



Chapter News

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Association of Government Accountants Mission:

AGA fosters learning, certification, leadership and collaboration for professionals and stakeholders committed to advancing government accountability

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Message from the President

AGA Members and Friends:

I like fall. If it wasn't for the winter that follows, fall would definitely be my favorite season. I enjoy the warm days and cool nights. I like the Saturday morning soccer games and the Sunday night football. I get hungry thinking about a warm apple pie from fruit that was hand-picked only hours before. I love floating on Lake Michigan staring at the seemingly endless miles of shoreline and the beautiful reds, yellows, and oranges perched atop the magnificent sand dunes. Only fall can provide this beauty in a season of change. Because along with fall comes change. Changes in temperature, changes in schedules, changes in colors. Change is inevitable in fall.

At AGA of West Michigan, we are in that season of change as well. Late summer

and early fall bring about a new season of leadership. Thank you to Past-President Karen Mushong and Secretary Katie Madison for their years of service to the chapter. These changes have left openings on the board and are looking for new leaders to help steer and guide AGA of West Michigan into the future. Currently we are seeking to fill the roles of Vice President and Secretary, and would encourage you to speak to one of the current board members to discuss this opportunity.

As we move into this season of change, you will **not** see changes in the quality of the education that is provided by the chapter, and you can look forward to fantastic offerings



this program year. Our education schedule can be found on page three of this newsletter. Come check us out – most of them are free of charge, regardless of membership status!

As we taste our first pumpkin spice of the season, I look forward to this season of change and the opportunities provided by being a member of the AGA.

Sincerely,
Kevin Plockmeyer
President
West Michigan Chapter
Association of Government Accountants

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Student Board Member Highlight

Each year, AGA West Michigan awards a "Student Board Member" scholarship of \$500/semester for the recipient's participation on the Chapter Executive Committee.

The 2017/2018 recipient of this award is Susan Vlietstra- a graduate student at Davenport University currently pursuing a Masters of Accountancy.

Susan is a non-traditional student, having already been in the workforce for several years, much of it in the government sector. Susan served as the Township Clerk for Thornapple Township for nearly 15 years.

Susan has served on/worked with several community boards including the Barry County Economic Development Alliance, the Grand Rapids Public Museum and the Byron Center Fine Arts Foundation.

Susan's role is to assist AGA West Michigan in improving student and faculty involvement by developing contacts, providing information on upcoming AGA West Michigan events, and enhancing the overall visibility of our organization. She will also assist in planning the Student & Early Career Event planned for February 2018. Congratulations Susan!



Did you know?

- Our Chapter invites local college students to attend Chapter events free of charge. Two "student scholarships" are offered for each local event on a first-come, first-served basis.

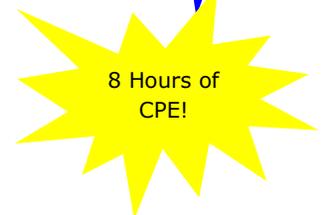


Like us on Facebook to learn about chapter events, links to helpful sites and job opportunities

Local Training Opportunities

Planned Future Events by AGA West Michigan

- **October 24, 2017 Webinar** - Succession Planning/Multi-Generational Workforce
- **January 18, 2018 AGA/GFOA Double Feature:**
 - Morning AGA Event: Uniform Guidance, Enhancing Internal Controls, and more!
 - Afternoon: GFOA GAAP Update
- **February 6, 2018 Webinar**—2018 Governmental GAAP Update
- **April 24, 2017 Webinar**—Subject to be determined.



The Association of Government Accountants is a 15,000-member professional organization devoted to meeting the professional development, education, networking, and certification needs of its members.

AGA represents government financial managers working in local, state and federal governments as well as the private sector and academia.

Register at <http://www.agawestmichigan.org/home/events>



Become a CGFM today!

Did you know? AGA West Michigan provides study materials for the CGFM exam that members may borrow free of charge? Please contact education@agawestmichigan.org for more information.



