

AGA
Topeka Chapter

The News Flash!

Issue 2016-1

<http://www.agaks.org/news/>

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2016-2017

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PRESIDENT'S MESSAGE

Thank you for opening this message. We are pleased to have you as a part of our professional and collegial group. Please keep reading.

Our focus for this new year will be to:

1. Provide you with the opportunity to participate in Chapter governance;
2. Rebuild our Education Program;
3. Provide updates on regional and national educational opportunities;
4. Notify you of positions available in our area; and
5. Ensure you have opportunities to obtain the Certified Government Financial Manager Credentials.

Please feel free to offer suggestions or comments as we go so we can stay in tune with where YOU want us to go. We are here to provide services to our members and can only do that with input from you.

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Plans for the Upcoming Year

Each year, our Chapter submits its plans in various categories to the National AGA to illustrate its intended level of activity in the new year. We would like YOU to review these plans so we can get your comments and suggestions prior to submitting them to national. We will post them ASAP on the web site.

POSITION AVAILABLE

TECHNICIAN, BUDGET ANALYST II—C, GRANTS

Wichita Public Schools

Location: Sedgwick County

Job Title: Technician, Budget Analyst II-C , Grants

Position Function: Works with an ever-changing portfolio of grants, varying in complexity and restrictions, funded by federal, state, local, and private entities. Performs various duties in support of the District's annual budget, Kansas State budget forms, annual financial audit, and single audit. Works with various departments within the District. Assists in training District staff and responds to questions during the year.

Essential Performance Responsibilities:

- Monitors grant post-award internal controls, and recommends any needed changes.
- Monitors federal cash on hand and draws down funds.
- Monitors federal grant expenditures for compliance with both grant-specific requirements and uniform allowable cost principals.
- Assists grant applicants with the budgets of grant applications prior to submission; assists with post award budget revisions, reports, and extensions.
- Serves as team lead for Projects and Grants module of the financial system software.
- Prepares the annual mass account update for grant-related accounts to be uploaded to the Human Resources/ Payroll software.
- Assists with position control. Responds to position-related questions of Human Resources, Employee Benefits, and Payroll personnel.
- Responsible for ongoing set up of new salary accounts and chart field maintenance in the Human Resources/ Payroll software.
- Assists with maintenance of the Human Resource Management System software.
- Assists in the preparation of the Kansas State budget forms and the District's internal annual budget book, assuring for accuracy and timeliness.
- Prepares work papers and adjusting journal entries for the annual financial audit.
- Completes reports required for internal and external compliance, including but not limited to, information for the Kansas State Department of Education and the federal government.
- Becomes highly knowledgeable about assigned funds, programs, and schools.
- Provides on-going training as needed to staff throughout the District, both individually and in groups, on use of the financial system, use of the Budget Tracker spreadsheet, assigning funding strings, etc. Also provides training on federal grant guidelines and associated state and local requirements for grant monitoring and reporting.

Schedules budget review meetings with fund and program managers.
Prepares journal entries and budget transfers and posts to the financial system.
Assists with completion of various surveys.
Responds in a knowledgeable, courteous, and professional manner to inquiries and requests for assistance from program managers, employees, and the community regarding the budget, grants, and other activities of the Budget Department.
Responds to requests of Director of Budgeting and Chief Financial Officer in an accurate, complete and timely manner.
Assists co-workers as needed to ensure equitable distribution of the workload amongst the Budget Department team members.
Cross-trains on other positions in the Budget Department.
Attends training and other outside seminars as approved.
Ensures important functions are covered by other staff members during absences.

Additional Duties

Additional duties as assigned by Director of Budgeting and CFO

Equipment

This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine.

Travel

In-district travel required, limited out-of-district required

Physical and Mental Demands

Overtime may be required
Attendance at meetings will be required
Computer work 90%
Sitting for long periods of time

Knowledge, Skills, and Abilities

Knowledge of federal grant regulations and state statutes related to school finance and federal fiscal cash management.
Advanced computer proficiency and the ability to effectively use Microsoft Word, Excel, Outlook, Access and PowerPoint, which will be determined and validated by testing
Strong analytical and problem solving skills
Gives the highest priority to achieving accuracy
Ability to use 10-key
Ability to communicate exceptionally with customers, outside vendors or company personnel. Exceptional communication skills will assist in motivating, influencing, and advising others on matters of significance
Maintains confidentiality with all sensitive information
Organizes work well and is able to successfully prioritize when faced with multiple requests, demands, and deadlines
Capable of performing a variety of tasks, as well as changing assignments on short notice
Demonstrates a high level of initiative, accepts all responsibilities fully, and meets deadlines
Ability to work and make decisions independently, guided by departmental policies, criteria, and goals. Will be required to use your discretion to interpret policies, laws, and theories
Ability to write letters, memos and reports that command attention and achieve results
Ability to provide the highest level customer service
Excels in providing training to individuals and groups
Displays exceptional learning capacity
Ability to plan and organize effectively to achieve greater results

Interrelations

Contact with company personnel, customers, and outside vendors. Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy. Must exhibit a professional manner and maintain a positive attitude with all customers and colleagues.

