Capital Assets</del> <a href="#">and Reporting Principles/Practices</a>	<del>30</del> 40%
3.	Financial Reporting <del>(Internal/External)</del> <a href="#">Model</a>	<del>30</del> 20%
4.	Auditing	15%
5.	State <del>of Florida Policies</del> <a href="#">Statutes Reporting</a> and Regulations	15%
		100%

**Debt Administration**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	<del>Issuance / Refunding</del> <a href="#">Debt Management</a>	<del>35</del> 25%
2.	<a href="#">Financing Team</a> , Players and Roles	20%
3.	Debt <del>Structuring</del> <a href="#">Structures</a> & Financing Methods	20%
4.	<del>Rating Process</del> <a href="#">Legal Responsibilities</a>	15%
5.	<del>Policies and Regulations</del> <a href="#">Issuance and Refunding</a>	20%
6.	<del>Derivative Related</del>	<del>5%</del>
		100%

**Financial Administration**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	Pension Benefits	<del>30</del> 25%
2.	Risk Management	<del>40</del> 15%
3.	Management Principles	10%
4.	Purchasing/Procurement	15%
5.	Information Systems	10%
6.	Grant Administration <del>&amp; Audit Selection</del> <a href="#">and External Audits</a>	25%
		100%

**Municipal Budgeting**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	<del>Budget Process/Budget Types</del> <a href="#">Governmental Budgeting Overview</a>	<del>40</del> 20%
2.	<del>Fiscal Policies</del> <a href="#">Budget and Planning Processes</a> & Best Practices	<del>20</del> 50%
3.	Revenue Management & Forecasting	<del>20</del> 15%
4.	CIP <del>&amp; Financial Planning</del>	<del>15</del> 10%
5.	Budget <del>Presentation Award</del> <a href="#">Monitoring, Performance Management and Outcomes</a>	<del>40</del> 15%
		100%

**Treasury Management**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	<a href="#">General</a> Investment Policy & Regulations	40%
2.	Investment Types	<del>15</del> 10%
3.	Ratings & Duration	10%
4.	Collections / Receipts, and Cash Flow	<del>15</del> 20%
5.	Managing Banking Services	20%
		100%

**Florida Government Finance Officers Association  
 Certified Government Finance Officers Exam  
 Approximate Distribution of Exam Topics**

**Accounting & Financial Reporting**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	Governmental Accounting Overview	10%
2.	Accounting and Reporting Principles/Practices	40%
3.	Financial Reporting Model	20%
4.	Auditing	15%
5.	State Statutes Reporting and Regulations	<u>15%</u>
		100%

**Debt Administration**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	Debt Management	25%
2.	Financing Team, Players and Roles	20%
3.	Debt Structures & Financing Methods	20%
4.	Legal Responsibilities	15%
5.	Issuance and Refunding	<u>20%</u>
		100%

**Financial Administration**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	Pension Benefits	25%
2.	Risk Management	15%
3.	Management Principles	10%
4.	Purchasing/Procurement	15%
5.	Information Systems	10%
6.	Grant Administration and External Audits	<u>25%</u>
		100%

**Municipal Budgeting**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	Governmental Budgeting Overview	10%
2.	Budget and Planning Processes & Best Practices	50%
3.	Revenue Management & Forecasting	15%
4.	CIP	10%
5.	Budget Monitoring, Performance Management and Outcomes	<u>15%</u>
		100%

**Treasury Management**

<u>Topic</u>	<u>Description</u>	<u>Percent</u>
1.	General Investment Policy & Regulations	40%
2.	Investment Types	10%
3.	Ratings & Duration	10%
4.	Collections / Receipts, and Cash Flow	20%
5.	Managing Banking Services	<u>20%</u>
		100%



# Florida Government Finance Officers Association, Inc.

## 2023-2024 CHAIRPERSON

Sarah Simpson

## BOARD LIAISON

Bill Spinelli

## STAFF LIAISON

Jill Walker

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Jacqueline Whyte  
Tori Unseth

## 2023-2024 Conference Program Committee Agenda Item

**Meeting Date:** March 8, 2024

**Title of Item:** 2024 Annual Conference Program

### **Executive Summary, Explanation or Background:**

Attached please find the 2024 Annual Conference Program Master Draft Schedule of Classes.

### **Recommended Action:**

The Board review the current schedule and provide any suggestions and/or guidance regarding the class offerings.

02/21/2024

**2024 FGFOA Conference Program**  
**May 18 - 22, 2024 | Diplomat Beach Resort | Hollywood, FL**

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, and Personnel	Banking, Investment, Risk, Treasury Management, and Debt Management	Technology (to be flagged "Tech")
<b>Saturday May 18, 2024</b>					
8:00 AM to 9:40 AM			<p><b>Title:</b> Growth of a Leader</p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 8:00-9:40 am  <b>Topic:</b> How to expand knowledgebase and transition to a leadership role from a worker bee- are you ready? How do you tell if your staff is ready? How do you properly prepare your staff and groom the successor?</p> <p><b>CPE:</b> 2.0 Hours (BEH)</p> <p><b>Speaker:</b> <b>Ray Baker</b>            Director, Miami-Dade Public Library System</p> <p><b>Barbie Hernandez</b>            Position, Organization - Pending</p> <p><b>Greg Chavarria</b>            City Manager, City of Fort Lauderdale</p>	<p><b>Title:</b> Investment Policies Best Practice</p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 8:00-9:40 am  <b>Topic:</b> Discussion will focus on investment policies best practices; why and how to implement them.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Jeffery T. Larson</b>            President, Larson Consulting Services, LLC</p>	
				<p><b>Moderator:</b> <b>Jamie Roberson, CGFO</b>            Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Moderator:</b> <b>Ken Burke, CPA</b>            Clerk of the Circuit Court and Comptroller, Pinellas County, Florida</p>
10:00 AM to 11:40 AM			<p><b>Title:</b> Habits for Successful Leadership: Emotional Intelligence Tops the List!</p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 10:00-11:40 am  <b>Topic:</b> Of course, emotional intelligence is important! And of course, there is a benefit to high EI in the world of work. But what does that mean exactly? Why are leaders making decisions driven by emotional intensity? No two people experience the same emotions. As a result, employees respond to situations in different ways. Yet emotional intelligence is responsible for roughly 58% of productivity! Employees with high EQ are 127 times more productive! In this session, you will learn about emotional intelligence, why it's difficult and how there is a very big need for human skills now more than ever. Develop the skills and learn actionable tips you need now for leadership now and beyond 2025.</p> <p><b>CPE:</b> 2.0 Hours (BEH)</p> <p><b>Speaker:</b> <b>Trina Pulliam</b>            President, Trinovations</p>	<p><b>Title:</b> Economic &amp; Market Update</p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 10:00-11:40 am  <b>Topic:</b> This session will review recent economic and capital markets developments using an interactive format. We will discuss how local government investments may be affected by economic events such as: changing inflation, geopolitical events, and the actions of the Federal Reserve.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Richard Pengelly, CFA, CIMA, CTP</b>            Managing Director, PFM Asset Management</p>	



**2024 FGFOA Conference Program**  
**May 18 - 22, 2024 | Diplomat Beach Resort | Hollywood, FL**

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, and Personnel	Banking, Investment, Risk, Treasury Management, and Debt Management	Technology (to be flagged "Tech")
1:00 PM to 2:40 PM			<p><b>Moderator:</b> <b>Jamie Roberson, CGFO</b> Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Moderator:</b> <b>Ken Burke, CPA</b> Clerk of the Circuit Court and Comptroller, Pinellas County, Florida</p>	
	<p><b>Title:</b> <b>Adaptation of Leadership Styles</b></p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 1:00-2:40 pm  <b>Topic:</b> Understanding the nuances of your workplace environment and culture will help guide your approach to leading the team. Leaders need to adapt their leadership style to the changing work environment. This session will focus on how to accomplish this.</p> <p><b>CPE:</b> 2.0 Hours (BEH)</p> <p><b>Speaker:</b> <b>Daniel J. Alfonso</b> VP Facilities &amp; Public Safety, Nova Southeastern University</p> <p><b>J.C. Jimenez, ICMA-CM</b> City Manager, City of Miami Springs</p>	<p><b>Title:</b> <b>The "Short" &amp; "Long" of Investments</b></p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 1:00-2:40 pm  <b>Topic:</b> Discussion in this session with focus on investment considerations for both the operating and long-term portfolios.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>John F. Grady III</b> Managing Director, Public Trust Advisors, LLC</p>			
			<p><b>Moderator:</b> <b>Jamie Roberson, CGFO</b> Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Moderator:</b> <b>Ken Burke, CPA</b> Clerk of the Circuit Court and Comptroller, Pinellas County, Florida</p>	
3:00 PM to 4:40 PM			<p><b>Title:</b> <b>Building &amp; Sustaining Highly Effective Teams</b></p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 3:00-4:40 pm  <b>Topic:</b> Bridging the generational gap is vital in today's workplace as a new generation of employees join your organization. Do motivations change between different generations? How do you build and sustain highly effective teams across generations?</p> <p><b>CPE:</b> 2.0 Hours (BEH)</p> <p><b>Speaker:</b> <b>Fernando Casamayor</b> Chief Financial Officer/Assistant City Manager, City of Doral</p> <p><b>Lori A. Hoffner</b> Speaker-Trainer-Consultant, Supporting CommUnity</p>	<p><b>Title:</b> <b>Measuring &amp; Communication Performance</b></p> <p><b>Date:</b> Saturday May 18, 2024  <b>Time:</b> 3:00-4:40 pm  <b>Topic:</b> How to measure your agencies investment performance, does the investment align with your organizations strategic plan and how to communicate performance to elected officials and other stakeholders.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>John M. Burford</b> Investment Analysts, Clerk of the Circuit Court &amp; Comptroller, Palm Beach County</p>	
	<p><b>Moderator:</b> <b>Jamie Roberson, CGFO</b> Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Moderator:</b> <b>Ken Burke, CPA</b> Clerk of the Circuit Court and Comptroller, Pinellas County, Florida</p>			

**2024 FGFOA Conference Program**  
**May 18 - 22, 2024 | Diplomat Beach Resort | Hollywood, FL**

<b>Date &amp; Time</b>	<b>Accounting, Auditing, and Financial Reporting</b>	<b>Budget, Economics, and Financial Planning</b>	<b>Policy, Leadership, Strategic Planning, and Personnel</b>	<b>Banking, Investment, Risk, Treasury Management, and Debt Management</b>	<b>Technology (to be flagged "Tech")</b>
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**Sunday May 19, 2024**

