



# The Washington Connection

Association of Government Accountants, Washington, DC Chapter

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## Transformation in the Government Workplace

### April 10, 2003 Awards Dinner



David M. Walker

David M. Walker became the seventh Comptroller General of the United States and began his 15-year term when he took his oath of office on November 9, 1998. As Comptroller General,

Mr. Walker is the nation's chief accountability officer and head of the U.S. General Accounting Office (GAO), a legislative branch agency

founded in 1921. GAO's mission is to help improve the performance and assure the accountability of the federal government for the benefit of the American people. Over the years, GAO has earned a reputation for professional objective, fact-based, and nonpartisan reviews of government issues and operations.

The long tenure of the Comptroller General gives GAO a continuity of leadership and independence that is rare within government. Both elements help to allow GAO to consider

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## Luncheon Logistics

### Awards Dinner

Thursday April 10, 2003

### Grand Hyatt Hotel

1000 H Street, NW (At Metro Center – 11th Street Exit)

5:00 – 6:00 Social

6:00 – 7:00 Dinner (1CPE)

7:00 – 8:00 Awards Presentation

### Luncheon Only Costs:

Members	\$22
Non Members	\$35

*For reservations, please call the AGA Washington DC Chapter voice mail line at 703.758.4080 and select option 1. If you prefer, you can register by email to [mkubaki@hq.nasa.gov](mailto:mkubaki@hq.nasa.gov) or you can register at our homepage: [www.agadc.org](http://www.agadc.org). Please forward your name, agency/company, and telephone number.*

# President's Message – Big Questions – Do You Have Answers?

By Wendy Comes

While vacuuming my house the other weekend, I reflected on lessons learned from the finest housekeeper I have ever known. Gladys is a professional housekeeper and proud of it. My family was blessed to have Gladys' service for one wonderful year. Undoubtedly, she has spoiled me for any other housekeeper!

Gladys throws herself into cleaning – she does not merely vacuum, dust and scam at the end of the workday. Gladys makes it clear that God has given her a mission – to clean homes – and how she carries out her mission is an example for all. Needless to say, my house was never cleaner.



Wendy Comes, President

It was cleaner all the time because I knew Gladys would not leave my house until it was satisfactorily cleaned once a month. Thus, if I failed to keep up with routine cleaning during the month then Gladys would

work longer and harder to make up for my shortcomings. Gladys' integrity made me a better person – not just a

better housekeeper – but a better person. She sets a sterling example for all. She brings integrity with her to every corner of a home. Today, when I have a task to do, I remind myself that how I do the task says something about me and – perhaps – reminds others that there is integrity to be brought to every endeavor.

I hope that you can recall individuals that have set such an example in your personal and professional life. Through interaction with others we all have opportunities to see integrity in action and ultimately reinforce our own integrity.

This month we will recognize the examples set by others in our profession. We will be honoring many people involved in building integrity at our Awards Dinner on April 10th. This annual event is a chance to reflect on how our peers bring integrity to our profession.

If you have not met many of our "25-year members", the Awards Dinner is an excellent opportunity to do so. We generally have a great turnout including a number of past chapter presidents and our distinguished award recipients. Another plus is this year's speaker – the Comptroller General of the United States, David M. Walker. I hope you will join us for the evening!

## 2003 Awards Dinner

Please plan to attend the DC Chapter's 44th Annual Awards Presentation and Eighth Annual Member Recognition Dinner. The 2003 Awards and Recognition Dinner will be held this month on Thursday, April 10, 2003 at the Grand Hyatt Hotel at 10th & H Streets NW, Washington, DC.

The event opens with a social hour at 5:00, followed by dinner at 6:00, and the presentations at 7:00. The Honorable David M. Walker, the U.S. Comptroller General, will be our speaker. We will recognize (1) our chapter award recipients (the Einhorn/Gary Award, the Distinguished Leadership Award, the Financial Management Community Award, the achievement of the Year Award, the Education and Training Award, the James W. Saylor Award, the President's Awards, and the Community Service Awards); (2) our Chapter members who have been AGA members for 25 years or longer; and (3) our Chapter's past presidents. We hope to see you there.

