



# THE AGA LEDGER

A Publication of the Association of Government Accountants  
Ozarks Chapter  
[www.ozarksaga.org](http://www.ozarksaga.org)

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## Message From The President

Congratulations to our Vice-President, Jerry Mitchell and to all of those that assisted with the Annual Fall Seminar. Those that attended were treated to a great day of programs and knowledgeable speakers. The fall seminar provides the major funding source for our annual scholarship recipients. What a great way to encourage and promote excellence in our profession.

I look forward to hearing Muthu Karuppan, Drury University, as our November speaker. We could all gain some great computer tips from his presentation. Hope to see you there.

### Ozarks Chapter November Meeting Event

**Tuesday, November 8, 2005**

**12:00 Noon**

**At the**

**Tower Club**

**Cost of Luncheon and CPE \$18.00**

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**Speaker: Dr. Muthu Karuppan**

### Topic: Outsourcing and Other Technical Updates

Dr. Muthu Karuppan is an Associate Professor of Computer Information Systems at Drury University. In his 20-year teaching career, he has taught a wide variety of graduate and undergraduate courses in Information Systems and E-commerce. He serves as a systems consultant to numerous businesses and specializes in the areas of health information systems and small business systems.

Prior to joining Drury University, he worked in a large regional hospital as a project architect for a major client/server health information systems implementation. He has made a number of presentations on systems issues at regional and national meetings and his articles have appeared in a number of academic and professional journals.

### RSVP:

Cindy Stein 829-6201

[cstein@greencountymo.org](mailto:cstein@greencountymo.org)

by Monday, November 7 at 3:00 PM

Recommended CPE: 1 hour

## Conferences

### **AGA**

#### ***National Performance Management Conference***

The conference is set for Nov. 14-15 at the Portland Marriott Downtown in Portland, OR. The theme is, "Service Efforts & Accomplishments Reporting: The Cornerstone for Building Trust and Enhancing Management." Government entities that have participated in AGA's Certificate of Excellence in SEA Reporting Program will explain how the reports were prepared and how government performance can be measured.  
[Click here to register.](#) [Contact Julie V. Bryant, CGFM, for more information.](#)

#### ***National Leadership Conference***

**Feb. 2-3, 2006** Ronald Reagan Building/International Trade Center, Washington, DC

### **GFOA**

#### ***100th GFOA Annual Conference - Montreal, Quebec***

Date: 05/07/2006 thru 05/10/2006

Early Registration Deadline: 01/18/2006

Late Registration Deadline: 03/01/2006

Registration brochure at: <http://www.gfoa.org/documents/conf1stBro.pdf>

## Seminars

### **MSCPA**

#### ***FALL TAX SEMINAR***

**Date:** 12/05/05 & 12/06/05

**Location:** Springfield, MO

**At:** Holiday Inn University Plaza, Springfield

**Fee:** \$239 members, \$289 non-members

**Day 1:** Registration: 8 a.m., Course: 8:30 a.m.-5 p.m.

**Day 2:** Registration: 7:30 a.m., Course: 8:00 a.m.-3:45 p.m.

\*This class includes 2 hours of ethics

[Click here to register](#) or paste the following link in your browser

<http://www.mocpas.org/coursenet/Catalog/CourseDetails.aspx?courseID=05FTI-SP>

#### ***How to Explain & Present Financial Information to Non-Accountants***

**Date:** 12/9/2005

**At:** Embassy Suites Country Club Plaza, Kansas City

**Location:** Kansas City, MO

**Time:** 8:30am - 4:30pm (Registration at 8:00am )

**Fee:** \$249 members, \$299 non-members

**Designed for:** CPAs who need to enhance their skills and abilities to explain and present financial information to their non-accounting associates and clients.