**First Time Attendees 11:00am - 11:45am**

**FGFOA Chapter President's Roundtable 12:00pm - 12:45pm**

<b>1:00 PM to 2:40 PM</b>	<p><b>Title:</b> GASB Update - When is Enough, Enough?</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 1:00-2:40 pm  <b>Topic:</b> This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements. Included in this session discussion is the new GASB Reporting Model.</p> <p><b>CPE:</b> 2.0 Hours (AA)  <b>Speaker:</b> <b>Alan Skelton, CPA</b>                  Director, Research and Technical Activities                  Governmental Accounting Standards Board</p>	<p><b>Title:</b> Procurement Strategies</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 1:00-2:40 pm  <b>Topic:</b> This session will provide an overview of the various procurement methods, including Request for Bids, Request for Proposals, Sole Source/Single Source, Piggybacks, Co-operatives, etc. It will also provide insight on how to document the procurement method to enforce compliance Florida Statutes and agency policies while ensuring financial planning/budgets are adhered to.</p> <p><b>CPE:</b> 2.0 Hours (TB)  <b>Speaker:</b> <b>Althea Pemsel, CPSM, C.P.M., CPL</b>                  Procurement Supervisor, City of Coconut Creek   <b>Linda Jeethan, MPA, CPPB, CPPO</b>                  Procurement Manager, City of Coconut Creek</p>	<p><b>Title:</b> Be in the Know- The Role of the Different Health Accounts</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 1:00-2:40 pm  <b>Topic:</b> Understanding the benefits of HSA, HRA, and FSA programs to your employees; and discussion on how these plans are used effectively in employee benefit programs to meet both employer and employee needs.</p> <p><b>CPE:</b> 2.0 Hours (TB)  <b>Speaker:</b> <b>Kate Grangard, CPA, CGMA</b>                  Managing Director - National Public Entities Practice, Gehring Group   <b>Dustin Kuehn</b>                  Senior Benefits Consultant, Gehring Group</p>		
	<p><b>Moderator:</b> <b>Derek H. Noonan, CPA</b>                  Audit Supervisor, Florida Auditor General</p>	<p><b>Moderator:</b> <b>Kevin Greenville, CPA</b>                  Finance Director, Village of Estero</p>	<p><b>Moderator:</b> <b>Melissa J. Licourt, CPA, CGFO</b>                  Director, Office of Financial Services, St. Johns River Water Management District</p>		
<b>3:00 PM to 4:40 PM</b>	<p><b>Title:</b> GASB Hot Topics</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 3:00-4:40 pm  <b>Topic:</b> This session will cover the major accounting and financial reporting issues associated with implementing GASB 87 &amp; GASB 96.</p> <p><b>CPE:</b> 2.0 Hours (AA)</p>	<p><b>Title:</b> Which Retirement Plan is Right?</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 3:00-4:40 pm  <b>Topic:</b> This session will provide a comprehensive understanding of the various types of retirement plans available in the public sector. It provides insights into the key features, benefits, and considerations associated with different retirement plans, as well as the long-term financial implications of each type of plan on a government agency. It will also discuss the agency's fiduciary responsibility for each type of plan. This session will also touch on what Finance Professionals themselves should consider when planning for retirement as the workplace is losing many to retirement.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p>			<p><b>Title:</b> Cybersecurity - From threats to mitigation and protection</p> <p><b>Date:</b> Sunday May 19, 2024  <b>Time:</b> 3:00-4:40 pm  <b>Topic:</b> It's not a matter of if, but when, your network will be impacted by a cyber incident - how can your organization mitigate the disruption to vital services a cyber incident can cause, safeguard financial data, and explore best practices for securing financial systems and preventing data breaches?</p> <p><b>CPE:</b> 2.0 Hours (TB)</p>

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	<b>Speaker:</b> Alan Skelton, CPA Director, Research and Technical Activities Governmental Accounting Standards Board	<b>Speaker:</b> James J. Rizzo, ASA, MAAA Senior Consultant and Actuary, Gabriel, Roder, Smith & Company			<b>Speaker:</b> Paul Jones, CIO, Cissp, CISA Chief Information Officer, City of West Palm Beach
	<b>Moderator:</b> Derek H. Noonan, CPA Audit Supervisor, Florida Auditor General	<b>Moderator:</b> Melissa Burns, MPA, CGFO Fiscal Director, State Attorney's Office, 4th Circuit			<b>Moderator:</b> Shannon Ramsey-Chessman, CPA, CGFO Chief of Staff, Chief Deputy Clerk, Clerk of the Circuit Court & Comptroller, Palm Beach County

**Association Night**

**Monday May 20, 2024**

**Opening General Session 8:00am - 9:40am**

<b>10:00 AM to 11:40 AM</b>	<b>Title:</b> Introduction to Governmental Accounting & Best Practices  <b>Date:</b> Monday May 20, 2024  <b>Time:</b> 10:00-11:40 am <b>Topic:</b> Are you new to the governmental arena? This session covers the basics of governmental accounting and reporting in today's environment. It will review the unique aspects of the governmental environment, recognize the financial reporting structure used by governments, and review the basic differences between commercial and governmental accounting and why these differences exist. Additionally, best practices for accounting procedures for governmental agencies, including the Clerk's Offices will be addressed.		<b>Title:</b> "Yes We Can!"  <b>Date:</b> Monday May 20, 2024  <b>Time:</b> 10:00-11:40 am <b>Topic:</b> Women in Leadership: Balancing act, struggles, skill sets needed, successes & how to inspire and support other women and the next generation to do great things.	<b>Title:</b> Self-Funded Health Plan Strategies & Considerations for Employers  <b>Date:</b> Monday May 20, 2024  <b>Time:</b> 10:00-11:40 am <b>Topic:</b> This session will provide an overview of self-insured health insurance, program strategies to consider, best practices and important compliance requirements related to self-insured health plans.	<b>Title:</b> Technology and the Future of Public Finance  <b>Date:</b> Monday May 20, 2024  <b>Time:</b> 10:00-11:40 am <b>Topic:</b> How artificial intelligence may affect the future of public finance, from financial reporting, risk management, and beyond. Discussion will also include understanding the potential applications of AI, RPA and Generative AI in finance, such as enhancing financial analysis, automating tasks, developing content for board reports, streamlining processes, and deriving valuable insights from financial data, to aid the decision-making process.
	<b>CPE:</b> 2.0 Hours (AA) <b>Speaker:</b> Andrew Fierman, CPA Partner, Caballero, Fierman, Llerena & Garcia LLP		<b>CPE:</b> 2.0 Hours (BEH) <b>Speaker:</b> Cathy Burgos, LCSW Chief Community Services Officer, Miami-Dade County  Lourdes Gomez Director, Miami-Dade County Regulatory & Economic Resources Department  Karyn Cunningham Mayor, Village of Palmetto Bay  Ofelia Tamayo, CPA, CIA, CISA, CRMA Director, Miami-Dade County Audit & Management Services Department	<b>CPE:</b> 2.0 Hours (TB) <b>Speaker:</b> Alison Pool, ASA, MAAA Senior Consulting Actuary Wakely  Scot Grooms, CEBS President/CEO, Grooms Benefits  Dan Ross President, Med-Vision, LLC	<b>CPE:</b> 2.0 Hours (TB) <b>Speaker:</b> Gail Gray, CPA Partner, Lance, Soll & Lunghard, LLP

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	<b>Moderator:</b> Anna C. Otiniano, CGFO Financial Services Director, City of Plantation		<b>Moderator:</b> Rebecca Schnirman, CPRP Director, Financial & Support Services Division, Palm Beach County Parks and Recreation Department	<b>Moderator:</b> Ian Evans-Smith, CPA, CGFO, MBA Treasurer, City of Miramar	<b>Moderator:</b> Katie Roundtree, CPA, CPFO Director of Finance and Administration, Northern Palm Beach County Improvement District

**Standing Committee Meetings 11:50am - 1:00pm**

1:00pm to 2:40pm	<b>Title:</b> Disaster Reimbursement Dos & Don'ts  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 1:00-2:40 pm <b>Topic:</b> Is your organization ready? This session will focus on FEMA's and FDEM's reimbursement process for emergency management expenses. FEMA's reimbursement categories (A to Z) will be reviewed as well as what documentation is needed to maximize reimbursement for declared emergency management events. Additionally, F-ROC which is a new initiative, sponsored by the Florida Division of Emergency Management (FDEM), that standardizes, streamlines, and simplifies the FEMA Public Assistance (PA) process resulting in a quicker recovery and reduced risk for applicants will be explained in a comprehensive overview so agencies can decide if they want to participate in the program or not.	<b>Title:</b> Economic Update/Indicators  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 1:00-2:40 pm <b>Topic:</b> Economic conditions affect budgeting and financial planning functions in all governmental entities. This session will discuss the current state of the economy and provide national, state and regional trends. This session will also provide a thorough understanding of key economic indicators and metrics which are essential for financial planning, budgeting, investment, and decision-making.	<b>Title:</b> The Growth Mindset - How to Develop Tomorrow's Leaders Today  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 1:00-2:40 pm <b>Topic:</b> Whether you are new to the leadership team, or a longtime leader, having a growth mindset is key. In order to develop others you must be continually developing. In this session we will explore how to keep developing while developing others on your own leadership journey.	<b>Title:</b> Investment Strategies for Small & Large Governments  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 1:00-2:40 pm <b>Topic:</b> Participants representing small, mid-size and large governments will learn about the overall 'Public Funds Investments' landscape, including goal setting, implementation, and monitoring performance. The session will touch on investment policy permitted basics for short to long-term strategies, including LGIP's and SMA portfolios, how to evaluate banking services, financial institutions, permitted investment instruments and recommended strategies. Additionally, given the considerable changes in the public funds investment landscape over the last 2 years, participants will learn about Federal Reserve policy dynamics, and how these affect investments and public funds management overall.	
	<b>CPE:</b> 2.0 Hours (TB) <b>Speaker:</b> Melissa Foggy, PMP, FCCM Deputy Chief of Recovery F-ROC Project Manager Bureau of Recovery, Florida Division of Emergency Management  Kevin Guthrie, MA, MEP Executive Director, Florida Division of Emergency Management	<b>CPE:</b> 2.0 Hours (TB) <b>Speaker:</b> Emin Hajiyev Senior Economist, Insight Investment	<b>CPE:</b> 2.0 Hours (BEH) <b>Speaker:</b> Nicole Gasparri, CGFO, PHR Director of Strategic Management and Professional Development, Clerk of the Circuit Court & Comptroller, Palm Beach County	<b>CPE:</b> 2.0 Hours (TB) <b>Speaker:</b> Rodrigo Bettini Director, Investment Advisory Services, Public Trust Advisors, LLC  Rene' O'Day Director of Investment Services, Public Trust Advisors, LLC	
	<b>Moderator:</b> Jonathan C. McKinney, CGFO, FRA-RA Assistant City Manager & Finance Director, City of Port Orange	<b>Moderator:</b> Daniel Coughenour, CPA Sr. Manager - Finance Division, Pinellas County Clerk of the Circuit Court and Comptroller	<b>Moderator:</b> Jeanette L. Haynes, CGFO Senior Accountant, City of West Palm Beach	<b>Moderator:</b> Bill Spinelli, CPA Chief Financial Officer, Hillsborough County Sheriff's Office	
	<b>Title:</b> Financial Reporting Challenges  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 3:00-4:40 pm	<b>Title:</b> Assessments 101  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 3:00-4:40 pm	<b>Title:</b> Public Records & Sunshine Law  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 3:00-4:40 pm	<b>Title:</b> Current Market Conditions  <b>Date:</b> Monday May 20, 2024 <b>Time:</b> 3:00-4:40 pm	