## Luncheon Meetings

The following is the schedule for the remainder of this year's luncheon meetings and mini-conferences:

04/10/03 – Awards Dinner (Not Part of Luncheon Series)

05/06/03 - Luncheon Meeting and Mini Conference

## Member Services

### Christmas in April

AGA Member Services in partnership with the Greater Washington Society of CPAs (GWSCPA) is participating in the "Christmas in April" program. We are collecting funds and/or asking for volunteer assistance. Donations can be made at our monthly luncheon meetings or by making a check payable to "GWSCPA", please indicate AGA - Christmas in April. These funds will be used to help pay for supplies such as paint, drywalls, plants, fixtures, etc. A house in the Washington, D.C. area will be selected for cleaning, maintenance and light construction on Saturday, April 26, 2003. A house captain will supervise volunteer activities. Volunteers should wear work clothes and bring gloves. This will be an all day on-going activity. We are asking for at least a 2-hour work commitment. Breakfast and lunch will be served. Checks should be sent directly to GWSCPA - 1023 15th St. NW 8th floor Washington, D.C. 20005 Attn: Beth Legg. If you are interested in volunteering for this activity or need additional information, please contact Jenny Herrera, CPA with the firm of Rubino & McGeehin at (301) 564-3636 -jherrera@rubino.com or AGA Member Services Director-karl.boettcher@fms.treas.gov 202.874.6131.

## Transformation in the Government Workplace

*continued from page 1*

long-range and cross-governmental issues and alert policymakers to problems looming on the horizon, such as the growing burden of entitlement programs or the nation's deteriorating infrastructure.

Before his appointment as Comptroller General, Mr. Walker had extensive executive level experience in both government and private industry. Between 1989 and 1998, Mr. Walker worked at Arthur Andersen LLP, where he was a partner and global managing director of the human capital services practice based in Atlanta, Georgia. He was also a member of the board of Arthur Andersen Financial Advisors, a registered investment advisor. While a partner at Arthur Andersen, Mr. Walker served as a Public Trustee for Social Security and Medicare from 1990 to 1995. Before joining Arthur Andersen, Mr. Walker was Assistant Secretary of Labor for Pension and Welfare Benefit Programs from 1987 to 1989 and in 1985, was Acting Executive Director of the Pen-

sion Benefit Guaranty Corporation. His earlier technical, professional, and business experience was with Price Waterhouse, Coopers & Lybrand and Source Services Corporation, an international human resources consulting and search firm.

Mr. Walker serves as Chair of the U.S. Intergovernmental Audit Forum, the U.S. Joint Financial Management Improvement Program, and the Center for Continuous Auditing. He is on the Board of the International Organization of Supreme Audit Institutions and various educational and not-for-profit entities. He is a Fellow of the National Academy of Public Administration and an active member of various professional public service, and other organizations. Mr. Walker is also listed in Who's Who in the World and Who's Who in America.

Mr. Walker is the author of Retirement Security: Understanding and Planning Your Financial Future (John Wiley & Sons, 1996) and a co-author of Deliv-

ering on the Promise: How to Attract, Manage and Retain Human Capital (Free Press, 1998). He has also written numerous articles and opinion letters on a variety of subjects. Mr. Walker is frequently quoted on a range of government and management issues and has been the subject of several cover stories in various national, professional and governmental journals.

Mr. Walker is a certified public accountant. He has a B.S. degree in accounting from Jacksonville University, a Senior Management in Government Certificate in public policy from the John F. Kennedy School of Government at Harvard University, and an Honorary Doctorate in Business Administration from Bryant College. He is married to the former Mary Etheredge, and they have two adult children—a daughter, Carol, and a son, Andy.

## Association of Government Accountants—Washington, D.C. Chapter Membership Growth, Acquisition, and Retention 2002-2003

*Wendy Comes, President*

	s	Base Growth		New Member Acquisition		Retention		Suspended Members
End of Last Year	1,676	10%		(20% of 1,676)		(90% of 1,676)		
Goals for New Year		1,844		335		1509		
		Percent of Goal Accomplished						
End of Month:								
May	1,282	1,282	69.52%	27	8.06%	1253	83.04%	423
June	1416	1,416	76.79%	34	10.15%	1377	91.25%	428
July	1466	1,466	79.50%	45	13.43%	1421	94.17%	424
August	1506	1,506	81.67%	54	16.12%	1452	96.22%	224
September	1527	1,527	82.81%	63	18.81%	1467	97.22%	209
October	1547	1,547	83.89%	73	21.79%	1478	97.95%	197
November	1553	1,553	84.22%	78	23.28%	1480	98.08%	199
December	1572	1,572	85.25%	83	24.78%	1,504	99.67%	172
January	1601	1,601	86.82%	101	30.15%	1,513	100.27%	162
February								
March								
April			!					
<b>1. Data is from National's Growth Acquisition &amp; Retention (GAR) Report</b>								

