ASSOCIATION of GOVERNMENT ACCOUNTANTS

WASHINGTON CHAPTER
NEWSLETTER

January, 1989

About Our Speaker This Month

Roger L. Sperry, is director of Academy Studies at the National Academy of Public Administration, Washington D.C.

During the 99th Congress, he was a professional staff member with the Senate Committee on Governmental Affairs and served previously (1969-1971) as a GAO consultant to the Congressional Joint Committee on Atomic Energy.

Mr. Sperry spent 25 years with the U.S. General Accounting Office as a Senior Group Director, Special Assistant to the Comptroller General, and Legislative Adviser in the Office of Congressional Relations. His publications includes **GAO 1966-1986, An Administrative History** and numerous journal articles, principally on public management topics.

He is policy issues editor for **The Bureaucrat**. He has a Master of Public Administration degree from Harvard University (1976) and a Bachelor of Business Administration from the University of New Mexico (1963).

January 12, 1989

WASHINGTON CHAPTER LUNCHEON MEETING TO FEATURE

Roger L. Sperry

THE EXECUTIVE PRESIDENCY: FEDERAL MANAGEMENT FOR THE 1990s

Mr. Sperry will present the results, with special emphasis on revitalizing financial management, of a panel commissioned by NAPA to study the principal executive issues that must be addressed by the new President.

TOUCHDOWN CLUB
2000 L St., N.W.
(Near Farragut West Metro Stop)

Social Period:	11:30 a.m. (Cash Bar)
Luncheon:	12:00 p.m.
Cost:	$15.00 (Members)
	$17.00 (Non-members)

Reservations Recommended
Call 649-4399 thru January 10
NON MEMBERS WELCOME!
Next Meeting: February 2nd

This month's luncheon meeting is being sponsored in conjunction with the American Society of Military Comptrollers. Also please take note that it is being held on the **Second Thursday** of the month.

IN THIS ISSUE:

Page

PRESIDENT'S MESSAGE

Diane M. Bray

"State of the Union"

I am using this month President's Message to provide you with a state of the union on our Chapter activities and finances. In September, I announced that the pride was back in the Washington DC Chapter. I am pleased to confirm that as of January 1, 1989 that pride is not only back, but is still growing. The programs that we initiated in September have taken root and the harvest is boutiful.

During the summer months, the Chapter Executive Council identified four goals that we would strive to achieve during 1988-1989. I would like to share with you a progress report on those goals.

1. Improve Professional Image and Communication

The most obvious change has been the Chapter Newsletter. We have revampted the format making it more dynamic and appealing in its presentation. The types and quality of articles have been greatly enhanced to meet the changing needs of the Chapter. For each issue, we are trying to include at least one technical article on financial management and a calendar of upcoming events to assist members in planning their training. We are working to reinstitute a column on most commonly asked financial management questions and answers, to introduce a new feature highlighting area CPA and consulting firms, and to keep you informed about National Office activities and Chapter members through special feature articles.

The Chapter has reestablished a committee to work on improving relations with area colleges and universities. We have participated in several career days at local campuses. To improve the exchange of information on financial management initiatives, we are hosting joint meetings with other professional associations. We have two planned for this year. **Starting this month with the distinguished American Society of Military Comptroller Association**. The other joint meeting will be in March or April. We are continuing to strive to obtain exceptional luncheon speakers to discuss a variety of topics. To date, members have had exposure to the use of financial audits as a new tool to improve Federal financial management (Hal Steinberg, September), to the merits of public service and experiences with the Foreign Service (Bruce Laingen, October), to the influence that the President's Council on Integrity and Efficiency has had on Government financial operations (Michael Hill, November), to the packaging of oneself for an effective job interview (William Marumoto, December), and to the 1988/1989 Presidential transition and the impact on Federal management (Roger Sperry, January). We have planned many more exceptional and interesting topics for the remaining months. In the area of community service, we also have made tremendous progress. We sponsored a financial management course for small business owners in October and November which was well received. Because November which was well received. Because of the enthusiastic response, we are planning to offer the course again this spring! Plans are well underway to sponsor the volunteer income tax assistance for low income and elderly individuals (see Article this issue). In the past, this has been a very successful event and we are sure that the response from Chapter members volunteering their services will be high again this year.