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3:00pm to 4:40pm	<p><b>Topic:</b> This session will focus on providing answers to various hypothetical complex accounting and financial reporting questions faced by many Florida governments.</p> <p><b>CPE:</b> 2.0 Hours (AA)</p> <p><b>Speaker:</b> <b>Zach Chalifour, CPA</b> Partner, James Moore and Company</p>	<p><b>Topic:</b> Special assessments are an essential tool for funding local infrastructure and services, and understanding the legal, financial, and managerial aspects is crucial for government finance officers. This session will provide an overview of the types of special assessments that are authorized by Florida Statutes and will segway into an in-depth exploration of the processes involved in developing, implementing, and managing special assessments.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Peter Napoli</b> Senior Consultant, Stantec</p> <p><b>Jeff Dykstra</b> Principal, Stantec</p>	<p><b>Topic:</b> Understanding the importance of maintaining and retaining public records, public records requests, and Florida's Sunshine Law.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Robert Meyers, Esq.</b> Partner, Weiss Serota Helfman Cole &amp; Bierman</p>	<p><b>Topic:</b> A discussion on the bond market with updates on National and Local trends.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Damien Grant</b> Vice President, MBS Securities</p> <p><b>Greg Pagans</b> Vice President, MBS Securities</p>	
	<p><b>Moderator:</b> <b>Jamie Roberson, CGFO</b> Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Moderator:</b> <b>Brianna Stack</b> Finance Manager, City of Tavares</p>	<p><b>Moderator:</b> <b>Alton L. "Rip" Colvin, Jr., CPA, CGFO, CPM</b> Executive Director, Justice Administrative Commission</p>	<p><b>Moderator:</b> <b>Nicole Jovanovski, CPA</b> Director of Finance, Finance &amp; Board Services Department, Sarasota County Clerk of the Circuit Court and County Comptroller</p>	

**Dynamic Leadership Reception 5:00pm - 6:30pm**

**Tuesday May 21, 2024**

	<p><b>Title:</b> Free Money? Yes, please! - All about Grants</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 8:00-9:40 am</p>	<p><b>Title:</b> Legislative Updates</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 8:00-9:40 am</p>	<p><b>Title:</b> Mitigating Banking Risk</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 8:00-9:40 am</p>	<p><b>Title:</b> The Transformation Process</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 8:00-9:40 am</p>
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**2024 FGFOA Conference Program**  
**May 18 - 22, 2024 | Diplomat Beach Resort | Hollywood, FL**

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, and Personnel	Banking, Investment, Risk, Treasury Management, and Debt Management	Technology (to be flagged "Tech")
8:00am to 9:40am		<p><b>Topic:</b> Local governments often turn to grant opportunities to help fund new initiatives, provide for new capital projects, or support important initiatives that otherwise would be unaffordable. However, the effort required to find, manage, and report on grants can be significant, especially for a small government. Attendees will learn how to distinguish between types of grants, write a better, more competitive grant proposal - tailoring their application to compete, and learn how to implement, comply with complex grant requirements and navigate and use grants.gov.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Megan Mosley, GPC</b> Grants Director, Clay County Board of County Commissioners</p> <p><b>Nadine Stephens, CPA, CIA</b> Accounting Manager, Accounting Division, Broward County</p>	<p><b>Topic:</b> This session will review the 2024 legislative session, review the bills that passed and failed and discuss their implications for local governments</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Julie F. Klahr, PA</b> Shareholder, Goren, Cherof, Doody &amp; Ezrol PA, Attorneys At Law</p>	<p><b>Topic:</b> Governments are exposed to a variety of banking risks that can impact their finances and in turn their ability to serve its citizens. Such risks include: interest rate risk, credit risk, operational risk, market risk, reinvestment risk, liquidity risk and total risk. To mitigate banking risks, governments can do a variety of things such as: careful selection and management of banks, implement sound risk management practices, and protect deposits. This session will cover all of those items and speak of how Governments are part of promoting financial stability as well as economic growth which reduces the likelihood of banking crises.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Michael M. Heller</b> President, VERIBANC, Inc.</p>	<p><b>Topic:</b> Learn tips and advice about ERP implementation including compiling needs, the RFP process, implementation, project management, timelines and using change management to mitigate obstacles. Additionally, explore how IT-driven digital transformation can enhance financial processes, customer experiences, operational efficiency and digital platforms. Explore the benefits of upgrades and justifications for doing so.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Susan Gard-Smith, PMP, PMI-ACP</b> Manager, Berry Dunn</p> <p><b>Amy Clark, CGFO</b> Senior Consultant, Berry Dunn</p> <p><b>Eric Freiman</b> Assistant IT Director, City of Boca Raton</p> <p><b>Erika Hlywiak</b> Supervisor - Finance Training, Clerk &amp; Comptroller, Palm Beach County</p>
		<p><b>Moderator:</b> <b>Catherine Larson, CGFO, CMA</b> Fiscal Operations Supervisor, City of Ocala</p>	<p><b>Moderator:</b> <b>Frank DiPaolo, CPA, CGMA</b> Chief Financial Officer, City of Dania Beach</p>	<p><b>Moderator:</b> <b>Kadem V. Ramirez</b> Deputy Finance Administrator, Palm Beach Gardens</p>	<p><b>Moderator:</b> <b>Carlisha Jenkins, CPA, CGFO</b> Accounting Manager, City of Boca Raton</p>
	<p><b>Title:</b> Internal Controls in Government</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 10:00-11:40 am</p>	<p><b>Title:</b> Budget Best Practices</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 10:00-11:40 am</p>	<p><b>Title:</b> No More Silos!</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 10:00-11:40 am</p>	<p><b>Title:</b> "How Would You Like to Pay?"</p> <p><b>Date:</b> Tuesday May 21, 2024</p> <p><b>Time:</b> 10:00-11:40 am</p>	

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10:00am to 11:40am	<p><b>Topic:</b> This session will provide guidance in designing, implementing, maintaining and auditing internal controls to safeguard your organization; reviewing key internal controls for government. Included in this is a discussion on IT internal controls and the role IT plays as well as how the shift in the remote work environment has added more layers that need to be evaluated, designed for and implemented.</p> <p><b>CPE:</b> 2.0 Hours (AA)</p> <p><b>Speaker:</b> <b>Michael Quesada, CPA</b> Audit Manager, Keefe McCullough</p>	<p><b>Topic:</b> Are you looking for a creative approach the budget process? This session will cover a local government budget process and provide insight on some effective best practices. Topics will focus on various aspects of the budget process, which include establishing a vision and priorities, engaging with the public, obtaining departmental input, developing and balancing the annual budget, preparing for budget presentations, issuing the proposed and adopted budget document, and monitoring the budget throughout the year.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Diane Reichard, CPA, CGMA, CGFO, CPFO</b> Chief Financial Officer, City of Plant City</p> <p><b>John Fishbein</b> Senior Program Manager - Technical Services Center, Government Finance Officers Association (GFOA)</p>	<p><b>Topic:</b> How to create a collaborative environment amongst the organization that has good inter- and intra-departmental communication. Discussion will also focus on how to communicate with those charged with governance &amp; citizens.</p> <p><b>CPE:</b> 2.0 Hours (BEH)</p> <p><b>Speaker:</b> <b>Esmond K. Scott</b> Village Manager, Miami Shores Village</p> <p><b>Jamie Roberson, CGFO</b> Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court &amp; Comptroller</p>	<p><b>Topic:</b> What is/are the best financing option(s) for your agencies Capital Plan?</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Rob Catoe</b> Senior Relationship Manager, Vice President, TD Bank</p> <p><b>Alecia Ingram</b> Of Counsel, Gray-Robinson</p> <p><b>Tom Cai</b> Vice President Public Finance Investment Banking BofA Securities, Inc. , Bank of America N.A.</p> <p><b>Julie Wisdom, CPA</b> Debt &amp; Financial Analysis Manager, Hillsborough County</p>	
	<p><b>Moderator:</b> <b>Kelly Strickland, CPA, CGFO</b> Director of Financial Administration, City of Sarasota</p>	<p><b>Moderator:</b> <b>Mary-Lou Pickles, CGFO, CMA</b> Retired</p>	<p><b>Moderator:</b> <b>Frank DiPaolo, CPA, CGMA</b> Chief Financial Officer, City of Dania Beach</p>	<p><b>Moderator:</b> <b>Nicole Jovanovski, CPA</b> Director of Finance, Finance &amp; Board Services Department, Sarasota County Clerk of the Circuit Court and County Comptroller</p>	
<b>Innovation Awards Luncheon &amp; Past Presidents Recognition 11:50am - 1:15pm</b>					
	<p><b>Title:</b> Auditor General and Department of Financial Services Update</p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 1:30-3:10 pm</p>	<p><b>Title:</b> Strategic &amp; Financial Planning</p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 1:30-3:10 pm</p>	<p><b>Title:</b> HR Salaries &amp; Union Procedures</p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 1:30-3:10 pm</p>	<p><b>Title:</b> Governmental Deferred Compensation Plans: A Comprehensive Guide for Finance Directors</p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 1:30-3:10 pm</p>	