# GSA: "We Got Our Clean Opinion, Now What"— Highlights from the February Luncheon

By *Simcha Kuritzky, CGFM, CPA*

The February luncheon seminar featured Kathleen Turco, who became the Chief Financial Officer of the General Services Administration half a year ago. Before that, she worked at IRS for three years and OMB for ten years.

GSA's staff has been focused on maintaining their clean opinion for the past 15 years. The new director has given them a new mission - help Federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services, and management policies. This is to be achieved through various performance goals: providing best value for customer agencies and taxpayers, achieving responsible asset management, operating efficiently and effectively, ensuring financial accountability, and maintaining a world-class workforce and workplace. Supporting these goals are the values of ethics and integrity, respect for fellow associates, results orientation, teamwork, and professionalism.

GSA is divided into multiple business lines in three services:

- PBS (buildings) brings in \$7.5B in rent and related services and has 8300 buildings owned or leased.
- FTS (phone, network, IT) has \$7B in revenue and 10,000 commercial suppliers under contract.
- FSS (supplies, vehicle fleet) has \$1.6B in supplies sales revenue and

\$1B from vehicle rental from 170,000 vehicles.

GSA is an unusual federal agency in that appropriations are only a tiny fraction of their resources (\$6b or 3%). GSA's office of the Chief Financial Officer (CFO) has 690 members in 3 locations (DC, Ft. Worth, and Kansas City). They primarily perform data entry and payroll. In 1990-2, the CFO office focused their efforts on implementation of the CFO Act, developing cost information, and preparing financial statements. GSA will soon be running an ePayroll application in conjunction with DFAS for other agencies.

Currently, financial management in federal agencies is narrowly defined as stove-piped systems with a focus on data entry. GSA's CFO office wants to transform itself from a transaction-based operation (functioning as book-keeper and enforcer) to a value-added advisor and business partner to assist or enable management decision-making. The GSA-CFO is moving towards financial analysis and decision support services. The business drivers for this change include becoming performance-based, integrating budget and performance for self and for others, managing the improvement of financial management, and ensuring the achievement of the President's Management Agenda.

The enablers required for this transformation include vision, leadership, broad systems views, people, and alternative sourcing. In addition, the CFO office has identified the following as

necessary elements in their transformation: a focus on performance and customers, a business perspective, and acting as corporate change agent with a smaller and more flexible workforce.

The GSA-CFO's goals are to deliver expert financial management services to GSA and customers, with timely and accurate internal and external financial reporting from productive and responsive financial management systems. The CFO has already implemented the core financial system (Pegasys), and is working on an overall architecture, feeder and reporting systems, and a data warehouse. Another goal is the strategic management of human capital. GSA CFO has already instituted a Financial Management Specialist Intern program, and is beginning to study competitive sourcing with almost half of CFO workforce deemed commercial. Since most of the data entry work is what has been deemed commercial, moving away from data entry to decision support will reduce the need for competitive sourcing.

The CFO's recent accomplishments include 15 years of clean opinions, and this past year, implementing the Standard General Ledger and monthly financial reporting. They are still developing tools for measuring performance management and linking it with the budget. GSA has not been a major player in intergovernmental eliminations for Treasury, but will be soon, due to the large amount of reimbursable work they do.

## Job Announcements

Job Type	Series	Agency	Announcement	Application Close Date	Contact
Staff Accountant	GS-0510-14/15	Washington HQ Services	WHS-03-2205-PM	05/10/2003	703 617-0652
Accountant	GS-0510-07/12	Financial Mgmt Svc	AS-03-013	05/07/2003	202 874-8090

If your organization would like to list job announcements in the newsletter, please send announcement information to [diane.wright@ams.com](mailto:diane.wright@ams.com).

## CGFM Designation Continues to Gain Support and Recognition

Congratulations and thanks to all of you who have helped to promote and support the CGFM designation! Our statistics reflect your advocacy of the CGFM Program. From providing CGFM ribbons for your members' name tags at monthly meetings, to providing rebates for individuals taking their CGFM exams, to celebrating a member's passing the CGFM examination, you have brought to the attention of your membership the value of the CGFM Program.