**Credits:** 8

**Course code:** 05HPFI-K/W

[Register here](#) or paste the following address in your browser:

<http://www.mocpas.org/coursenet/Catalog/CourseDetails.aspx?courseID=05HPFI-K>

#### ***Best Income Tax, Estate Tax, & Financial Planning Ideas of 2005***

**Date:** 11/18/2005

**At:** Embassy Suites Country Club Plaza, Kansas City

**Location:** Kansas City, MO

**Time:** 8:30am - 4:30pm (Registration at 8:00am )

**Fee:** \$249 members, \$299 non-members

**Course Level:** Basic / Intermediate

**Course code:** 05IEFP-K/W

[Register here](#) or paste the following address in your browser:

<http://www.mocpas.org/coursenet/Catalog/CourseDetails.aspx?courseID=05IEFP-K>

# News Release

## IMMEDIATE RELEASE

### **CPAs Release Report on Tax Reform, Including 10 Tax Policy Objectives to Guide Decision Makers *AICPA Report Says Change Is Necessary, Transition to Any New System Will Be Difficult***

**(Washington, D.C.—October 17, 2005)** The American Institute of Certified Public Accountants (AICPA), the national association of CPAs, today released its nonpartisan tax reform report: *Understanding Tax Reform: A Guide to 21st Century Alternatives*. The report will serve as a guide to the upcoming debate. This easy-to-read-and-use report is being released just weeks before the Bush administration releases its own tax reform report, which is expected to propose major changes in the current tax system that will affect virtually every American.

“Tax reform is much tougher to accomplish than it is to envision,” said AICPA president and CEO, Barry Melancon. “However, the CPA profession has an unmatched understanding and knowledge of tax reform issues. This report will provide a clear understanding of the issues and alternatives involved with tax reform. It also will explain some of the most onerous problems for taxpayers that will occur during what we believe will be a very difficult transition from one system to the next.”

The AICPA report highlights 10 policy objectives it recommends *any* tax reform proposal be measured against:

- Simplicity
- Fairness
- Economic growth and efficiency
- Neutrality
- Transparency
- Minimizing noncompliance
- Cost-effective collection
- Impact on government revenues
- Certainty
- Payment convenience

“Changes to our current tax system are long overdue,” said Tom Ochenschlager, AICPA’s vice president for tax. “Policymakers need to thoroughly review the current system. We need, at the very least, to make it more understandable and easier to predict.”

According to Pam Pecarich, a retired partner of a major accounting firm, former chair of AICPA’s Tax Executive Committee, and the chair of the AICPA Tax Reform Task Force, “Anyone interested in tax reform needs to read this report. It’s a balanced look at the different types of tax reform proposals. It’s also a roadmap to the details that can trip up tax reformers. Reform of the current tax system could improve the status quo, but the objectives must be clear in order to keep the promise of reform.”

Copies of the report are available at [www.aicpa.org/taxreform](http://www.aicpa.org/taxreform).

**O Z A R K S C H A P T E R O F A G A**  
**C A S H R E P O R T**  
**O c t o b e r , 2 0 0 5**

**B e g i n n i n g B a l a n c e J u l y 1 , 2 0 0 5** **\$ 3,137.92**

**I n c o m e :**

Chapter Dues	65.85
Meetings	684.00
Merchandise Sales	0.00
Seminar	<u>1,905.00</u>

**T o t a l I n c o m e** **\$ 2,654.85**

**E x p e n s e s :**

Board Meetings	0.00
Check Printing	0.00
Gifts	66.40
Meetings	600.14
Membership Drive	0.00
Newsletter	0.00
Scholarship Awards	1,500.00
Seminar	848.37
Website	<u>0.00</u>

**T o t a l E x p e n s e s** **\$ 3,014.91**

**E n d i n g B a l a n c e O c t o b e r 3 1 , 2 0 0 5** **\$ 2,777.86 \*\***

**S U M M A R Y :**

Beginning Balance	\$ 3,137.92
Ending Balance	<u>\$ 2,777.86</u>
Net Increase (Decrease)	<b>\$ (360.06)</b>

**S E M I N A R :**

Receipts	\$ 1,905.00 *
Disbursements	<u>848.37</u>
Net Income	<b>\$ 1,056.63</b>

**M E E T I N G S :**

Receipts	\$ 684.00
Disbursements	<u>600.14</u>
Net Income (Loss)	<b>\$ 83.86</b>

\* When all seminar receipts are in, seminar net income will be \$1,246.6  
 \*\* This balance does not reflect the \$25.00 in our savings.

## 2006 Inflation Adjustments Widen Tax Brackets, Change Tax Benefits

**WASHINGTON** — Personal exemptions and standard deductions will rise, tax brackets will widen and individuals will be able to make larger tax-free gifts in 2006, thanks to inflation adjustments announced today by the Internal Revenue Service.