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1:30pm to 3:10pm	<p><b>Topic:</b> Update from the Florida Auditor General's Office and Department of Financial Services on current issues pertaining to local governments.</p> <p><b>CPE:</b> 2.0 Hours (AA)</p> <p><b>Speaker:</b> <b>Derek H. Noonan, CPA</b> Audit Supervisor, Florida Auditor General</p> <p><b>Mark Merry, CPA</b> Assistant Director, Division of Accounting &amp; Auditing, Florida Department of Financial Services</p>	<p><b>Topic:</b> The Strategic Plan is a useful tool to ensure resources are properly allocated based on the top priorities of a community and it becomes the foundation for your budget and long-term financial plan. This session will walk you through the Strategic Planning process, provide examples of how to integrate the Strategic Plan into the budget process, and provide insight on how to develop a multi-year financial plan that supports your Strategic Plan.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Heidi B. Hallas, MPA</b> Senior Budget Analyst, City of North Port</p> <p><b>Lisa Herrmann</b> Budget Administrator, City of North Port</p>	<p><b>Topic:</b> Learn how to maintain a competitive pay structure with all that is facing local governments: salary compression, inflationary pressure/cost of living and contract negotiations.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>David Clodfelter, MBA</b> Chief Budget Officer &amp; Director, Office of Management &amp; Budget Miami-Dade County</p>	<p><b>Topic:</b> This session will cover the fiduciary and management responsibilities of governmental 401(a) and 457(b) plans. Fiduciary responsibilities including what being a fiduciary means, fiduciary standards of care, types of fiduciary liability and how to mitigate fiduciary risk will be discussed. There will also be a review of the different plan types, eligibility requirements, contribution limits, investment options, and distribution rules. Unique considerations for governmental plans, compliance requirements, best practices for plan management will also be covered.</p> <p><b>CPE:</b> 2.0 Hours (TB)</p> <p><b>Speaker:</b> <b>Jacob Peacock, CPFA</b> Partner, Consulting Director, And Co Consulting</p>	
		<p><b>Moderator:</b> <b>Tamika L. Williams</b> Business Operations Manager, Escambia County Public Safety</p>	<p><b>Moderator:</b> <b>Kathleen Campbell, CPA, CGFO</b> Director of Finance, Children's Services Council of Broward County</p>	<p><b>Moderator:</b> <b>Benjamin J. Salz</b> Division Director, Fiscal Management Division, Community Action &amp; Human Services Department, Miami-Dade County</p>	<p><b>Moderator:</b> <b>Annette Payne</b> Accounting Supervisor - Port Everglades, Port Everglades Finance Department</p>
3:30pm to 4:45pm	<p><b>Title:</b> <b>Common Audit Findings</b></p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 3:30-4:45 pm</p> <p><b>Topic:</b> This session will include discussion of common audit findings at various local government entities related to financial reporting, internal controls and compliance as well as best practices for addressing them.</p> <p><b>CPE:</b> 1.5 Hours (AA)</p>	<p><b>Title:</b> <b>On Your Way to Royalty with the GFOA's Distinguished Budget Presentation Award</b></p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 3:30-4:45 pm</p> <p><b>Topic:</b> GFOA gives the Triple Crown Award to organizations which achieve the Certificate of Achievement for Excellence in Financial Reporting Program (COA), the Popular Annual Financial Reporting Award (PAFR) and the Distinguished Budget Presentation Award. All awards encourage and assist state and local governments to go beyond the minimum requirements and create more transparency and understandability and full disclosure. This session will focus on the Distinguished Budget Presentation Award in depth.</p> <p><b>CPE:</b> 1.5 Hours (TB)</p>	<p><b>Title:</b> <b>Lean Six Sigma</b></p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 3:30-4:45 pm</p> <p><b>Topic:</b> How can Lean Six Sigma benefit your organization? Not only will participants gain a refresh of what Lean Six Sigma is, case studies will be spoken of and relayed how Lean Six Sigma benefited the organizations involved.</p> <p><b>CPE:</b> 1.5 Hours (TB)</p>	<p><b>Title:</b> <b>Rating Agencies FAQ's</b></p> <p><b>Date:</b> Tuesday May 21, 2024 <b>Time:</b> 3:30-4:45 pm</p> <p><b>Topic:</b> All that local governments need to know to prepare for and begin a new rating process including suggested pertinent information to support the rating agency's review. Panelists will discuss credit attributes associated with higher rated entities and also factors that contribute to lower rating levels. Rating agency updates will also be discussed.</p> <p><b>CPE:</b> 1.5 Hours (TB)</p>	



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	<p><b>Speaker:</b> <b>Lorrie A. Brinson, CPA, CGFO, MBA/PA</b> Business Manager, Affordable Housing Services, Hillsborough County</p> <p><b>Roderick Harvey, CPA, CVA</b> Partner, HCT Certified Public Accountants &amp; Consultants, LLC</p>	<p><b>Speaker:</b> <b>John Fishbein</b> Senior Program Manager - Technical Services Center, Government Finance Officers Association (GFOA)</p>	<p><b>Speaker:</b> <b>Dr. Keith A. Clinkscale, eMBA, LSSBB</b> Director, Strategic Planning &amp; Performance Management, Palm Beach County</p>	<p><b>Speaker:</b> <b>Wendall Gaertner</b> Senior Managing Director &amp; Shareholder, PRAG Advisors</p> <p><b>Kevin Dolan</b> Director, U.S. Public Finance Manager, Tax-Supported North and Southeast Regions, Fitch Ratings</p> <p><b>Michael Parker</b> Associate Director in U.S. Local Governments, S&amp;P Global - Ratings</p> <p><b>Valentina Gomez</b> VP-Senior Analyst, Local Government State Lead for Florida, Moody's</p>	
	<p><b>Moderator:</b> <b>Sharon Almeida, CGFO</b> Finance Director, Village of Royal Palm Beach</p>	<p><b>Moderator:</b> <b>Daniel Risola, CGFO, CPM</b> Assistant Budget Director Pasco County</p>	<p><b>Moderator:</b> <b>Rip Colvin, CPA, CGFO, CPM</b> Executive Director, Justice Administrative Commission</p>	<p><b>Moderator:</b> <b>James O. Cooke IV</b> City Treasurer-Clerk, City of Tallahassee</p>	

**Tuesday Night Event**

**Wednesday May 22, 2024**

**Annual Business Meeting 9:00AM - 9:20AM**

<b>9:30am to 10:45am</b>	<p><b>Title:</b> <b>Single Audit Updates &amp; More</b></p> <p><b>Date:</b> Wednesday May 22, 2024  <b>Time:</b> 9:30-10:45 am  <b>Topic:</b> This session will provide an update on the Office of Management and Budget's revisions to the Uniform Guidance and the Compliance Supplement. This session will also cover the audit implications of these revisions and any revisions to the Florida Single Audit Act. Additionally, this session will have tips on what Finance Officers and Grant Managers can do to prepare in advance for their required annual single audits over federal and state grants. What do your auditors look for? Find out, so you can pass your single audit with ease and efficiency.</p> <p><b>CPE:</b> 1.5 Hours (AA)</p>	<p><b>Title:</b> <b>HR Hot Topics</b></p> <p><b>Date:</b> Wednesday May 22, 2024  <b>Time:</b> 9:30-10:45 am  <b>Topic:</b> This session will provide insights for finance professionals into the latest trends, challenges, and best practices in human resources management. The session covers a range of topics relevant to the public sector, to include Diversity, Equity, and Inclusion (DEI) in Government; Remote Work and Hybrid Work Models; Talent Acquisition and Retention; Performance Management and Appraisal; Workforce Planning and Succession Management; HR Technology and Automation; Employee Well-being and Mental Health; and Compliance and Legal Updates.</p> <p><b>CPE:</b> 1.5 Hours (TB)</p>			<p><b>Title:</b> <b>Disaster Recovery and Business Continuity Planning</b></p> <p><b>Date:</b> Wednesday May 22, 2024  <b>Time:</b> 9:30-10:45 am  <b>Topic:</b> This session will focus on how IT and finance departments need to work together in developing disaster recovery and business continuity plans to minimize financial losses during disruptions.</p> <p><b>CPE:</b> 1.5 Hours (TB)</p>

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	<b>Speaker:</b> April Shuping, CPA, CITP Partner, CRI	<b>Speaker:</b> Angela Roberts Director, Department of Human Resources, City of Miami  John Muller, SPHR, SHRM-SCP Director of Growth, Gehring Group			<b>Speaker:</b> Tamecka McKay, MPA, ITIL Chief Information Officer, City of Fort Lauderdale  Raheem Seecharan, CPTM, CGCIO Director, Information Technology, City of Hollywood  Nelson Martinez, CIO Chief Information Officer, Town of Davie
	<b>Moderator:</b> Lorrie A. Brinson, CPA, CGFO, MBA/PA Business Manager, Affordable Housing Services, Hillsborough County	<b>Moderator:</b> Jamie Roberson, CGFO Chief Operating Officer of Finance, Martin County Clerk of the Circuit Court & Comptroller			<b>Moderator:</b> Kristin Thompson Finance Program Manager, Suwannee River Water Management District
<b>11:00am to 11:50am</b>	<b>Title:</b> Financial Condition Assessment Indicators and Procedures  <b>Date:</b> Wednesday May 22, 2024 <b>Time:</b> 11:00-11:50 am <b>Topic:</b> Rules of the Auditor General, requires local governmental entity audits to include the use of financial condition assessment procedures to detect deteriorating financial conditions. Learn how that assessment is determined and what are the indicators of deteriorating financial conditions.  <b>CPE:</b> 1.0 Hours (TB)  <b>Speaker:</b> Joel Knopp, CPA Shareholder, MSL CPAs & Advisors  Derek H. Noonan, CPA Audit Supervisor, Florida Auditor General  <b>Moderator:</b> Sarah Simpson, CPA, CGFO Budget Manager, City of Aventura		<b>Title:</b> Hybrid/Remote Policies & Best Practices  <b>Date:</b> Wednesday May 22, 2024 <b>Time:</b> 11:00-11:50 am <b>Topic:</b> COVID has changed everything. Updating/developing sound policies and procedures for the "Post COVID" world which has changed, i.e. work schedules & places and the technology which is involved is now a must!  <b>CPE:</b> 1.0 Hours (TB)  <b>Speaker:</b> Rip Colvin, CPA, CGFO, CPM Executive Director, Justice Administrative Commission  <b>Moderator:</b> Kathleen Campbell, CPA, CGFO Director of Finance, Children's Services Council of Broward County		<b>Title:</b> Microsoft Suite - Tips & Tricks  <b>Date:</b> Wednesday May 22, 2024 <b>Time:</b> 11:00-11:50 am <b>Topic:</b> Items from the Microsoft Suite will be highlighted for tips & tricks of leveraging technology governments already own and use - How to use and utilize Microsoft Teams to organize and optimize projects and milestone tracking, what you can achieve with Excel & SharePoint.  <b>CPE:</b> 1.0 Hours (TB)  <b>Speaker:</b> Louis Boglioli, CGFO Finance Director, City of Stuart  <b>Moderator:</b> Elizabeth A. Walter, MBA, CGFO, CPFIM Budget & Grants Manager, South Florida Regional Transportation Authority



# Florida Government Finance Officers Association, Inc.

2023-2024  
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## 2023-2024 Conference Program Committee Agenda Item

**Meeting Date:** March 8, 2024

**Title of Item:** 2024 Conference Program Committee  
Moderator Training PowerPoint &  
Guidelines

**Executive Summary, Explanation or Background:**

Attached please find the 2024 Conference Program  
Committee Moderator Training PowerPoint and Guidelines.