2. Monitor Legislation for Financial Mangement

This is one area of which I am especially proud. We have established a new committee to track legislation and identify those areas where National and/or Chapter input would be appropriate. Also, we have established another new committee for the Presidential transition. We are working with the National Office to prepare 8 position papers: Federal Government's Chief Financial Officers, financial systems, internal controls, audit independence and compliance, cash management, debt management, personnel management, and property management. As these two committees finalize their projects, there will be articles in our Newsletter keeping Chapter members informed of progress and their achievements.

3. Increase Membership

The goal set in this area is to devise and initiate an aggressive membership campaign to encourage new membership growth by ten percent and to retain ninety percent of current membership. While the final numbers will not be out until June 1989, we have made great strides in this area. At our monthly luncheons, we ask that new members stand and introduce themselves and the agency that they represent. We recognize these new members by presenting them with an AGA label pin. The Chapter Executive Council tries each month to call all new members to personally welcome them to the Washington Chapter, to answer any questions that they may have on the Association, and to ask if they would like to become active by joining a committee. We have found many new and outstanding committee members this way. They have contributed many new and exciting ideas on Chapter programs and activities. To retain our current members, we provide such services as offering a tax handbook at a substantially reduced price over the current market value and the employment referral service. We have sold the employment referral service so well to area employers that we have more openings than applicants.

We have established a new liaison network in Federal Agencies to improve communications regarding luncheons and educational events. Since this is a new committee, we are still working to establish points of contact in many organizations (below the Department level). If you have not seen the flyers announcing upcoming luncheons and educational events that are sent out on a regular basis, we encourage you to contact the Director of Publicity and Agency Liaison and volunteer your services.

4. Administer the Chapter

Our primary goal in this area is to restructure the education program to meet the changing needs of our Chapter's members. We are approaching this goal to respond to training both for government managers and professional individuals. Our first event was on December 9 and was well attended. It focused on retirement planning. Back by popular demand is our annual tax update

Continued on Page 3

AGA WASHINGTON CHAPTER
Chapter Executive Council for 1988/1989

OFFICERS

President
Diane Bray, DOD, 695-0839

President-Elect
Doris Chew, JFMIP, 376-5415

Secretary
Judith Boyd, DOD, 697-8281

Treasurer
Joel Dorfman, AY, 956-6273

Past President
Terry Conway, 391-0003

DIRECTORS

Public Service
John Cherbini, C&L, 822-5640

Chapter Awards
Roger Feldman, State, 647-7490

Chapter Bylaws & Procedures
Sue Fields, NIH, 496-3417

Student Awards
Carol Lynch, Education, 732-5610

Membership Services
Dan McGrath, FMS, 566-3717

Programs
Sam Mok, Treasury, 377-9322

Publicity & Agency Liaison
Joe Rothschild, HUD, 426-6493

Employment Referral
Joyce Shelton, DOT, 366-1306

Education
John Simonette, GAO, 275-5748

Newsletter
Anna Wilson, OPM, 632-7450

CHAIRPERSONS

Chapter Recognition
Jean Bowles, State, 875-6923

Coop. with Prof. Institutions
Larry Goode, AY, 956-6142

Assistant Chairs, Public Service:
Small Business Education
Lionel Henderson, CSC, 982-2133
VITA
Joyce Charles, Labor, 523-5906

Assistant Chairs, Education
Dave Holland, Interior, 343-6743
Mary Lee Mason, FMS, 535-9693

Coop. with Educational Institutions
Kenneth Konz, EPA, 382-4106
Ray Einhorn, Am. Univ., 885-1931