During the last nine months of FY 2002-03 the number of applicants for the CGFM Program has increased by 20% and the number of CGFM holders

has increased 100% over the numbers for all of FY 2001-2002. And, most importantly, our CGFM renewal rate for 2002 is 95%!

At the federal level we began to see the results of the 2002 government legislation permitting government agencies to use appropriated funds to pay for examinations to obtain professional certification credentials. Two departments have issued professional certification policies -- the EPA's IG office and the Defense Finance and Accounting Service (DFAS) of the Department of Defense (both can be found on the AGA website).

Each of us can make a difference - Do you have a colleague in the human

resources department of your division who can give you updates about revisions to job classifications, or how to go about obtaining recognition for a certification? Do you have colleagues who are considering a job promotion or a change in jobs and want to know what will place them above the rest of the applicants? Do you use your CGFM designation on your business cards and after your name on business letters? All of these small acts add up to gaining greater recognition for the CGFM!

We look forward to your continued support of the CGFM Program - it will continue to grow and prosper only if you continue your advocacy and support.

> Develop JFMIP Core Competencies

> Incorporate into your Individual Development Plan (IDP)

> Determine your skill level and select appropriate courses with our competency self-assessment tool

> Advance your career with our Federal Financial Management Certificate Program (FFMCP)

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# It's 2003 and the world is changing... it's important to have a trusted business partner that has weathered the storm.

Changes in the public accounting arena have prompted the GAO to issue a set of professional standards regarding public accounting firms performing financial statement audits and management consulting to the same agency.

Grant Thornton is the only major international public accounting firm that continues to provide management consulting services to the public sector as its principal business. We have and will continue to focus on our core competencies...delivering financial, technology and performance solutions to federal, state and local governments as well as international organizations...we don't do Federal financial statement audits.

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## No Better Time to Enter Government Service

By Joan Schwartz, Deputy Executive Director, Professional Development

"There hasn't been a better time to join the federal government than today. The numbers of opportunities that will be available for advancement over the next 10-15 years are going to be incredible. If you are a young person in government now, you are going to have a great open field in front of you if you have the right skills," according to Miguel Torrado, associate commissioner for personnel at the Social Security Administration. According to the most recent figures, almost half the federal workforce may retire during the next eight years.

For those of you just embarking on your financial management career, you may wish to seriously consider entering government service. If you haven't taken college courses in gov-

ernment accounting and budgeting; if you haven't decided which sector of financial management you wish to enter, we recommend you consider augmenting your college degree with practical training by earning your Certified Government Financial Management (CGFM) designation.

In today's world, state, local and federal government financial groups need highly skilled and knowledgeable employees. But governments also contract with private organizations to help with their financial management needs. By earning the CGFM designation you strengthen your opportunities for long-term success in both the public and private sector.

As Laura Price, CGFM, CPA, Partner, KPMG, LLP says, "I regularly remind

our staff that earning the CGFM is a worthwhile and valuable performance goal. We encourage all our professionals to earn the designation...."

Whatever sector you choose to work in, the CGFM certification indicates to your employer that you are serious about your profession and have met the rigorous standards set by a national professional body.

Talk with your local CGFM chapter coordinator at the next AGA meeting or visit the AGA website at [www.agacgfm.org](http://www.agacgfm.org) to find out more about the CGFM certification process.

There is no better time than the present to begin enhancing your knowledge and skills. The CGFM will provide you the edge in today's competitive workforce!

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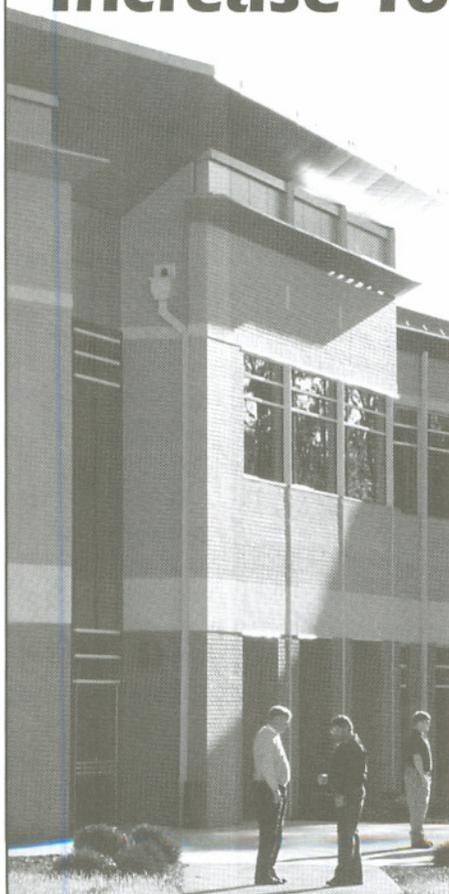