**Recommended Action:**

The Board review the training and guidelines and provide  
any suggestions/feedback and approve.

Name

2/21/2024

Date



## Florida Government Finance Officers Association Moderator Guidelines 2024 FGFOA Conference Program

You are responsible for the session. The following guidelines have been developed to help ensure that your workshop/seminar runs smoothly.

### Approximately one to two weeks prior to the session, moderators should:

- ◆ Familiarize yourself with the workshop title, description, and objectives; enabling you to be an active participant in the session and not just the “host” behind the podium at the start and end of the session.
- ◆ **Schedule a call with the speaker(s) to coordinate the presentation.** Review the timing for the workshop (how long each speaker will present, how long the question-and-answer period will be, etc.)
  - ◆ **If an “Fireside Chat” session, reach out prior to 2 weeks before the conference to work on the session arrangement, content and questions.**
- ◆ Remind them of dress attire for presentation – dress shirt & sports coat requested ties optional. For women, appropriate business attire.
- ◆ Ensure that speaker engagement forms and biographies have been returned to the FGFOA staff by your speaker(s). Remind about deadline for power point presentation.
- ◆ Prepare questions to ask in case there is no audience participation; engage the audience and ask the first questions to gain others participation
- ◆ Review the introduction (biographies) of the speaker(s). Make sure you know how to pronounce his/her name.

### During the session, moderators should:

- ◆ Arrive at your workshop/seminar early to meet with the speaker(s).
- ◆ Start on time.
- ◆ Welcome everyone to the program. **Example:**

**Welcome to the [TITLE OF WORKSHOP] session. Explain a little about the session. Remember to turn cell phones off or have on silent. You will self-scan your badge at the end of the session. Stress to the attendees to please remain quiet until the completion of the Q&A period so the audience can hear questions and responses. Remind attendees to complete the online survey for session evaluations. The link was emailed to attendees in advance and is available on the FGFOA website at [www.fgfoa.org](http://www.fgfoa.org). Now, let me introduce your speaker(s) for this session:**

- Introduce the speaker(s). Never begin your introduction with a confession. (An example is, “John and I haven’t had a chance to get together, so please hang in there and we’ll do our best.”). Be direct and positive.
- End your introduction with the speaker’s name.
- After your introduction, lead the applause to welcome the speaker(s).
- Keep the session on time. Do not hold the majority of the audience for the sake of a few. If a speaker is running over, politely interrupt or signal him/her. This is especially important for a panel.
- **The FGFOA strictly prohibits the solicitation of vendor products or attacks against other vendors. All material presented should be educational only and appropriate for the session. Speakers are told in their instructions that this is not allowed. Anytime you feel your speaker(s) are making inappropriate comments in your session, you should notify an FGFOA staff person or Board member immediately.**
- If time permits, open the floor for questions. Use hand held wireless microphone to ensure the entire audience hears the questions. If not available, repeat the question and repeat the answer if necessary. Make sure you have several questions prepared to ask. Usually, when one person asks the first question, others will participate. If others hesitate, be that first person to ask a question.
- Allow yourself a few minutes at the close of the program to thank the speaker(s) and audience, and to offer any concluding remarks, and present the gift to the speakers.
- Remind the attendees to complete the online survey for the sessions.
- **Remind attendees to get scanned at the self-scanning stations.**
- Your Moderator Package contains a Moderator Session Evaluation please complete and turn into the conference registration desk

# Moderator Training





# What is a Moderator?

- A person who acts as a neutral participant in a discussion
- Holds participants/speakers to time limits
- Tries to keep speakers from straying off the topic from questions being asked during the discussion



# What does a Moderator do?

- Helps to pre-plan and coordinate the sessions by communicating with the speakers in advance
  - Approximately 2 weeks
  - For the “Fireside Chat” sessions work with the speakers to arrange the session, content & questions
    - Reach out prior than 2 weeks before the conference
- Makes sure that the speakers coordinate their presentations and that topics do not overlap
  - This applies when there are multiple speakers for one session
- Introduces the speakers during the session
- Keeps the session on time
- Prepares questions in advance if needed for during the session
  - Be the first to ask the questions to help begin the engagement process with attendees
- Is attentive during the session
  - Review and study the subject matter in order to be engaging throughout the session
    - This is more than being a “host” welcoming and ending the session



# What to do before a session?

- Get comfortable with the moderator script, the speakers, and the subject matter
- Schedule a conference call with the speakers (approximately 1-2 weeks in advance)
  - Reviewing their presentation and bios with them to ensure you understand everything
    - For example: Correct pronunciation of their name, titles, educational background, etc.
    - **For “Fireside Chat” sessions reach out prior than 2 weeks before the conference to work with them on the session, content & questions.**
- Speaker bios should be approximately 4-5 sentences
  - This is especially important with multiple speakers
- **Make sure the speakers are aware that FGFOA strictly prohibits the solicitation of vendor products/services or attacks against other vendors**
  - **All material presented should be educational only and appropriate for the session**
- Prepare questions to ask in case there is no audience participation
  - Usually, when one person asks a question, it creates a domino effect
- Pick up your moderator packet from the registration desk
  - This will include name cards, a speaker badge, a speaker gift, and a moderator survey
    - Please complete the moderator survey and return it to Karen at the registration desk





# What to do during a session?

- Arrive early to the session to meet the speaker, set up name cards, and discuss any last-minute issues/changes
- Start the session on time
- Welcome everyone to the session and announce the name of the session
- Remember to tell the audience to please:
  - Turn their electronic devices to silent so they are not disruptive during the presentation
  - Scan their badge at the end of the session
- Introduce the speaker(s)
- Read the speaker's bio



# What to do during a session?

- If time permits, open the floor for questions
  - Some speakers prefer that questions be asked when the material is covered
    - This is ok, but you must pay close attention to the time
- Walk around the meeting room and provide the handheld microphone to participants asking questions of the moderator to ensure the entire audience hears the questions
  - If the microphone is not available, have the speaker repeat the questions
- Make sure you have several questions prepared to ask
  - Usually, when one person asks the first question, others will participate
    - If others hesitate, be the first person to ask a question
- Keep the session on time
  - Do not hold the majority of the audience for the sake of a few
  - If a speaker is running over, politely interrupt or signal him/her
    - During your pre-conference call, you should discuss with the speaker how you will signal them when they have 10-15 minutes remaining



# What to do after a session?

- Remind attendees to scan their badges
- Make any announcements regarding evening events
  - This is usually done at the last session of the day
- Ask attendees to please complete the survey for session evaluations
- Thank the speaker(s) for their presentation
- Don't forget to give the speaker their gift for presenting



Questions/Comments/Concerns?

**Florida Government Finance Officers Association, Inc.**  
**2023-2024 Educational Programs Committee**  
**Agenda Item**



2023-2024

**CHAIRPERSON**

Stephen Timberlake

**BOARD LIAISON**

Lorrie Brinson

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

Robert Broline

Ben Clark

Shannon Estremera

Zachary Falconer

Judy Fleurimond

Baldemar Fonseca

Latoya Graham

Erika Hlywiak

Philip Kelsey

Elmira Khatypova

Crystal Kinzel

Peta-Gay Lake

Jeffrey Larson

Dean Mead

Marcela Millett

Alexandra Mitchell

Parth Patel

Richard Pengelly

Katie Roundtree

Wilbert Santos

Tiffany Satchell

Sarah Simpson

Cindy Speece

Andrew Thompson

Denese Williams

**Meeting Date:** March 8, 2024

**Title of Item:** Beginners Boot Camp Update

**Executive Summary, Explanation or Background:**

FGFOA currently offers a beginner's boot camp several times year. This program always has more applicants than seats for anytime its offered. Over the past year, FGFOA has facilitated a local area boot camp for a single entity. As part of this year's goals, the Educational Programs Committee was asked to development an "A La Carte" local boot camp for the FGFOA to offer.

I worked extensively with Kim Adams to develop the attached is draft of the potential offerings for the program.

In a subsequent meeting, attended by Rip, Nicole, Paul, Karen, Kim, and I, our focus was on adding "normal" Boot Camps. The group proposed offering "double" Boot Camps during the School of Governmental Finance or prior to the Annual Conference to address the surplus of candidates for the program.

**Recommended Action:**

Review the "A La Carte" menu and bring the program to Strategic Planning to determine the appropriate future for the program.

*Stephen Timberlake*

Name

2/29/2024

Date

# Boot Camp – For Your Organization

FGFOA is delighted to present a new opportunity for organizations: the option to reserve a customized local Boot Camp. While our hugely popular statewide Boot Camp remains a sought-after two-day workshop for beginners, consistently selling out due to limited space, we understand the demand for a more local personalized experience. In response, FGFOA has designed a tailored approach, enabling your organization and invited guests to partake in a unique Boot Camp experience right in your local facility. This exclusive session ensures that all your staff members gain essential insights into the fundamentals of accounting and financial reporting specific to local governments. Now, your team can access the valuable knowledge they need in a localized and convenient manner.