Legislative Tracking
Thomas Gillilland, FMS, 287-0669

Publications
Susan Lee, FMS, 535-9693

Chapter Advisory Council
Ron Lynch, AA, 862-3324

Research
Chuck McAndrew, Navy, 697-4422

Meetings
Judith Parson, OCC, 447-1721
Deatrice Russell, FMS, 535-9693

History
Paula Rubin, FMS, 535-9693

Budget & Finance
Mike Wenk, OMB, 395-3993

Newsletter
Bob Rogers, GrantThornton, 296-7800
John Wenstrup, Cong. Com., 224-6706
Christy Poindexter, HHS, 475-0133

Photographer
Chuck Zlamal, GAO, 275-9505

Continued from Page 2

course. It will be held on January 27 and will highlight the recent changes made to the tax code. If you have not signed up already, we certainly encourage you to do so quickly. In the past, the course has been presented to standing room only crowds. We have many more workshops and TGIF luncheons planned. More information on them can be found in the schedule of upcoming events column of this Newsletter.

We are in the process of establishing a scholarship and student awards program this year. The presentation will be made at our April meeting. We plan to award one scholarship to an area junior-year college student majoring in accounting, finance or public administration. Also, students from thirteen area colleges and universities will be recognized for their excellence in accounting, finance or public administration. Details should be out shortly for this program. A lot of hard work and effort have gone into planning this program and we are sure that the recipients will be pleased with the end result.

Finally, I would like to comment on the financial condition of the Chapter. In September, I mentioned that the Chapter had a twelve thousand dollar reserve account, but that we have been over-spending our budget in the last several years. I am pleased to announce that our Treasurer, in his last report, stated the net worth of the Chapter at fourteen thousand dollars. At the November Chapter Executive Council meeting, a revised budget was approved showing a surplus of another two thousand dollars. The budget allows the Chapter to continue to enhance the operations--that were mentioned above--while continuing to increase its reserves. These reserves allow the Chapter to provide such free service to its members as employment referral and to subsidize the members' costs of monthly luncheons.

I am pleased that the Chapter is doing so well in its programs and activities. Much of the thanks must go to the Chapter Executive Council who has worked diligently to plan and execute these efforts and to the general Chapter membership for your support and positive comments.

Happy New Year and God Bless.

P • D • C

June 26-28, 1989
Los Angeles, CA
"Serving the Public --
New Dimensions in
Financial
Management"

Member Profile

Joyce Charles

Our profile this month is of Joyce Charles, whose article on the VITA Program follows. Joyce is currently the Assistant Director in the Office of Finance Management Audits, Office of the Inspector General, U.S. Department of Labor.

Joyce grew up in New Orleans, Louisiana, and received her BS in Accounting from Southern University in New Orleans. She has done graduate work at George Washington University. In 1969, Joyce started her Federal career as an Auditor Trainee at the U.S. Department of Commerce. After six months, Joyce became an auditor and performed team and solo audits for four years.

In 1973, Joyce joined the Department of Labor as a Cost Accountant/Cost Negotiator. Joyce became a Supervisory Auditor for criminal investigations in 1977, working on the Secretary of Labor's Task Force for Special Investigations, which was the predecessor of the office of the Inspector General. In 1980, Joyce went back to regular auditing. She managed the audits of one of the Department's largest programs, the Unemployment Insurance Program.

In 1985, the Department of Labor nominated Joyce for a Congressional Fellowship and the Congressional Clearinghouse on the Future (CCF) selected her for the Fellowship. During this two-year tour of duty, Joyce made presentations to members of Congress and their staffs, participated in panel discussions, researched issue areas, and wrote legislation. She said: 'My assignment on Capital Hill gave me an opportunity that many desire and it was indeed a great learning experience that I will long remember. Now I have an appreciation for the complexities of the legislative process. Also, for an auditor who had to support every factual statement with references, projecting for the future (as was done in CCF) was a novel experience. I enjoyed every minute of my stay."

In 1987, Joyce returned to her current position as Assistant Director. When asked what had the most positive impact on her career, Joyce replied: "The diversity in experiences in my various positions; I have performed audits, investigations, and legislative research. Many of the assignments allowed innovation and were 'first time' events for me or the agency."