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# Inside the Black Box

By Simcha Kuritzky, CGFM, CPA

## How Can One be in Two Places at Once (when one's really on the SBR)?

### A Source of Confusion

The spreadsheet that maps the SGL accounts to lines on the Statement of Budgetary Resources (and the related SF-133) lists anticipated accounts 4060, 4070, and 4210 on both lines 3C and 10D. Why? It does not mean that the accounts are counted on both lines simultaneously, because then the total resources (line 7) would not equal the total status (line 11), since the status account credited for the anticipation is still reported on line 9 or 10. There is a Debit/Credit indicator on the spread-sheet that is set to D on line 3C and C on line 10D. What this indicator means is that if the account has a net debit value, it is reported on line 3C, while a net credit is reported on line 10D. Similar logic is used to report debit 4391 balances on line 1A and credit balances on 6D, and debit 4310 balances on 4B and credits on 10D.

### Fix the Data or Fix the Report

Let's focus on account 4210 Anticipated Reimbursements and Other Income. Suppose we have an appropriation that is augmented by fees collected from the public. For simplicity's sake, there are no agreements or bills; we estimate collections at the beginning of the year and collect during the year. The associated entries are:

Estimate: dr.4210 Anticipated Reimbursements and Other Income

A302 cr. 4620 Unobligated Funds Not Subject to Apportionment

Collect: dr.4252 Reimbursements and Other Income Earned - Collected

A304, A310, 1010 Fund Balance With Treasury

and C186 cr. 4210 Anticipated Reimbursements and Other Income

combined 5200 Revenue from Services Provided

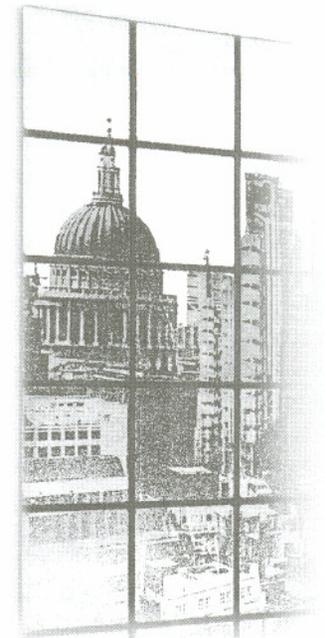
The estimate increases resources on line 3C and available on line 9B. As collections take place, the amount moves from 3C to 3A1, and the agency is allowed to spend what is available (the spending entry, not shown here, moves amounts on line 9B to 8). What the dual definition of the SBR report says is that, should collections exceed the estimate, the negative balance on line 3C should be instead reported as a positive balance on line 10D. Essentially they are saying the agency should have posted the following entry for the collection once they were in excess of the estimate:

Collect: dr. 4252 Reimbursements and Other Income Earned - Collected  
1010 Fund Balance With Treasury

cr. 4630 Funds Not Available for Commitment/Obligation  
5200 Revenue from Services Provided

The effect of the dual definition is to say "Okay, you didn't post what you should have, but we'll make you report the data as if you had." The same logic applies to other anticipated collections (accounts 4060 and 4070), as well as anticipated recoveries (4310).

For account 4391 Adjustments to Indefinite No-Year Authority, the effect is to say that an upward adjustment is reported on line 1A like an appropriation, but downward is treated like a withdrawal (line 6D). Since account 4391 is permitted to have either a debit or credit balance, there is no implication that the agency failed to post what they should have.



### Similar Problems

There are other examples of common problems with balances that could be addressed by a dual definition. If an expired or no-year fund has a negative balance on line 8 Obligations Incurred, report that balance on line 4A Actual Recoveries of Prior-Year Obligations. If account 4450 Unapportioned Authority or 4650 Allotments - Expired Authority have a balance on line 10D in an unexpired fund, report that amount on line 9A1. If 4510 Apportionments or 4610 Allotments - Realized Resources have a balance on 9A1 in an unexpired fund, report that amount on line 10D.