## ***Education***

The FGFOA is beginners boot camp offered at the local level offers you the flexibility to select 4 to XX different modules for your boot camp. Four to five modules can be done in a single day depending on the timing of the sessions. A two-day session can cover a total 16 hours. Below is list of the modules offered, a brief description of each, and the length of the module:

**The Government Environment** – The perfect kick off for boot camp. This module explains the key differences between the public and private sector. This section covers differences in accounting and reporting and explains the basics of GASB. **30 minutes – This section is required for all boot camps.**

**Fund Accounting & Financial Statements** - What is a fund? Why use them? What types of funds are there? This module explains the basics of fund accounting. **90 minutes**

**Fund Equity** – This session provides a straightforward overview of Net Position and Fund Balance. **30 minutes**

**Fund Balance Review** - What is it? Where does it come? How much should you have? This is more in-depth review of how fund balance requirements and functions. **60 Minutes**

**Typical Government Transactions** – This section is an overview of typical transactions, Assets, Liabilities, Revenues/gains, Expenses/expenditures, and other sources. **90 minutes**

**Financial Reporting Model** - This module explains the basic financial statements and their differences for government entity. This unit also provides the boot camper with a first look at the Annual Comprehensive Financial Report. **60 Minutes**

**Budgeting** – The fundamentals of a government budget is discussed in this section. Highlights include budget types, preparation, public input, approval, and execution. **60 minutes**

**Internal Controls** – Management is responsible for internal controls, including Fraud prevention, detection, and deterrence programs. This module covers the fundamentals of a proper financial control environment and risk assessment. **90 Minutes**

**Investments and Accounting for them** – This component covers the essentials of what type of investments are appropriate for a government entity and how those investments are recorded for accounting purposes. **30 Minutes**

**Fixed Assets & Depreciation** – This module helps boot campers recognize capital assets, capital projects and depreciation in governmental accounting. **60 Minutes**

**Governmental Revenue** – This section will explore major non-exchange revenues (mostly taxes available to local government including their uses and restrictions. It will also cover the four different revenue recognition requirements using modified accrual accounting. **90 Minutes**

**Long term Liabilities & Debt Service** – This segment provides an overview Bonds, Compensated Absences, Capital Leases, and year-end accruals. **90 Minutes**

**Financial Reporting Entity** – This module explains the primary government and component units required for Financial Reporting. **30 Minutes**

**Financial Reporting** – This section provides a more in-depth Understanding Government-wide Statements, Fund level statements, and Reconciling items before taking a deeper dive in the ACFR. **90 minutes**

**Grant Accounting** – Covers the basics of in planning and accounting for awarded grants. **60 Minutes**

## ***CPE***

Each session will account for 4 hours of CPE, so the boot camp will provide 8 to **16 hours of AA CPE** depending on the number of sessions selected.

## ***Participation***

Since this is a special bootcamp the FGFOA recommends a minimum of XX participants with maximum allowed participants is **30** participants FGFOA believes this level of participants will provide an excellent interactive boot camp.

## ***Fees***

The normal Registration fee for Boot Camp is \$440 for each person attending. For the local bootcamp, FGFOA charges a flat fee of **\$XXX** for one day or **\$YYY** for a two-day boot camp. Note that the Organization is responsible for attaining suitable space for the boot camp.

### ***Who should attend?***

- New accounting/auditing staff
- Accounting staff desiring to move into other accounting positions
- Managers and supervisors with limited technical accounting expertise
- Anyone in need of brushing up on governmental accounting basics

### ***After attending the “Beginner Boot Camp” participants will:***

- Have a working knowledge of fund types and categories
- Recognize the types of transactions to be recorded in various fund categories

- Understand the relationship between accounting financial reporting and budgetary accountability
- Know how to record routine transactions for governmental and business type activities
- Be familiar with the financial reporting model for state and local governments

### ***Additional Information***

Certificates of Attendance will be awarded. There will be a booklet provided with all handout materials and references.

Class size is limited for this intense hands-on interaction between the speaker and participants.

### ***Questions***

For more information about Boot Camp, please contact **Karen Pastula** at (850) 701-3618





# Florida Government Finance Officers Association, Inc.

## 2023-2024 Event Host Committee

### Agenda Item

2023-2024

**CHAIRPERSON**

Anna Otiniano

**BOARD LIAISON**

Nicole Jovanovski

**STAFF LIAISON**

Jill Walker

**COMMITTEE MEMBERS**

Marcia Carty

Anne Crawford

Sandra Feliciano

Mara Frederiksen

Cecilia Guerrero

Jeanette Haynes

Yeimy Guzman

Carlisha Jenkins

Shandra Jenkins

Kereen Jones

Vanna Lawitzke

Peter Lear

Dallas Lee

Marcia Mack

Natasha Mazzie

Gracie Morton

Luke Ogle

Everlyne Okoduwa

Angie Oxley

Michele Pellino

Michael Quesada

Nancy Romanello

Benjamin Salz

Mary Jane Sykes

Allison Teslia

Darrel Thomas

Bobbie Todd

Natalee Wallace

Patricia White

Tamika Williams

**Meeting Date:** Date 3/8/2024

**Title of Item:** Annual Conference Status Update

**Executive Summary, Explanation or Background:**

**Annual Conference Status Update:**

**Items Confirmed:**

- Welcome Bags – Ordered
- National Anthem Singer – Confirmed
- Invocation Speaker – Confirmed
- Tue Night Event – Confirmed
  - ✓ Location – Gulfstream
  - ✓ Band – JUANABE
- Local Mayor – Hollywood Mayor Confirmed
- Exercise Event – Confirmed
- Volunteers:
  - ✓ Association Night
  - ✓ Hospitality suite
  - ✓ Emerging Leaders (**need new name of event**)
  - ✓ Tue Night Event
    - Organizing Lines for Buses
    - Handing out wrist bands
    - Checking name badges

**Open Items – Working on:**

- Color Guard – In process
- Tue Night Event
  - ✓ Photo Booth (waiting on final quote)
  - ✓ Selfie Camera (waiting on final quote)
- Photographer
  - ✓ Head Shots
  - ✓ Events
- Speaker Gifts

*Anna Otiniano*

Name

February 27, 2024

Date



# Florida Government Finance Officers Association, Inc. 2023-2024 Professional Development Committee Agenda Item

2023-2024

**CHAIRPERSON**  
Kadem Ramirez

**BOARD LIAISON**  
Becky Schnirman

**STAFF LIAISON**  
Karen Pastula

**COMMITTEE MEMBERS**

- Kelly Bennett
- William Bowers
- Rebecca Bowman
- Eddy Castaneda
- Kylie Chiavuzzi
- Christopher Day
- Zachary Falconer
- Judy Fleurimond
- Mara Frederiksen
- Michael Gauci
- A Laura Hart
- Jeanette Haynes
- Linda Logan-Short
- Liliya Sablukova
- Jordan Steffens
- Mary Jane Sykes
- Darrel Thomas
- Sue Weidner
- Liang Wu

**Meeting Date:** March 8, 2024

**Title of Item:** Committee Update

**Executive Summary, Explanation or Background:**

Since our last meeting the committee has been working on the following task:

**Mentor/Mentee Program**

- Finalized itinerary for Dynamic Leadership Reception at Annual conference.

**Leadership Program**

- Rankings were successfully completed.

**University Outreach (Michael Gauci)**

- Held FAU Presentation on Feb 6<sup>th</sup>virtually with Darrel Thomas.

**Recommended Action:**

- Would like to discuss future the overall process of Leadership program rankings. We faced some challenges that we would like to bring forward to the Board.

*Name: Kadem Ramirez* *2/27/2024*

Name

Date

# Florida Government Finance Officers Association, Inc.

## 2023-2024 Professional Development Committee

### Agenda Item



2023-2024

**CHAIRPERSON**  
Kadem Ramirez

**BOARD LIAISON**  
Becky Schnirman

**STAFF LIAISON**  
Karen Pastula

**COMMITTEE MEMBERS**

Kelly Bennett  
William Bowers  
Rebecca Bowman  
Eddy Castaneda  
Kylie Chiavuzzi  
Christopher Day  
Zachary Falconer  
Judy Fleurimond  
Mara Frederiksen  
Michael Gauci  
Jeanette Haynes  
Linda Logan-Short  
Liliya Sablukova  
Jordan Steffens  
Mary Jane Sykes  
Darrel Thomas  
Sue Weidner  
Liang Wu

**Meeting Date:** 3/8/2024

**Title of Item:** Dynamic Leadership Reception

**Executive Summary, Explanation or Background:**

- This session will take the time block originally slated for the Emerging Leaders Reception.
- Title of the event will be "Dynamic Leadership Reception... (we need to finalize this).
- Frank to give a short greeting and introduction.
- Peter Brill will present for approximately 20 minutes on Dynamic Leadership.
- The event will be by invitation only. Invitations will be sent to current and past Leadership graduates, Mentor/Mentee Program participants, the two committee representatives (Kadem & Bill) and Board Members and all other committee chairs.
- Anticipated attendance = 150-175 ppl. We will need to book a room accordingly.
- Seating (Theater Style) will be provided.
- Beverages and Hors D'Oeuvres will be included.
- The first 20 minutes will be for socializing.
- Members and/or graduates of the two referenced programs will have the opportunity to share their stories of leadership/mentorship/etc.
- At the final monthly presentation for the Mentor/Mentee Program (March) we will ask for volunteers who are willing to share their story at this event.
- No CPE's – this is designed to serve as a forum to share leadership and mentorship stories and to encourage the attendees to become actively involved in leadership roles (i.e., Committee Chairs, Board Members, etc. This also addresses the desire to hold reunion type events for the Leadership and Mentor groups.
- Karen will work with Melanie and Jill to let them know about this change in the Emerging Leaders Reception block.

*Kadem Ramirez*

Name

2/27/2024

Date

**Florida Government Finance Officers Association, Inc.**  
**2023 School of Governmental Finance Committee**  
**Agenda Item**



2023

**CHAIRPERSON**

Elizabeth Anne Walter, MBA, CGFO,  
CPFIM  
Budget & Grants Manager  
South Florida Regional Transportation  
Authority  
801 NW 33rd St  
Pompano Beach, FL 33064-2013  
(954) 788-7882  
[waltere@sfrta.fl.gov](mailto:waltere@sfrta.fl.gov)

**BOARD LIAISON**

Sharon Almeida

**STAFF LIAISON**

Karen Pastula

**SUB-COMMITTEE MEMBERS**

Jennifer Desrosiers

Tanya Quickel

Christine Tenney

Katherine Woodruff

**COMMITTEE MEMBERS**

George Barbar

Rodrigo Bettini

Vicky Cooper

Nicole Gasparri

John Grady

Sharon Harding

Ann Kenney

Jeffrey T. Larson

Raymond Long

Bert Martinez

Rene O'Day

Richard Pengelly

Tracy Ramsey

Allison Tesla

Brent Wertz

**Meeting Date:** March 8, 2024

**Title of Item:** SOGF Sub-Committee

**Executive Summary, Explanation or Background:**

The kick-off for the 2024 sub-committee chair meeting was held February 14<sup>th</sup>, 2024. All sub-committee chairs have confirmed they would like to remain.