Collaborating to keep you informed!

AGA West Michigan and the Michigan Government Finance Officers Association (MGFOA) are partnering to inform memberships of both organizations on upcoming conferences, seminars, and webinars offered.

Planned Future Events by MGFOA

- October 24, 2017—Advanced Financial Management—Public Budgeting and Forecasting—Okemos

View MGFOA Event Calendar: <http://migfoa.org/MGFOA/Training/?fuseaction=calendar>

National Training Opportunities

- Oct. 11** Auditing Relevance and Reliability of Performance Information
October 11, 2017
Webinar | 2 CPEs
- Nov. 9-10** CGFM Intensive Review Course
November 09 – 10, 2017
Alexandria, Va.
- Nov. 15** Spotting Fraud in Your Organization
November 15, 2017
Webinar | 2 CPEs

Register at <https://www.agacgfm.org/home.aspx>

The Association seeks to advance government accountability at all levels of government through its Certified Government Financial Manager (CGFM) Program, which has recognized more than 13,000 individuals for their unique skills and experience.

To learn more about the Association, its many programs, or any of its 90 chapters, visit us online at www.agacgfm.org.

Shortcuts & Quick Tips

Learning how to use a new formula or feature in Excel is valuable, but what about the everyday repetitive tasks we do? Sometimes, the simplest tip or alternate way of performing a task can become your new "favorite thing." This newsletter installment focuses on various shortcuts and quick tips for everyday use in Excel. We hope you will find these references helpful.

Key Strokes	Effect
Formatting	
CTRL+b	Bold
CTRL+i	Italic
CTRL+u	Underline
CTRL+Shift+\$	\$x,xxx.xx
CTRL+Shift+!	-x,xxx.xx
CTRL+Shift+&	Cell border
CTRL+1	Open format dialog box
Alt+Enter	Force wrapped text to a new line
Selection	
CTRL+Space	Selects column
Shift+ Space	Selects row
CTRL +9	Hide row
CTRL+0	Hide column
Functions/Misc	
CTRL + O	Open
CTRL + S	Save
CTRL+Z	Undo
F7	Spell check
CTRL+;	date
CTRL+:	time

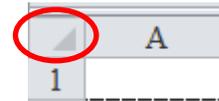
Creating non-contiguous print areas:

Set your first print area, then select your second print area and add it to the first by selecting Page Layout / Print Area / Add to Print Area. Each print range will print on a separate page.

Quickly make a duplicate copy of a worksheet within a workbook:

This is a quick way to make a backup of the original sheet when you want to make sure the original is there to go back to easily:

Select the entire worksheet by clicking at the intersection of column A, row 1:



Next, press the CTRL key and (using the left mouse button) drag the sheet to the right until the down triangle appears. Release the left mouse button and the CTRL key.

Want more fun tips? Below are some of our favorite resources with lots of free stuff!

<https://www.myonlinetraininghub.com/> Source of many free and excellent resources, videos including dashboards, power query, power pivot and more. Sign up for the free newsletter and get a free booklet with 100 Excel tips.

<https://excelribbon.tips.net> Weekly, bite size tips on a variety of topics, including VBA tips

<https://www.excel-university.com/> Courses designed specifically for accountants (CPE available)

Do you have an excel tip you would like to share?

Please email us at newsletter@agawestmichigan.org

October 1 - December 31, 2017: Toys for Tots



Website: <https://grand-rapids-mi.toysfortots.org/local-coordinator-sites/lco-sites/default.aspx>

The objectives of Toys for Tots are to help less fortunate children throughout the United States experience the joy of Christmas; to play an active role in the development of one of our nation's most valuable resources – our children; to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and to contribute to better communities in the future.

The Chapter sets aside \$1 from each event registration as a cash gift to the charity and makes a chapter cash donation of \$100 per quarter.



2017/18 CHAPTER EXECUTIVE COMMITTEE



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