



# THE AGA LEDGER

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

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## Message From The President

What a great December meeting we had! Dr. Williams gave an informative presentation on the Missouri State University's School of Business, we approved the scholarship amount for 2006 and it was a record year for Toys for Tots donations. Thank you to all the members that brought toys and food. The recipient organizations were so grateful.

It was also nice to see Floyd Diediker, past president and past regional vice-president. Floyd travels extensively and it was great to have him with us for our special December meal and program.

Don't forget the upcoming seminar, "The Price of Government". Early registrations are due January 11<sup>th</sup>. Additional information can be seen on the GFOA website.

Let's continue with a prosperous and productive year for AGA.  
See you in January!

## Ozarks Chapter January Meeting Event

**Tuesday, January 10, 2006**

**12:00 Noon**

**At the**

**Tower Club**

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

\*\*\*\*\*

**Speakers: Tom Adams and Nichole Plowman**

**Topic: Building an Internet Webpage**

Tom Adams works for the Springfield Parks Department as the General Manager of the Springfield Lasers. Tom has previously developed computer programming for Honey Baked Ham Co.

Nichole Plowman is a Senior Computer Programmer/Analyst with the City of Springfield Information Systems Department.

### RSVP:

Cindy Stein 829-6201  
[cstein@greencountymo.org](mailto:cstein@greencountymo.org)  
by Monday, January 9 at 3:00 PM  
Recommended CPE: 1 hour



## **December Meeting Minutes**

### **December 13, 2005 Ozarks Chapter Meeting**

Cindy Stein called the meeting to order at 12:30 PM. The minutes from the previous meeting were read and approved. Cindy presented the Treasurer's report, which was then approved as read.

Cindy asked the group to review and discuss how much the chapter should offer in scholarships this year. Dr Richard Nichols moved \$1,500 be offered as in the previous year, Dr Penny Clayton seconded and the motion passed by unanimous voice vote.

Cindy reiterated that GFOA would be sponsoring the David Osborne seminar "Budgeting for Outcomes". For details please refer to the latest chapter newsletter.

Kathryn Burnett announced next year's annual seminar will be held in a new location. It will be at the Lamplighter Inn North on North Glenstone. The Sheraton was already booked for the dates we needed and upon investigation Kathryn determined the Lamplighter Inn to be a great alternative.

Cindy stated that although Hammon's Towers Club is increasing the cost for the luncheon meals it would not be necessary to increase our monthly fees for this year.

Kathryn introduce the luncheon speaker, Dr Dick Williams. Dr Williams is the Director of the School of Accountancy at Missouri State University. He has been at MSU for sixteen years and spoke about education for the accounting student.

Dr Williams discussed the structure of the College of Business Administration (COBA) and the School of Accountancy (SOA). He indicated the COBA accounted for 30% of student population currently and that there had been a 30% increase in students since 2002. There is an apparent shift from information systems majors to accounting majors.

Dr Williams then went on to discuss the process of becoming accredited by AACSB. The COBA has been accredited since 1992, when our own Dr Richard Nichols helped obtain the accreditation and then reaffirmed again in 2002. As part of the process there is a five-year review or visit that will occur next year when two deans from other accredited schools will visit the COBA and two other deans will visit the SOA.

According to Dr Williams the accreditation process focuses on the schools mission, the participants and learning. He went into some detail describing how the reviewers determine the quality of students; staff and learning and what efforts are being made at MSU to continue to maintain and raise the standards necessary keep accreditation.

After a question and answer period, Cindy asked for assist to carry the Toys for Tots and food donations to her car then adjourned the meeting.

**OZARKS CHAPTER OF AGA  
TREASURER'S REPORT**

December, 2005

Beginning Balance July 1, 2005 \$ 3,137.92

**Income:**

Chapter Dues	130.85
Meetings	1,026.00
Merchandise Sales	0.00
Seminar	<u>2,095.00</u>

Total Income \$ 3,251.85

**Expenses:**

Board Meetings	0.00
Check Printing	0.00
Gifts	66.40
Meetings	915.21
Membership Drive	0.00
Newsletter	0.00
Scholarship Awards	1,500.00
Seminar	848.37
Website	<u>100.00</u>

Total Expenses \$ 3,429.98

Ending Balance December 31, 2005 \$ 2,959.79 \*\*

**SUMMARY:**

Beginning Balance	\$ 3,137.92
Ending Balance	2,959.79
Net Increase (Decrease)	<u>\$ (178.13)</u>

**SEMINAR:**

Receipts	\$ 2,095.00 *
Disbursements	848.37
Net Income	<u>\$ 1,246.63</u>

**MEETINGS:**

Receipts	\$ 1,026.00
Disbursements	915.21
Net Income ( Loss)	<u>\$ 110.79</u>

\*\* This balance does not reflect the \$25.00 in our savings.