Christine Tenney – Budget

Jennifer Desrosiers – Financial Management and Leadership

Tanya Quickel – Treasury and Debt

Katherine Woodruff – Accounting and Financial Reporting

Sub-committee chairs were informed of the desire to include some classes geared towards procurement, purchasing, and contracts. They were excited and already have speakers in mind.

**Recommended Action:**

Information only. No action required.

*Elizabeth Walter*

Name

February 21, 2024

Date



# Florida Government Finance Officers Association, Inc. 2023-2024 Technical & Legislative Resources Committee Agenda Item

2023-2024

**CHAIRPERSON**

Derek H. Noonan, CPA  
Audit Manager  
Auditor General  
111 W. Madison St  
Tallahassee, FL 32399  
(850) 412-2864

[dereknoonan@aud.state.fl.us](mailto:dereknoonan@aud.state.fl.us)

**BOARD LIAISON**

Melissa Burns

**STAFF LIAISON**

Jill Walker

**COMMITTEE MEMBERS**

Jim Abernathy  
Linda Benoit  
Ryan Bernal  
Barbara Boyd  
James Braddock  
Eddy Castaneda  
Yvonne Clayborne  
Allison Feurtado  
Baldemar Fonseca  
Ajay Gajjar  
James Halleran  
Natalie Hinger  
Lory Irwin  
Karen Malcolm  
Dean Mead  
Jean-Michel Neault  
Parth Patel  
Liliya Sablukova  
Ted Sauerbeck  
Andrew Thompson  
Anthony Walsh  
Sue Weidner

**Meeting Date:** March 8, 2024

**Title of Item:** Technical Resources and Legislative Committee Manual and Update

**Executive Summary:**

- Sent some alerts, for example, changing regulations for State and Local Fiscal Recovery Funds (SLFRF) and a GASB survey.
- Continued tracking 2024 Legislative Session bills that could potentially significantly impact local governments finances. As bills pass both chambers, will begin working on bill summaries in anticipation that they will be presented to the Governor and signed.

**Recommended**

**Action:**

For review and approval.

*Derek Noonan*

Name

2/21/24

Date



# Florida Government Finance Officers Association, Inc.

## 2023-2024 Local Chapter President

### Sub-Committee Agenda Item

2023-2024

**Meeting Date:** February 23, 2024

**CHAIRPERSON**

Jamie Roberson

**Title of Item:** Committee Update

**Board Liaison**

Frank DiPaolo

**Executive Summary, Explanation or Background:**

**STAFF LIAISON**

Karen Pastula

The committee convened on Friday, February 23, 2024, with a primary focus on revitalizing specific chapters. Noteworthy updates include:

**MEMBERS**

Tameka Blake  
Melissa Burns  
Teri Butler  
Cormac Conahan  
Kevin Greenville  
Wendy Khan  
Diane Reichard

**Southwest Florida Chapter Update**

The new board is actively planning chapter activities and is pleased to announce upcoming meetings on April 12, 2024, and an 8-hour Investment Seminar on September 27, 2024. Furthermore, we're formalizing Manatee County members' participation, integrating them officially into the Southwest Florida Chapter due to their longstanding involvement. We recognize the ongoing challenge of transitioning the bank account, and efforts are underway to address this issue effectively.

**Florida First Coast Chapter Update**

The new board is diligently planning activities for the chapter, with an exciting chapter meeting scheduled for April 19, 2024, focusing on GASB 96. The leadership team is committed to providing valuable opportunities for members through proactive communication and collaboration.

**Space Coast Chapter Update**

The FGFOA hosted a notable event in the Cocoa area on February 9, 2024, which was attended by FGFOA Officers and myself. At the conclusion of the meeting, a call to action was issued, resulting in 5 individuals volunteering to spearhead the rebuilding efforts for the Space Coast Chapter. Under the leadership of Teri Butler, this dedicated team has a meeting scheduled with FGFOA Leadership on February 26, 2024, to develop a chapter strategy. Their continuous collaboration with FGFOA underscores a commitment to ensuring the successful resurgence and sustained vibrancy of the chapter.

**Future of Ad-Hoc Local Chapter Committee**

Our primary goal was to restore and enhance networking opportunities and traditional activities historically enjoyed by members in the three regions. This objective to revitalize and strengthen the chapter's engagement and vitality has been successfully achieved this year, thanks to the dedicated efforts of each member of the Ad-Hoc Local Chapter committee.

This request is seeking guidance on the status of continuing the Ad-Hoc Local Chapter committee within the FGFOA to support the organization's mission. Please advise if there are any future assignments.

We extend our sincere appreciation to all committee members for their unwavering commitment to this important cause.

**Recommended Action:**

For review, approval (or just review, for information, etc.), and direction on future assignments.

Jamie Roberson

Name

February 23, 2024

Date

# Florida Government Finance Officers Association, Inc.

## 2023-2024 Strategic Communications

### Committee Agenda Item



2023-2024

#### CHAIRPERSON

Shannon Ramsey-Chessman

#### BOARD LIAISON

Kelly Strickland

#### STAFF LIAISON

Karen Pastula

Jill Walker

#### MEMBERS

Dale Abram

Emily Alves

Julie Dowe

Judy Fleurimond

Baldemar Fonseca

Robyn Lawrence

Anna Otiniano

Mary-Lou Pickles

Olga Rabel

Sarah Simpson

Darrel Thomas

**Meeting Date:** March 8, 2024

**Title of Item:** Update on Committee Progress

**Executive Summary, Explanation or Background:**

#### **Committee Item 1:**

The Strategic Communication Committee held its inaugural meeting on January 30<sup>th</sup>. The committee, with agreement from President DiPaolo, agreed to focus their efforts on the upcoming Annual Conference and new online CGFO program.

Committee members were then asked to volunteer for the Annual Conference subcommittee, the CGFO subcommittee or both. Each subcommittee is tasked with determining what content to communicate, when that content should be communicated, and by what means.

Committee members were also asked to volunteer for one or more communications media subcommittees: social media, E-Bulletin, Website, or Podcast. Each subcommittee is tasked with developing the communication “materials” for the content identified by the Annual Conference and CGFO subcommittees.

The Annual Conference subcommittee met on February 13<sup>th</sup> and February 28<sup>th</sup> (there is also an upcoming meeting on March 12<sup>th</sup>) and the CGFO subcommittee met on February 22<sup>nd</sup>.

Both subcommittees have determined the initial content to be communicated and that information has been forwarded to the communication media subcommittees, except for the Podcast subcommittee. Please see Attachments A and B for more detail.

The media subcommittees are currently developing the actual communication materials that will be shared with members.



# Florida Government Finance Officers Association, Inc.

## 2023-2024 Strategic Communications

### Committee Agenda Item

All content for the committee will be posted to a shared folder for access by the entire committee.

I am thrilled to let you know that our President did film a video yesterday announcing the new online CGFO program and that video will be sent to members following our Board meeting today.

#### **Recommended Action:**

For information only

#### **Committee Item 2:**

The CGFO subcommittee would like to recognize the first member who completes their CGFO fully online. The recommended recognition would include: a member spotlight, a plaque, acknowledgement at the annual conference like the CGFO of the year, and free registration for an upcoming SOGF or annual conference.

#### **Recommended Action:**

For review and approval

*Shannon Ramsey-Chessman*

Name

February 29, 2024

Date



**Chessman, Shannon R.**

---

**From:** Darrel Thomas <DThomas@westonfl.org>  
**Sent:** Wednesday, February 28, 2024 4:42 PM  
**To:** abram.dale@justiceadmin.org; ealves@swa.org; Dowe, Julie; jfleurimond@myboca.us; bfonseca@cityofhomestead.com; Lawrence, Robyn; Sarah Simpson  
**Cc:** Chessman, Shannon R.; Jill Walker  
**Subject:** Annual Conference Sub-Committee First Pass on Events and Welcome to The City of Hollywood-The Diplomat-Gulfstream Park to Social Media Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**This Message Is From an External Sender**

This message came from outside your organization.

*Good afternoon Social Media Sub-Committee,*

*Please see the below first pass at content for the annual conference social networking events to post of the FGFOA social media platforms.*

- Association Welcome Reception
  - Start conference with a bang
  - Enjoy delicious food and drink
  - Mingle with friends and colleagues
  - Visit vendor booths for info and prizes
- Tuesday Night Event
  - Hosted at Gulfstream Park
  - Dinner and live dancing
  - Music featuring JUNABE - Miami's premier 80's cover band
  - Wear your best 80's outfit
  - 360° photo booth
  - Fun and prizes

*The Annual Conference Sub-Committee plans to have a second pass for events that will highlight the next tier of events at the conference, such as the Dynamic Leaders event and the nightly Hospitality Suite events, and possibly a third pass for you to disseminate.*

*Also please see the below "Welcome to the City of Hollywood-The Diplomat-Gulfstream Park" material to use as well. I included links to the material websites in case you wanted to pull down photos to use in posts.*

- Welcome to the City of Hollywood
  - [https://www.visitflorida.com/places-to-go/southeast/hollywood/?cid=PS\\_M8\\_GPS\\_&&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=us\\_vf\\_se\\_search\\_bng\\_nb\\_conv\\_cities\\_fl&utm\\_term=hollywood%20florida&utm\\_content=Hollywood%20-%20EXT&gclid=32e36a87a89517469a660f58c5eb6b3e&gclsrc=3p.ds](https://www.visitflorida.com/places-to-go/southeast/hollywood/?cid=PS_M8_GPS_&&utm_source=bing&utm_medium=cpc&utm_campaign=us_vf_se_search_bng_nb_conv_cities_fl&utm_term=hollywood%20florida&utm_content=Hollywood%20-%20EXT&gclid=32e36a87a89517469a660f58c5eb6b3e&gclsrc=3p.ds) [visitflorida.com]