Joyce is active in several civic and community organizations. She recently ran for a position on the Prince Georges' County School Board. Although she did not win the race, she enjoyed the challenge. Since Joyce has two children in the Prince Georges' County school system, this was a way to combine her community involvement and her desire to improve educational opportunities for all children.

COMMITTEE REPORTS

Chapter Executive Committee Meeting November 17, 1988

By Judith S. Boyd, Chapter Secretary

- **Secretary's Report**

  Prior month's minutes approved without revision. New stationery available late November.

- **Treasurer's Report:**

  Report revised to add billings for **Newsletter** and approved.

- **Special Interest Item:**

  President asked the Board and Committee heads to send representative substitutes to Board and Luncheon meetings if they are unable to attend.

- **Budget**

  Revised summary page and revised budget approved. Issue of advertising referred by President to Chapter Evaluation Committee for comment.

- **Next Meeting - January 26**

  In view of the holidays, no December meeting.

  National office budget deficit and Chapter potential liability.

  Committee reports

Volunteer Income Tax Assistance Program

By Joyce Charles, Public Service Committee

We are seeking members to assist in the Volunteer Income Tax Assistance (VITA) Program. The VITA program was established by the Internal Revenue Service (IRS) in 1969 to provide free assistance in the preparation of tax returns at community locations, for low income, elderly, disabled, and non-English speaking taxpayers. IRS provides instructors and training material free of charge for volunteer tax preparers.

The upcoming training sessions will be offered by the IRS on January 7, 14, and 21, 1989 from 9:00 am to 5:00 pm. Training materials will be available for independent study if you are not able to attend these sessions. The locations of the training sessions will be in Washington, D.C., Baltimore, Maryland, and Alexandria, Virginia. The sites for the tax preparation will be throughout the Washington Metropolitan area.

There is NO LIABILITY associated with the volunteer work. The VITA Program stamp will be entered on all completed returns.

Although there is no required minimum number of volunteer hours, we would like to see each volunteer contribute at least ten (10) hours. Some tax preparation sites will open the end of January; the others will open in February, 1989. All sites will remain open through April 15, 1989.

We thank those of you who volunteered in the past and invite you to return. We also invite every Chapter member to contribute to this worthwhile effort. Persons interested in volunteering should call me at 523-5906 or Velma Speight at 376-8825. Positive responses are needed by January 9, 1989, because there will be an AGA orientation meeting on January 10, 1989. This meeting will be from 11:30 to 12:30 at the Department of Labor's Training Academy, 200 Constitution Avenue N.W., Room C5515, Seminar Room 6.

Role of Retired Members Emphasized in Appointment of Deputy Membership Chairperson

By Dan McGrath, Director, Membership Services

Daisy Burley, a retiree herself, has been appointed Deputy Membership Chairperson for Retired Member Activities. In this new role, she will serve as the principal focal point for handling the total spectrum of membership services for all retired members. Anyone interested in assisting Daisy in this important effort can contact her on (202) 387-1871.

Summary of November Meeting on Treasury's OIG and The PCIE

Submitted by Sam Mok, Programs Director

Serving as Treasury's Inspector General is something that Michael R. Hill truly enjoys. "Positioning issues to senior management is a great opportunity to make Treasury organizations work even better . . : to find ways to cut costs, increase revenues, and at the same time deliver quality services."

Mr. Hill was appointed by the Secretary of the Treasury and reports directly to the Secretary and the Deputy Secretary. The office of the Inspector General (OIG) is operationally independent of all other offices and bureaus within the Department and currently has a staff of 114 employees. The Inspector General Act Amendments of 1988 will create a statutory Inspector General position in Treasury. It will also result in transferring Customs Service, Secret Service, and Bureau of Alcohol, Tobacco and Firearms internal audit resources to the OIG in April 1989.

Mr. Hill said that about 20 percent of OIG audit resources are applied to reviewing the design and development of new ADP systems. Through early involvement, auditors can help identify and resolve control, auditability, project management, and other problems less expensively and more timely. Another 25 percent of audit respurces is spent on reviewing accounting systems and financial management issues.