The best solution, of course, is for agencies to record the information correctly to begin with. However, two-day closes don't leave a lot of time for review and correction. It might be helpful if FACTS II corrected problems with obvious solutions and warned the agency to make the correcting entry by next quarter, rather than rejecting the submission and causing agency personnel to correct the problem in two different systems.

*Comments, suggestions, and critiques are welcome. Send them to Simcha.Kuritzky@ams.com, and not to the AGA.*

# 14 General Principles for Ethics in the Executive Branch

By Wendy Comes

At AGA's National Leadership Conference in late February, Amy Comstock (Director of the Office of Government Ethics) spoke on ethics in government. She noted that the trend toward "rules" based ethics did not necessarily create the desired ethical climate. She suggested that more training regarding the principles that underlie the rules is needed. To that end, we are printing the fourteen general principles supporting the ethics rules for employees of the Executive Branch.

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH Codified in 5 C.F.R. Part 2635

## SUBPART A - GENERAL PROVISIONS

§ 2635.101 Basic obligation of public service. (a) Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct set forth in this section, as well as the implementing standards contained in this part and in supplemental agency regulations.

(b) General principles. The following general principles apply to every employee and may form the basis for the standards contained in this part. Where a situation is not covered by the standards set forth in this part, employees shall apply the principles set forth in this section in determining whether their conduct is proper.

(1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

(4) An employee shall not, except as permitted by subpart B of this part, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(5) Employees shall put forth honest effort in the performance of their duties.

(6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

(7) Employees shall not use public office for private gain.

(8) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

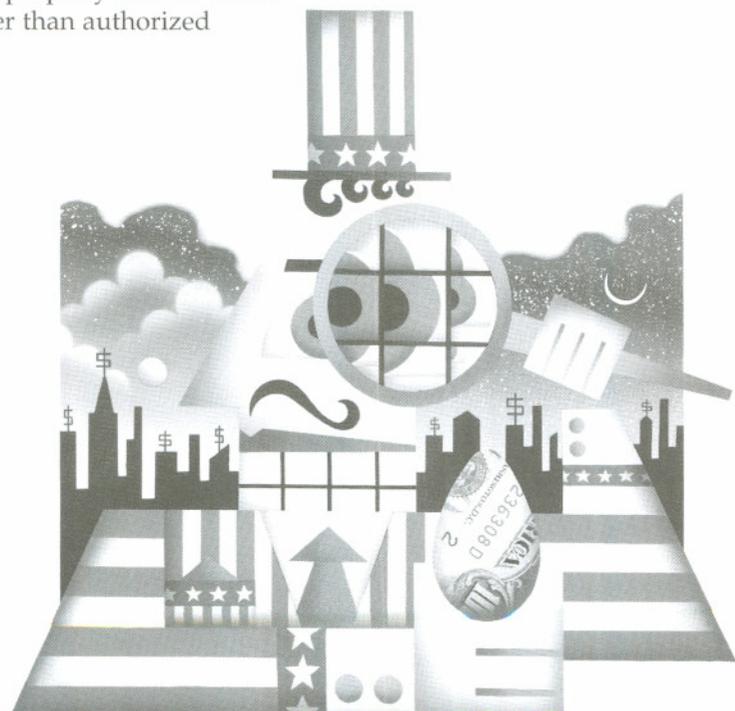
(10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

(12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--such as Federal, State, or local taxes--that are imposed by law.

(13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.



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## Welcome to Our Chapter's Newest Members

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Richard Gregg	Financial Management Service	
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### Newsletter Comments or Suggestions?

Do you have any comments or suggestions regarding the newsletter? Do you have an article you'd like to see in print? The deadline for submitting articles to appear in the May 2003 issue is March 19, 2003. Please send your comments and contributions to the newsletter editor, Diane Wright at [diane.wright@ams.com](mailto:diane.wright@ams.com).

### E-mail Mailing List

Would you like to receive e-mail reminders of our monthly meetings and conferences? If so, please go to [www.agadc.org](http://www.agadc.org) to sign up for our mailing list in the Member Services section of the website.