- <https://www.planetware.com/florida/attractions-things-to-do-in-hollywood-florida-us-fl-436.htm> [linkprotect.cudasvc.com]
- <https://www.floridavacationers.com/things-to-do-in-hollywood-fl/> [linkprotect.cudasvc.com]
- 2.5-mile Hollywood Beach and Broadwalk
- 50 restaurants and 30 shops and boutiques
- Dozens of parks
- Intracoastal waterway
- Seminole Hard Rock Casino
- ArtsPark at Young Circle
- Anne Kolb Nature Center
- Yellow Green Farmers Market
- Welcome to the Diplomat Beach Resort
  - <https://www.diplomatresort.com/> [linkprotect.cudasvc.com]
  - <https://www.hilton.com/en/hotels/flldhqq-the-diplomat-beach-resort-hollywood/resort/> [hilton.com]
  - [https://www.tripadvisor.com/Hotel\\_Review-g34296-d271867-Reviews-The\\_Diplomat\\_Beach\\_Resort\\_Hollywood\\_Curio\\_Collection\\_by\\_Hilton-Hollywood\\_Broward\\_County\\_.html](https://www.tripadvisor.com/Hotel_Review-g34296-d271867-Reviews-The_Diplomat_Beach_Resort_Hollywood_Curio_Collection_by_Hilton-Hollywood_Broward_County_.html) [tripadvisor.com]
  - Voted one of the top 10 resorts in Florida by Condé Nast Reader's Choice and 4 Diamond rated by AAA
  - 1,000 linear feet of semi-private beach
  - Beachside Lagoon & Infinity Pools plus private pool cabanas, casitas and daybeds
  - Poolside DJ
  - 6 restaurants
  - Water sports, bicycles, sunrise beach yoga, oceanfront sunrise spin class, group fitness classes, live entertainment
  - 15,000 square foot full-service, award-winning Spa
  - Slide kids splash zone
  - Cardio and strength training fitness centers
- Welcome to Gulfstream Park
  - <https://www.gulfstreampark.com> [linkprotect.cudasvc.com]
  - <https://www.southfloridasuntimes.com/news/welcome-to-gulfstream-park%3A> [linkprotect.cudasvc.com]
  - Close to the Diplomat Beach Resort
  - Live racing and wagering
  - Start -of-the-art slots and electronic gaming tables
  - Dining and nightlife entertainment
  - Marquee events and shows
  - 4 fine dining and 7 casual dining restaurants
  - 6 bars and lounges
  - Outdoor boutiques and shopping

*We can create as much material as you would like to get out. The material is posted in the share folder and Jill has uploaded past conference photos there as well for your use.*

*Have a great weekend and stay tuned for more to come!  
Darrel Thomas*

## Chessman, Shannon R.

---

**From:** Darrel Thomas <DThomas@westonfl.org>  
**Sent:** Wednesday, February 28, 2024 4:49 PM  
**To:** abram.dale@justiceadmin.org; ealves@swa.org; bfonseca@cityofhomestead.com; Otiniano, Anna; mlsp73@hotmail.com; Sarah Simpson  
**Cc:** Chessman, Shannon R.; Jill Walker  
**Subject:** Annual Conference Sub-Committee First Pass on Sessions, Events and Welcome to The City of Hollywood-The Diplomat-Gulfstream Park to E-Bulletin Sub-Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### This Message Is From an External Sender

This message came from outside your organization.

*Good afternoon E-Bulletin Sub-Committee,*

*Please see the below first pass at e-bulletin media content for the annual conference sessions.*

- Leadership Pre-Conference Day
  - Various speakers
  - Succession planning
  - Emotional intelligence
  - Adaptability
  - Teambuilding
- Investments Pre-Conference Day
  - Various speakers
  - Best practices
  - Market updates
  - Portfolio strategies
  - Performance measurement
- Keynote Address
  - Speaker: Major Mark Noon (Ret)
    - U.S. Air Force, 20 years
    - Expertise in employee engagement, leader development, succession and strategic planning, inspirational and motivational speaking, teamwork, change leadership and leading by values.
    - Coached more than 320 organizations in 43 states and 4 countries.
- Other speakers/sessions representing:
  - The Governmental Accounting Standards Board
  - The Government Finance Officers Association
  - The Florida Auditor General's Office
  - The Florida Department of Financial Services
  - The Florida Department of Emergency Management

*Please see the below first pass at e-bulletin media content for the annual conference social networking events.*

- Association Welcome Reception
  - Start conference with a bang
  - Enjoy delicious food and drink
  - Mingle with friends and colleagues
  - Visit vendor booths for info and prizes
- Tuesday Night Event
  - Hosted at Gulfstream Park
  - Dinner and live dancing
  - Music featuring JUNABE - Miami's premier 80's cover band
  - Wear your best 80's outfit
  - 360° photo booth
  - Fun and prizes

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*Also please see the below "Welcome to the City of Hollywood-The Diplomat-Gulfstream Park" material to use as well. I included links to the material websites in case you wanted to pull down photos to use in posts.*

- Welcome to the City of Hollywood
  - [https://www.visitflorida.com/places-to-go/southeast/hollywood/?cid=PS\\_M8\\_GPS\\_&&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=us\\_vf\\_se\\_search\\_bng\\_nb\\_conv\\_cities\\_fl&utm\\_term=hollywood%20florida&utm\\_content=Hollywood%20-%20EXT&gclid=32e36a87a89517469a660f58c5eb6b3e&gclidsrc=3p.ds](https://www.visitflorida.com/places-to-go/southeast/hollywood/?cid=PS_M8_GPS_&&utm_source=bing&utm_medium=cpc&utm_campaign=us_vf_se_search_bng_nb_conv_cities_fl&utm_term=hollywood%20florida&utm_content=Hollywood%20-%20EXT&gclid=32e36a87a89517469a660f58c5eb6b3e&gclidsrc=3p.ds) [visitflorida.com]
  - <https://www.planetware.com/florida/attractions-things-to-do-in-hollywood-florida-us-fl-436.htm> [linkprotect.cudasvc.com]
  - <https://www.floridavacationers.com/things-to-do-in-hollywood-fl/> [linkprotect.cudasvc.com]
  - 2.5-mile Hollywood Beach and Boardwalk
  - 50 restaurants and 30 shops and boutiques
  - Dozens of parks
  - Intracoastal waterway
  - Seminole Hard Rock Casino
  - ArtsPark at Young Circle
  - Anne Kolb Nature Center
  - Yellow Green Farmers Market
- Welcome to the Diplomat Beach Resort
  - <https://www.diplomatresort.com/> [linkprotect.cudasvc.com]
  - <https://www.hilton.com/en/hotels/flldhqq-the-diplomat-beach-resort-hollywood/resort/> [hilton.com]
  - [https://www.tripadvisor.com/Hotel\\_Review-g34296-d271867-Reviews-The\\_Diplomat\\_Beach\\_Resort\\_Hollywood\\_Curio\\_Collection\\_by\\_Hilton-Hollywood\\_Broward\\_County\\_.html](https://www.tripadvisor.com/Hotel_Review-g34296-d271867-Reviews-The_Diplomat_Beach_Resort_Hollywood_Curio_Collection_by_Hilton-Hollywood_Broward_County_.html) [tripadvisor.com]
  - Voted one of the top 10 resorts in Florida by Condé Nast Reader's Choice and 4 Diamond rated by AAA
  - 1,000 linear feet of semi-private beach
  - Beachside Lagoon & Infinity Pools plus private pool cabanas, casitas and daybeds
  - Poolside DJ
  - 6 restaurants
  - Water sports, bicycles, sunrise beach yoga, oceanfront sunrise spin class, group fitness classes, live entertainment

- 15,000 square foot full-service, award-winning Spa
- Slide kids splash zone
- Cardio and strength training fitness centers
- Welcome to Gulfstream Park
  - <https://www.gulfstreampark.com> [linkprotect.cudasvc.com]
  - <https://www.southfloridasuntimes.com/news/welcome-to-gulfstream-park%3A> [linkprotect.cudasvc.com]
  - Close to the Diplomat Beach Resort
  - Live racing and wagering
  - Start -of-the-art slots and electronic gaming tables
  - Dining and nightlife entertainment
  - Marquee events and shows
  - 4 fine dining and 7 casual dining restaurants
  - 6 bars and lounges
  - Outdoor boutiques and shopping

*We can create as much material as you would like to get out. The material is posted in the share folder and Jill has uploaded past conference photos there as well for your use.*

*Have a great week and stay tuned for more to come!*  
 Darrel Thomas



**Darrel Thomas**  
 Assistant City Manager/CFO  
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 17200 Royal palm Blvd., Weston, Florida 33326



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## Chessman, Shannon R.

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**From:** Darrel Thomas <DThomas@westonfl.org>  
**Sent:** Wednesday, February 28, 2024 4:42 PM  
**To:** abram.dale@justiceadmin.org; ealves@swa.org; Dowe, Julie; jfleurimond@myboca.us; bfonseca@cityofhomestead.com; Lawrence, Robyn; Sarah Simpson  
**Cc:** Chessman, Shannon R.; Jill Walker  
**Subject:** Annual Conference Sub-Committee First Pass on Events and Welcome to The City of Hollywood-The Diplomat-Gulfstream Park to Social Media Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### This Message Is From an External Sender

This message came from outside your organization.

*Good afternoon Social Media Sub-Committee,*

*Please see the below first pass at content for the annual conference social networking events to post of the FGFOA social media platforms.*

- Association Welcome Reception
  - Start conference with a bang
  - Enjoy delicious food and drink
  - Mingle with friends and colleagues
  - Visit vendor booths for info and prizes
- Tuesday Night Event
  - Hosted at Gulfstream Park
  - Dinner and live dancing
  - Music featuring JUNABE - Miami's premier 80's cover band
  - Wear your best 80's outfit
  - 360° photo booth
  - Fun and prizes

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Darrel Thomas*

**ATTACHMENT B**

<b>Deliverable Description</b>	<b>Details</b>	<b>Timeline</b>	<b>Delivery Methods</b>
Rebranding Initiative - President's Vision Pilot Launch On-demand, Online Testing	Message from Frank DiPaolo, President	March February	E-bulletin, Podcasts, Social Media Posts E-bulletin, Website
Remarks from test takers	Mary-Lou will provide feedback from Pilot Candidates Contest to be the first CGFO to earn designation completely online	February and March	Social media posts
Market new testing platform	Baldemar Fonseca to provide insight on his CGFO journey and what it means to him to have earned his certification, etc.	March - April	E-bulletin, Podcasts, Social Media Posts, Website
Spotlight new CGFO What is a CGFO and Why Do I want to Become One? New questions roll out - shift in methodology - application of theory	Advertise new webinars to cover new questions.	March April <b>TBD</b>	Pod Cast, Newsletter Email newsletters, Pod Cast Series E-bulletin, Website
New CGFOs for the Quarter Evaluate where the CGFO's are located and who they work for	Highlight new CGFOs are they earn their designation Consider CGFO spotlight opportunities such as podcasts, e-bulletin, social media	Quarterly	Website, Social Media Posts Podcasts, e-bulletin, social media