In March 1981, President Reagan established the President's Council on Integrity and Efficiency (PCIE) by Executive Order. The PCIE is the main vehicle by which the Inspectors General and other PCIE members work cooperatively to address the twin themes of management improvement and the prevention and detection of fraud and waste.

Both individually and through the PCIE, Federal OIGs have helped reduce fraud and inefficiencies in Government programs and operations. Funds saved or put to better use, successful prosecutions, and suspension and debarrment actions have risen steadily since fiscal year 1982 (the first full year of operation under the PCIE) and have had an impressive cumulative impact. Aggressive actions by the Inspectors General, for example, have more than doubled the number of successful prosecutions from 2,099 in fiscal year 1982 to 4,364 in fiscal year 1987.

NATIONAL OFFICE ACTIVITIES

- **1989 Professional Development Conference.**

  This year's AGA Professional Development Conference will be held on June 26-28, 1989 at the Biltmore Hotel in Los Angeles, CA. "Serving the Public: New Dimensions in Financial Management," is the theme chosen by Meredith Williams, National President for the PDC. More information will be provided in later issues.

- **Membership Drive**

  Between January 1 and February 28, 1989, the membership committee is holding an "Every Member Get A Member" recruitment drive. The task isn't a large one, if everyone does their share in recruiting **just one member** for AGA this year. Yet, the results could be significant -- think of it, with every member participating we could double our membership!

  As an incentive, AGA is offering $10 membership dues for those who join between January 1 and February 28. (The chapter still receives its full dues.) Upon renewal invoicing April 1, 1988, **full** national and chapter dues will be billed and as an incentive every new member will receive an AGA lapel pin.

  Give it a try. Ask a colleague. Find a new prospect. We'll all benefit immensely!

REMINDER

There is a Washington Chapter TGIF Workshop scheduled for January 27, 1989. The subject is "Tax Update." For further information, please call John Simonette at 275-5748.

THIS AND THAT

About Chapter Members

Dr. William Kendig, Acting Deputy Assistant Secretary for Policy, Budget and Administration, Department of the Interior, was among 60 members of the Senior Executive Service to receive, in August 1988, the President Rank of Distinguished Executive. The award, presented by President Reagan, recognizes distinguished performance by career Federal executives. Congratulations to Dr. Kendig.

Virginia Robinson, Executive Director, Joint Financial Management Improvement Program, and AGA's National President-Elect, along with **Joyce Shelton**, Director, Financial Management, Department of Transportation, and Chair of the Employment Referral Committee for AGA's Washington Chapter, were invited by President Reagan to a reception in the Rose Garden of the White House in September 1988. This reception recognized the important contributions these executive women have made in the Government.

We were saddened to learn of the death, on 7 November 1988, of our friend and colleague **Dennis J. Stowe**. He was the Director of Financial Policy, office of Financial Management, Department of Transportation and responsible for the Department's Financial Integrity Act (FIA) work. He is survived by a wife and three young children. Dennis Stowe distinguished himself in many areas of financial management and will surely be missed by all who knew him.

Update on Chapter Member job changes:

> In October 1988, **Greg Hanson** left the Consumer Product Safety Commission to take a position with the Systems Policy Staff of the Financial Management Service, Department of the Treasury.
>
> In October 1988, **Karl Boettcher** transferred from the office of the Inspector General, Department of the Treasury, to a position with the Systems Policy Staff of the Financial Management Service, Department of the Treasury.
>
> In November 1988, **Tony Deutsch** left the Department of Education to take a position with the Systems Policy Staff of the Financial Management Service, Department of the Treasury.
>
> Best of luck in your new positions.

Don't forget to call us with your news about Chapter Members (John James Wenstrup, 244-6706)

TECHNICAL TOPICS

Total Quality Management

Submitted by Doris Chew, Assistant Director, JFMIP

With the challenges facing senior managers in the Federal Government of doing more with less resources, interest in Total Quality Management (TQM) has been growing. TQM is a management technique designed to address quality. To achieve quality improvement, senior management must make a steady commitment to quality. TQM encourages this kind of commitment. It allows top managers to attack the "systemic" problems that prevent an organization from delivering consistently high-quality products and services to its customers.