## The Crabby Office Lady

# Dealing with the 'out of limits' error message in Outlook

### Applies to:

Microsoft Office Outlook 2002


Microsoft Outlook 2000 & 2002

### **You get a message that says your mailbox is 'out of limits.' You cannot send or receive messages. What do you do?**

It sounds like your mailbox is full. The administrators who run your mail servers give your mailbox a set amount of storage space. When you fill it up, generally you can't use your mail service until you free up some space. You can use several techniques to clean out and manage your mailbox:

#### **Manually delete old or unwanted messages**

Typically, messages with attachments (such as sound and image files and large spreadsheets) take up the most space. You can move messages to your **Deleted Items** folder, or you can delete them permanently:

1. Sort your messages to find the types of messages that you want to move or delete. For example, you can find all messages with attachments by clicking **Sort by: Attachment** . You can also use **Advanced Find** (CTRL+SHIFT+F) to search for messages from a given sender or for messages that contain a common word or phrase.
2. Select the unwanted messages.
3. Do one of the following:
  - ❖ Press DELETE to move the messages to your **Deleted Items** folder.
  - ❖ Press SHIFT+DELETE to permanently delete the messages.
  - ❖ Drag the messages to a folder on your hard drive to move them to the folder.

#### **Automatically archive files to a Personal Folders file (.pst)**

This method involves the least amount of labor on your part. By default, Outlook does this for you every three months using a feature called AutoArchive. If you fill your mailbox before then, you can change the AutoArchive interval or start AutoArchive manually. For more information about changing your AutoArchive settings or starting the feature manually, see Help in Outlook.

#### **Set up Inbox rules**

You can set up rules that automatically move messages to folders on your hard drive. For more information about setting up rules, see these articles:

#### **Click here for:**

[Tips for Managing Your E-mail Using Rules in Outlook 2002](#)

[5 Tips for Managing Your Outlook Mailbox](#)

# SEMINARS AND CONFERENCES

## GFOA



**REGISTER ONLINE AT**

**<http://www.gfoa.org/services/training/budsat/budsat.shtml>**

**Earn 4 CPE Credits**

**Budgeting for Outcomes**

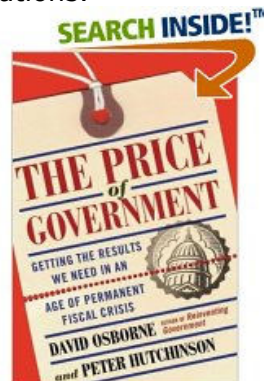
**Getting the Results You Need in an Age of Permanent Fiscal Crisis**

**Satellite Teleconference**

**January 25, 2006**

- **12 p.m. - 4 p.m. Central Standard Time**

**Presenter:** David Osborne is the author or co-author of five books: *The Price of Government: Getting the Results We Need in an Age of Permanent Fiscal Crisis* (2004); *The Reinventor's Fieldbook: Tools for Transforming Your Government* (2000), *Banishing Bureaucracy: The Five Strategies For Reinventing Government* (1997), *Reinventing Government* (1992), and *Laboratories of Democracy* (1988). A senior partner of the Public Strategies Group, he has served as an advisor or consultant to Vice-President Al Gore, governors, mayors and city managers nationwide, and public leaders around the world. He has also authored numerous articles for the *Washington Post*, the *Atlantic*, the *New York Times Magazine*, *Harpers, Inc.*, *Governing*, and other publications.