By law, a variety of tax provisions must be revised each year to keep pace with inflation. As a result, more than three dozen tax benefits, affecting virtually every taxpayer, are being modified for 2006. Key changes affecting 2006 returns, filed by most taxpayers in early 2007, include the following:

The value of each personal and dependency exemption, available to most taxpayers, will be \$3,300, up \$100 from 2005.

The new standard deduction will be \$10,300 for married couples filing a joint return, \$5,150 for singles and \$7,550 for heads of household. Nearly two out of three taxpayers take the standard deduction, rather than itemizing deductions, such as mortgage interest, charitable contributions and state and local taxes.

Tax-bracket thresholds will increase for each filing status. For a married couple filing a joint return, for example, the taxable-income threshold separating the 15% bracket from the 25% bracket will be \$61,300, up from \$59,400 in 2005.

The annual gift tax exemption will be \$12,000, up from \$11,000 in 2005.

Revenue Procedure 2005-70, containing a complete rundown of inflation adjustments, is posted on the IRS Web site and will appear in Internal Revenue Bulletin 2005-47, dated Nov. 21, 2005.

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### **NEW CHECKLIST FOR SCHOOL DISTRICTS**

For the certificate of achievement for excellence in Financial Reporting Program

This checklist is designed to assist in the review of comprehensive annual financial reports (CAFRs) prepared by school districts.

See the checklist at:

<http://www.gfoa.org/documents/SchoolDistrictQuestions.doc>

### **AWARDS FOR EXCELLENCE IN GOVERNMENT FINANCE**

**Deadline for 2006 Awards for Excellence in Government Finance applications is December 16, 2005.**

**Application form:** <http://www.gfoa.org/services/documents/06ApplicationForm.pdf>

**Instructions:** <http://www.gfoa.org/services/documents/06ApplicationInstructions.pdf>

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November 8, 2005

[Ballot Sample](#)





## The Crabby Office Lady

**Let's face it: sometimes you'd rather be doing something — anything — else than sitting at your desk working. This column gives you 10 ways to ease your boredom while still being (arguably) productive using all that your brain and Office have to offer.**

### Applies to

Microsoft Office System 2003

Microsoft Office XP

Microsoft Office 2000

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If you think this column is about wasting time at work, think again, pal. It's about being productive *while* you waste time. I do understand that there are times when you may not feel like working up one more cash flow statement, reading one more souped-up resume, or squeezing out one more grant proposal. When I hit one of those spots and my mind starts to turn to mush, I breathe in, breathe out, click my heels three times, and start to play around with some of the Office tools at my disposal. Frankly, it's how I get a lot of my column ideas.

### Idea #1: Perk up documents with clip art

No, this doesn't have to be gratuitous clip art that takes over the content of your message. But a little visual impact can make the difference between a dry (cough) document that encourages nap time and one that keeps their eyes open and sparkly.

### Snap out of your boredom: Add clip art to your documents

[Demo: How to find the perfect clip right away](#)  
[Take a tour of the Clip Art and Media site](#)  
[Organize your clip art and other media](#) (training course)

### Idea #2: Download templates for vacation planning

A smart company knows that happy, rested people are productive people. So whether you're planning to rough it with a backpack or wrap yourself in luxury at every four-star resort on our little blue planet, start planning your trip now. (Or, make it a last-minute thing and risk spending the July 4th holiday weekend tent-to-tent with strangers in a crowded public camp site.)

### Snap out of your boredom: Download (and customize!) vacation templates

[Multi-country tour itinerary](#)  
[Camping trip planner](#)  
[More travel templates](#)

### Idea #3: Read a Crabby column

Yes, this can be educational and fun at the same time. Tell 'em Crabby sent you!

### Snap out of your boredom: Learn something from Crabby

[Stand up straight and mind your e-mail manners](#)  
[Demystify e-mail terms and get on with your life](#)

#### **Idea #4: Set up Outlook to get your personal mail too**

If the hardworking Microsoft Outlook® team goes to the trouble of allowing you to create multiple e-mail accounts so you can wage all your spam wars on one battlefield, then you owe it to them to do just that.

**Note:** One caveat: make sure you're sending work mail from your work account. You wouldn't want your manager getting your weekly status mail from your personal mail account, right *TwinkleToes@yourdomain.com*?