# Washington DC Chapter AGA Board Meeting Minutes from Tuesday, February 4, 2003

Jim Swartz, clerk

The seventh official meeting of the chapter year commenced at 12:00 noon on Tuesday, February 4, 2003 in the GAO Building, Room 6147, 441 G Street NW, Washington, DC.

## ATTENDEES

There were a total of thirteen attendees; 4 in person and 9 via teleconference. Attending in person were: Wendy Comes, Gail Vallieres, Susan Johnson and Jim Swartz. Attending via teleconference were: Steve Johnson, Diane Wright, Ron Longo, Pat Clark, Eleanor Long, Karl Boettcher, Harris Gofstein, Robert Reid, and Phyllis Hunter.

## President's Minute:

Wendy opened the meeting, after determining a quorum is present, by calling the meeting to order.

Wendy wanted to make the Board and Officers aware and especially thank Gail Vallieres for the outstanding work with the tax filings that are now up to date and completed. Now, the IRS documents are on their way to be processed.

Jim Swartz, in capacity of clerk, will take notes during this meeting, in the absence of the Secretary.

## 1. Secretary's Report— Joel Renik Reading and Approval of previous meeting Minutes

Usual practice is an electronic-format distribution to Board Members and Officers before the subsequent meeting. Without objection, acceptance is granted. If you would like a copy of past meeting minutes, please e-mail Joel at [joel.c.renik@irs.gov](mailto:joel.c.renik@irs.gov).

## 2. TREASURER'S REPORT—Gail Vallieres

As reported at last month's meeting, Gail Vallieres will fill out the remaining term of the Treasurer's office. Jim Swartz was appointed as Gail's assistant.

The accounting and statements have been completed for all fiscal years through June 2002.

As Wendy has mentioned above, all back tax filings are 'good to go.' The Form 990s (Return of Organization Exempt from Income Tax and Short Form Return of Organization Exempt from Income Tax) are complete. Mr. Hugh Webster, non-government individual and general counsel to AGA National, will be representing AGA Washington, DC Chapter in executing these filings.

The ongoing transition from Meghan Schindler of the Treasurer's duties to Gail Vallieres is going smoothly. A transition team, made up the Ann Davis, Gail Vallieres, Michael Johnson and Jim Swartz are assisting in this effort.

## 3. WEBMASTER REPORT—Steve Johnson (and Harris Gofstein)

Steve reported that they are still working on the on-line credit card functionality. He has recently surveyed the officers and board members for their 'browser' type they would be using most of the time. He would like to put up on our web page something to the effect that 'this web site no longer supports ... (generally older browsers)'. This will help our applications and future on-line activities. The new on-line registration system will be in place for the March luncheon.

## 4. DIRECTORS' REPORTS

### Newsletter — Diane Wright

The March issue is in production. The April issue has a close date of February 24th. There are two additional advertisers we are looking at. Wendy did mention that there is \$4,500 outstanding in accounts receivables. Jim Swartz is to follow up with 'second notice' mailings this week. Diane reports that a couple advertisers are complaining there is no reader feedback. We need ideas on tying (positively identifying) the advertisement's use to the readers of the Chapter's newsletter.

## Programs — Ron Longo

For March, Ron reported that he has Sheila Conley of OMB to talk. This will be a most interesting area of discussion because of the combining of agencies underway with the formation of the Department of Homeland Security. Following will be Marsha Buchanan speaking.

For April's Awards Dinner, David Walker will speak.

For May, Mr. Robert Reid will be the speaker.

## Education -- Susan Johnson

Susan handed out a draft of speakers. Also, sets of the Conference Invitation / Flyer were given to Wendy to distribute at the February luncheon meeting.

How to register was discussed. There will be an actual form in the April Newsletter.

Wendy is coordinating with the Greater Washington Society, CPAs. Early registration ends on April 18th. Wendy mentioned that with the current budget 'still in the air' and agencies pinching training money much work has to be done to assure maximum attendance.

Susan handed out a draft of the Conference budget and targeted revenues and expenditures.

Susan will make John Cherbini aware and use C-PAC to contact advertisers.

Wendy will send an attachment of the Conference Flyer to AGA liaisons.

## CGFM Coordinator — Wendy Comes for Phyllis Hunter

No new items to report.