**Co-author** Peter Hutchinson is a founder and President of the Public Strategies Group in St. Paul, Minnesota (<http://www.psg.us>). He previously served as Vice President of the Dayton Hudson Corporation (now Target Corporation); Commissioner of Finance in Minnesota, where he began his search for common-sense budgets built around results; and Superintendent of Schools in Minneapolis, where he led a dramatic turnaround in student achievement and financial health. As a consultant he has advised governors and their administrations in Washington, Minnesota, New York, and Iowa, as well as cities, counties, and school districts throughout the United States and internationally. He lives in Minneapolis, Minnesota.

Whereas *Reinventing Government*, David Osborne's 1992 *New York Times* bestseller, was a manifesto for change, *The Price of Government* is a clear, step-by-step roadmap for change, offering concrete solutions drawn from the authors' combined thirty years of experience leading and advising public institutions. The authors begin by describing a radically different approach to budgeting—one that focuses on buying results for citizens rather than cutting or adding to last year's spending programs. They go on to show how leaders can use consolidation, competition, customer choice, and a relentless focus on results to save millions while improving public services, at all levels of government.

These ideas have been put into practice successfully from schoolhouses to statehouses and from City Hall to the Pentagon. They are built on common sense, not ideology. *The Price of Government* will interest everyone who is concerned with how tax dollars are spent-and how to get the results we need at a price we're willing to pay.

### **Midwest Regional Professional Development Conference**

Two-day Professional Development Conference, featuring President Sam McCall (two sessions) and Pearl R. MacDonald (two sessions), as well as topics on Internal Controls, School Finance, Health Insurance, Fraud Awareness, Bonds & Debt, and Leadership.

### **Audio Conference - Implications of Sarbanes-Oxley for the**

## **Future of the Auditing Profession**

Kinney Poynter, Executive Director of NASACT, and Nancy Valley, Partner and National Industry Leader, KPMG LLP, will discuss the latest on the status of audit and internal control efforts for State and Local governments, and the possible effects of additional requirements coming from the Federal government as a result of the revised OMB Circular A-123.

<b>Date:</b>	3/1/2006 - 3/1/2006
<b>Location:</b>	
<b>Contact Name:</b>	Ray Harris
<b>Contact Email:</b>	<a href="mailto:rharris@agacgfm.org">rharris@agacgfm.org</a>
<b>Contact Phone:</b>	703.562.0401
<b>Website:</b>	<a href="#">Audio Conference - Implications of Sarbanes-Oxley for the Future of the Auditing Profession</a>

## **ASPA**

### **January 17-18 Awarding and Monitoring Subawards Under Federal Grants**

[www.managementconcepts.com/scripts/mcicoursepage.asp?MCICourse=207406](http://www.managementconcepts.com/scripts/mcicoursepage.asp?MCICourse=207406)

Location: Portland,OR

### **January 24-26 Performance Measurement for e-Government**

Location: Washington, DC

Contact: [melissa@aliconferences.com](mailto:melissa@aliconferences.com)

## **AICPA**

### **AICPA 2006 Spring Controllers Workshop – 2nd Presentation due to Popular Demand!**

Mar 22 - Mar 24, 2006

Lake Buena Vista, FL

Disney's Contemporary Resort

#### **Conference Highlights:**

- Develop strategies that can be implemented immediately
- Benefit from extensive networking opportunities
- Attend roll-up-your-sleeves sessions and learn to think through tough problems
- Participate in an optional pre-conference workshop, "From Controller to CFO: Creating a Roadmap to Success," which is expected to sell out quickly

**Recommended CPE Credit:** 18 Credits

**[Download Agenda](#)**

## **City of Springfield**

### **Power plant initiative being changed because of legality questions**

**Wes Johnson**

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A petition aimed at blocking City Utilities from building a coal-fired power plant for at least four years violates the city charter, City Attorney Dan Wichmer told the News-Leader this morning.

The city charter allows CU to construct power plants, and a ballot question that would block that authority would not be legal, Wichmer said.

Because of Wichmer's opinion, Citizens for Affordable Energy plans to change the wording of the proposed ballot question it hopes to put before city voters June 6.

Lance Wright, chairman of the group, said the new ballot language will be more advisory in nature.

Wright plans to unveil the new ballot proposal at noon today in front of CU headquarters.

**HAPPY NEW !!!**  
**SEE YOU AT THE MEETING !**