#### **Snap out of your boredom: Get all your mail right from Outlook**

[Add or remove an e-mail account](#)

[Specify which e-mail account to use to send a message](#)

One more thing, you can now use Outlook with your AOL mail account. See? We *can* all play together nicely.

[Use Outlook with AOL e-mail](#)

#### **Idea #6: Practice your PowerPoint techniques**

Yes, in theory you can utilize every possible PowerPoint® animation and page transition available, but you don't want your presentation to be confused with a video game or make your audience queasy. I suggest you try everything out — the animations, the transitions, the color schemes, the various templates — and then figure out what works best for your content, your audience, and the point you're trying to make.

#### **Snap out of your boredom: Learns the ins and outs of good presentations**

[10 tips for effective financial presentations](#)

[Presenting with PowerPoint: 10 dos and don'ts](#)

[10 tips for creating effective presentations](#)

#### **Idea #7: Create a new e-mail signature**

Yes, you can make your signature outrageously long, complicated, and with more information than the message itself. And yes, that can be funny...once. But just once. Your e-mail signature can be as simple as your name, or a "Thanks," or even a "Thanks" with your name and your home page URL in there too.

#### **Snap out of your boredom: Create a cool e-mail signature**

[About signatures in messages](#)

[Create a signature for messages](#)

#### **Idea #8: Frolic in the Research task pane**

Learn obscure facts from the Microsoft Encarta® Encyclopedia about everyone and everything from Abba Eban to Zulu bow music. Or, translate a note into Greek that you've written to your pen pal in Athens. ("Can you get us tickets to the Olympics?") Or, get real-time stock quotes, look up words or phrases in the Microsoft Encarta English dictionary, or become a better writer with the thesaurus.

#### **Snap out of your boredom: Learn how to use the Research task pane**

[See what you can do with the Research service](#) (training course)

## **Idea #9: Learn your keyboard shortcuts**

You don't know what a keyboard shortcut is? Well try this (then get right back here!): you know that little button with the Windows icon in the lower left and right of your keyboard between the **CTRL** and **ALT** keys? It's called the **Windows logo** key (crazy, isn't it?). Press Windows+M and see what happens...

Fun, huh? Here are some more. Boy, do these save you time and MHS. (Mouse-Hand Strain – I just made that up. We love acronyms around here.)

### **Snap out of your boredom: Get to know your keyboard shortcuts**

[Work with the keyboard in Office](#) (training)  
[Keyboard shortcuts for OneNote](#)  
[Keyboard shortcuts for Visio](#)  
[Keyboard shortcuts for Outlook](#)  
[Keyboard shortcuts for Word](#)  
[Keyboard shortcuts for PowerPoint](#)  
[Keyboard shortcuts for Excel](#)  
[Keyboard shortcuts for FrontPage](#)

There are many more articles about keyboard shortcuts in other programs as well as information on how to customize them. My suggestion is to go to Office Online and type "keyboard shortcut" into the Search bar. Amazing what you can find.

## **Idea #10: Consider a career change**

If you're bored at work, perhaps it's time to change jobs. Utilize the Office Online tools for jump-starting your career.

### **Snap out of your boredom: Make yourself look really good**

[Resume templates](#)  
[Cover letter templates](#)  
[Job search letters and tools](#)  
[Develop your career or find a new one with Office](#)

## **Work can be fun, too (really!!)**

Now you have no excuse to be bored (or get caught trolling Web sites you shouldn't be trolling). There is plenty out there (and in here) to do. It's just a matter of finding it. You may even have fun while you're at work. Imagine that.

**"The cure for boredom is curiosity. There is no cure for curiosity." — Dorothy Parker**

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## **About the author**

[Annik Stahl](#), the Crabby Office Lady columnist, uses Office all day long. She gets her column ideas from your wild suggestions and demands, so if you're feeling demanding or just want to toss a comment her way, [leave Crabby some feedback](#). If you have an Office tip you'd like to submit, send that to her personal mailbox at [crabby@microsoft.com](mailto:crabby@microsoft.com). (While she does read all of your e-mails, she can't offer personal assistance, so don't be offended by her curt auto-reply...)



*In Memory of  
Rosa L. Parks  
1913-2005*