Qualification Profile

Preference given to Bachelor's Degree in Accounting, Finance, Business Administration or a related field with minimum five years' accounting experience

Three years' experience in governmental accounting or governmental auditing preferred
Preference given to thorough knowledge of state and federal grant regulations with two years' grant-related work experience

FLSA Status—Non-exempt

A CRY FOR HELP!

AGA - URGENT Chapter Challenge

As many are aware, Southern West Virginia was recently hit with a catastrophic flood that destroyed many homes and communities, only to be subjected to more flash flooding a few days later. Many are left trying to gather the pieces of their life and rebuild, while others are left without homes and even family members. Our region has received a HUGE outpouring of love and support from neighboring cities, counties, states, businesses, organizations, and even citizens outside of our own country. This is a time to truly stand together in support and love and show how much we care and support our neighbors. We have partnered with Coal City Volunteer Fire Department in Coal City, WV who has been gathering donations and supplies and delivering them to various communities in need. The urgent need of clothing has now passed and communities are looking to clean up the devastation in hopes of rebuilding. Coal City Volunteer Fire Department has graciously offered to accept monetary donations and purchase the supplies and deliver them to various cities, as they are more aware of the daily changes and needs on the ground in each city. We are asking each chapter (and even individual chapter members) to help make a difference and join in love and support.

Donations can be sent directly to our AGA chapter via PayPal for a check to be written for supplies.

PayPal email address: Melissa.D.Mullins@wv.gov

Please send this as “family and friends” so that PayPal does not withhold any of the funds and the maximum amount of funds will be available to help with relief efforts.

We and our community greatly appreciate your love and support in this time of need. If you have any questions please do not hesitate to email or call me at (304)-646-4930.

2016 Upcoming Training Events

Note that many events are available either in-person or via your computer system.

For more information visit www.agacgfm.org. For information on the virtual attendance see the following page!

AGA Sponsored Education Events

Professional Development Training

July 17–20 | Anaheim, CA or virtual| 24 CPEs

Also Available in Virtual Attendance

In-person training registration includes the opportunity to earn up to 24 CPE hours, entrance to the Exhibit Hall, all education sessions and official training event activities, three breakfasts, five refreshment breaks, three luncheons, three receptions and a registration tote bag.

More info on Registration:

<https://www.agacgfm.org/PDT-2016/Registration.aspx#onsiteregistration>

AGA offers virtual attendance for many of its national events. Virtual attendance allows those with limited travel budgets to participate and earn CPE.

Why Choose the Virtual Attendee Option?

- **No travel required** — Watch key educational sessions in the comfort and convenience of your home or office.
- **Participate despite busy schedule or budget restraints** — virtual attendance offers a full-scale online educational experience.
- **Earn CPEs** — General sessions and selected popular breakout sessions are available via live-stream.
- **On-demand recordings** — Virtual attendees have access to on-demand session recordings for up to one year after the event at no additional cost. No need to alter your schedule to view a particular session... access the recording at your leisure!
- **Truly participate** — Virtual attendees can post questions during each session and participate in discussions in real-time via chat rooms.



Executive Committee Meeting Minutes Topeka Chapter June 1, 2016

Members Present: Walt Darling, Nicole Malott

- Discussions focused on a restart of Chapter activities for the 2016 – 2017 program year. The priority areas were as follows:
 - *Establishing regular monthly meetings for the Executive Committee*
 - *The third Wednesday of each month was proposed.*
 - *Completion, Review, Approval, and Publishing of Meeting Minutes, and the review and publication of financial statements.*
 - *Recruiting*
 - *Nicole has volunteered to take on the President-Elect Role. She will maintain Treasurer role for the current time and we will attempt to recruit a Treasurer-Elect*
 - *Walt will check with Kathy Bohnhoff to see if she will continue as the Chapter Recognition Coordinator or if she would like to take on President or Treasurer.*
 - *Walt will continue as President if Kathy does not accept it. He will maintain the website, and assist with Newsletter and Minutes until additional volunteers are recruited.*
 - *Chapter Recognition Program*
 - *This program is critical for the recognition of the Topeka Chapter as a functioning Chapter. Thus, critical areas will be:*
 - *Completion of Program Plans,*
 - *Publication of Minutes and Financial Reports*
 - *Submission of Officer List to National,*
 - *Establishment of Educational Program*
 - *Nicole has volunteered to organize two lectures*
 - *Walt has volunteered to organize two lectures*
 - *Distribution of Newsletter*
 - *Walt has proposed continuing the News Flash format and adding a President's message.*
 - *Coordinating CGFM Month Recognition*
- Discussion was also held in regard to potential volunteers available and interested in joining the Board.
- Nicole noted that she had completed the latest financial report. She submitted that report for financials as of 5/31/2016 for the Board's review.
- Nicole noted that a member had notified her that they had a box of old AGA Topeka Chapter documents stored in their basement that they would like to get rid of. She met with that person and took possession of the documents. Just before adjourning the meeting, she transferred the documents to Walt.
- The meeting was adjourned at approximately 6:10 PM.