TQM advocates the development of the true "customer orientation;" teamwork and inter-unit cooperation; structured problems-solving; a reliance on quality control standards and measurement; a system of rewards and recognition for excellence; and top management's long-term commitment to the ongoing process of improved quality.

What is Total Quality Management? It is an approach that relies on well-established principles of quality assurance, such as the use of statistical quality control. TQM taps into the creativity of all employees, making everyone--managers and employees alike--responsible for quality products and services. Therefore, managers and employees continuously strive to meet customer expections, to "do the right thing right the first time," and to achieve ever higher standards of quality, timeliness and efficiency.

The principal elements of TQM are straight-forward and embrace a common-sense approach to management. However, each of these elements must be integrated into a structured whole to succeed. The principles are highlighted belows.

A Focus on the Customer - TQM advocates that every Federal worker become so customer-focused that they continually find new ways to meet or exceed customers' expectations.

A Long-term Commitment - More success stories are gold when managers make a long-term commitment--usually five years or more--to improving quality. Customer-focus must be constantly renewed to keep that goal foremost.

Top Management Support and Direction - The driving force behind TQM must be top management. Senior managers must exhibit personal support by using quality improvement concepts in their management style, incorporating quality in their strategic planning process, and providing financial and staff support

Employee Involvement - Another integral part of the process is full employee participation. Each employee must be a partner in achieving quality goals. Teamwork involves everyone in the workforce to improve service delivery, solve systemic problems, and correct errors in all parts of work processes.

Effective and Renewed Communications - Internal communication within an organization is central to employee involvement. Regular and meaningful communication from all levels must occur.

Reliance on Standards and Measures - Standards and measures should reflect customer requirements as well as changes that need to be introduced in the internal business of providing those requirements. The emphasis is on "doing the right thing right the first time."

Commitment to Training - Training is vital to the success of TQM. The process usually begins with awareness training for teams of senior managers. This is followed by courses for teams of middle managers, and then courses for non-managers.

The Importance of Rewards and Recognition - Emphasis should be placed on financial rewards to groups or team members, versus individual awards, since most successes are group achievements.

The Federal Government recently established the Federal Quality Institute to address three areas: the provision of quality awareness training courses; the availability a Federal Master Contract of private sector quality experts that agencies can use to assist them in implementing TQM; and the maintenance of a Quality and Productivity Resource Information Center, an extensive library of materials on quality practices and training.

TQM has some early successes at the Internal Revenue Service, the Naval Aviation Depot in Cherry Point, North Carolina and the Equal Employment Opporunity Commission. For additional information on TQM, contact the Federal Quality Institute on (703) 235-2930.

The information for this article was extracted from the Federal Quality Institute's brochure on "Total Quality Management."

Did You Know . . .

By Charles McAndrews (697-4422)

This month, we are featuring ACTION's new financial management system. In October, 1987 ACTION began installing a new system dubbed "Federal Success" by the contractor. The system is an on-line real-time data-based management system that supports a Headquarters and regional offices organization whose main product is grants. The new system serves this environment very well.

The **Grants Module** actually creates a Notice of Grant Award (NGA). The NGA is printed out for signature, and when signed, the system is told to automatically obligate funds. Simultaneously, the system creates a file of projected advances against that grant. To record the advance, the accounting technician merely inputs the payment schedule (SF-1166) number and amount. The module has also captured in the data base all program/project information necessary for reporting to OMB and Congress.

The **Budget Module** provides the capability for formulating and monitoring budgets at the operating level, with the additional feature of allowing "what-if" scenarios to be formulated and stored for future use. Operating budget figures from the Budget Module are automatically incorporated into internal reports to provide comparisons for managers between their plans and actual obligations and expenditures, including the computation of percentage of funds obligated. Reprogramming between line items or budget plans is handled in a "from-to" format, and the data base is updated automatically when changes are made. While the module does not produce hard-copy budgets, data from the module can be downloaded to a personal computer, (PC) manipulated, and entered into a spread sheet format for distribution. In turn, the data which had been revised and manipulated after being downloaded can be reloaded into the data base. The module also provides a "Budget Query" capability through which technicians and/or managers can determine the status of any line item of their budgets at any time without having to resort to a printed report.