## Community Service — Wendy Comes for Cis Kuennen

Wendy mentioned the Christmas in April program, scheduled for April 26, and on a home in DC. There is a \$500 fee if we chose to be a sponsor. Suggested contribution level between \$50-100 was discussed. It was

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## Washington DC Chapter AGA Board Meeting Minutes

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decided to 'pass the hat' at the next couple monthly meetings. This effort will be designated as our Chapter's contribution. The event will be managed by Member Services.

### **Member Services – Karl Boettcher**

Karl spoke of the successful Chinese New Year event held January 18th. Wendy sent a note to Sam Mock, CFO, Department of Labor, in appreciation of his fine efforts that evening. Karl will distribute pictures of the gala.

Karl mentioned the ski trip for Friday, February 14th. All participants to meet at the clock tower at Liberty at 10AM.

Karl mentioned the planned National Cathedral tour for Sunday, March 9th at 2 PM. This will last about 1-1/2 hours and if you are a history buff, will be most interesting.

### **Early Careers - Wendy Comes for Meghan Schindler**

Our Early Careers crew will be meeting at the DC bar, Politiki (319 PA Ave SE) for another social gathering on Thursday.

### **Awards – Wendy Comes for Ralph Bucksell**

Wendy recognized John Cherbini setting up to sell \$1,500 in ads.

### **Membership – Eleanor Long**

The latest GAR (membership count/projections) report was distributed electronically. Eleanor said we were doing 'ok' and compared to other similar organizations, we were in good shape. We still have a way to go to meet our new member goal, so get out there and recruit—recruit—recruit.

### **Administration – Pat Clark**

Pat reported that the November/December/January submission of points to National is due to be completed February 15th.

### **5. OLD BUSINESS**

Wendy reported that at last luncheon, we needed three additional tables to be set up. Nice problem. We should encourage pre-registration as much as possible.

Greeting table will be separated into 'pre' and 'regular' registration. The nametag process will consist of blank tags and pens available. Observations at last luncheon were that at least 30% of the pre-printed nametags went unclaimed. This was a lot of work put in to personalizing the member's experience, but probably not effective enough.

### **6. NEW BUSINESS**

Wendy mentioned there is an overall balance of \$15,000 in money market securities and \$6,000 in the checking account. There is also \$4,500 outstanding in accounts receivable (previously mentioned in the Newsletter Director's report section).

### **ADJOURNMENT**

The meeting adjourned at approximately 1:00 pm. The next Board meeting is scheduled for Tuesday, March 4, 2003 at GAO headquarters, 441 G Street, N.W., Washington, DC. The closest Metro stops are Judiciary Square (red line) and Chinatown/Gallery Place (red and green/yellow lines).

## Chinese New Year

*By Karl Boettcher*

The Chinese New year celebration on Saturday, January 18, at the China Garden, was a great success. We had forty (40) members in attendance. This was the largest number in attendance since AGA/ASMC golf tournament last year. Thanks to Samuel T. Mok (CFO - LABOR) and his assistant - Anne Hui (Attorney) for assisting in organizing this event - Thanks also to Peter Tran (Restaurant Manager) for the excellent food and lovely accommodations.



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## AGA-DC & GWSCPA 2nd Annual Conference

### “FINANCIAL MANAGEMENT IN PRACTICE: THE REALITIES OF SYSTEMS AND PROCESSES”

**May 7-8, 2003 – Grand Hyatt Hotel, Washington, DC**

**Highlights:** The goal of this conference is to provide practical, hands-on education and advice for front-line financial managers, supervisors, and accountants. This 2-day conference will address emerging issues related to financial management and systems. The conference will have two tracks during certain sessions – one track for accounting / auditing topics (e.g. Credit Card Internal Controls and Best Practices), and the other for financial systems topics (e.g. Making Legacy Systems Work). These two tracks allow attendees the flexibility to attend some accounting topics and some system topics.

**Conference Information / Registration:**

Program times: 8:00 am until 4:30 pm on both Wednesday and Thursday  
AGA-DC and GWSCPA members: \$300 early registration (\$350 late registration – after April 18, 2003)  
Non-members: \$350 early registration fee (\$400 late registration – after April 18, 2003)

**Continuing Education:**

15 hours CPE credit (recommended) – credit offered by GWSCPA Educational Foundation for all participants  
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Wed / Th – May 7-8, 2003 Enclosed is my payment in the amount of \$ \_\_\_\_\_

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