To satisfy accounting requirements, the system has three major modules - General Ledger/Subsidiary Ledger, Accounts Payable, and the SF-224 Sub System Module (Treasury-Agency link).

The **General Ledger Module** produces a number of internal detailed reports/ledgers and a General Ledger. The General Ledger is in conformance with the Federal Government Standard General Ledger and Proforma Accounting Entries. External reports for OMB and Treasury are produced mechanically. This module also creates dunning letters for past due Accounts Receivables and Advances.

The **Accounts Payable Module** produces an electronic tickler file for prompt payment and accumulates data necessary for the annual Prompt Payment report OMB. The module also provides a vendor payment file that allows for the creation of a payment tape when 100 payments are due. Thus, many payments can be made while typing only one SF-1166.

The **SF-224, or Treasury interface, Sub System** of Federal Success will provide a means for reconciling Treasury's TFS-6652, "Statement of Difference." Treasury's Financial Management Service Agency Confirmation Report, which is a listing of check numbers, schedule numbers, and confirmation dates, will be bulk-transferred from Treasury's Government On-Line Accounting Link System directly into Federal Success. A program will reconcile ACTION's disbursements with Treasury's check listing at the end of each month. This reconciliation will flag those transactions for which there are discrepancies.

In addition to the various "canned" reports, the system also provides managers with two avenues for extracting data for special analysis, reviews, and audits. The "On-Line Query" procedures enable the user to retrieve specific document data

Continued on Page 8

DID YOU KNOW . . . *Continued from Page 7*

and have the data printed out or read on the screen. The "PC Download" procedures enable specific data to be extracted from the main data base and transmitted to a PC data base for special manipulation and correlation analysis. The PC download is formatted into three different modes - Cobol (raw data without commas, spaces, etc.,); Spread-sheet (for Lotus 1, 2, 3, & symphony application); and Text (for a fixed predetermined report format).

For further information, please call ACTION's Ken George, Director of Finance, at 634-9162.

Schedule of Upcoming Events

Date - Activity

January 11 - Montgomery/Prince Georges' Chapter dinner meeting featuring Max Bohnstedt, Director of Finance for Montgomery County. Reservations: Gary Fishbein, 366-1404

January 12 - Washington Chapter Luncheon Meeting (See front page)

January 18 - Northern Virginia Charter dinner meeting featuring David Mathiasen, Exec. Dir., Nat'l. Econ. Com.; Reservations: Ms. Walker, 245-3066

January 27 - Washington Chapter TGIF Luncheon on "1988-1989 Federal Tax Update".

February 2 - Washington Chapter Luncheon Meeting

Date - Activity

February 15 - Washington Chapter Workshop on "Budget and Financial Management Trends and Issues"

March 2 - Washington Chapter Luncheon Meeting

March 17 - Washington Chapter TGIF Luncheon on "Current and Prospective Developments in Cash Management"

April 6 - Washington Chapter Luncheon Meeting

April 21 - TGIF Luncheon on "Retirement Planning"

May 4 - Last Washington Chapter Luncheon Meeting for the 1988/89 Season

June 26-27 - Professional Development Conference

Have We Lost One of Your Colleagues?

Although membership renewal this year is running well, there are still a significant number of our colleagues who have not paid their dues for the year beginning October 1. As a result their benefits ceased after the publication of last month's newsletter. National office is sending follow-up billings to these individuals and the Chapter's Membership Services Committee will mail a letter to each member on the suspense list. If you are or become aware of anyone in this group, please encourage them to re-up.

ASSOCIATION of GOVERNMENT ACCOUNTANTS

WASHINGTON CHAPTER NEWSLETTER

P.O. Box 423
Washington, D.C. 20044
September 1988

**FIRST CLASS MAIL—
PLEASE EXPEDITE**