



CMFO News

Certified Municipal Finance Officer

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INSIDE THIS ISSUE:

Annual Compliance Reporting	2
Let's Talk	2
Farewell	3
CMFO/CARS Account Security	4
CPE Reminder	4
Training Opportunities	5
ACFE Conference	6
TGFOA Conference	7
2020 CPE Wavier	8
Penalty Notice	8



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You Can Do It!

Mark Fawver
Contract Audit Review Specialist
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We currently have 291 individuals in our system listed as CMFO program students that are at different stages of the CMFO program. Whether you are just starting the program, at the halfway point, or on the home stretch, chances are you are finding it hard to stay focused on completing the program with all the distractions we have. One technique you can use to stay focused is to carve out a block of time each day that you consistently keep studying for your upcoming test. Managing your time is key to completing your goal.

It was H. Jackson Brown Jr. that said, "Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

Try to separate yourself from distractions such as your smartphone, television, or other devices that can rob you of precious study time. You could go to your local library or coffeeshop but be sure to leave your smartphone in the car. We are all distracted

by the things going on in our world and our favorite social media outlets, but the only way to get the program completed in a timely manner is avoiding these distractions as much as possible. "There is no substitute for hard work." - Thomas Edison

Breakdown the material into smaller, easier to digest segments, so you do not feel overwhelmed. You may be having trouble getting through a section. Remember that your perseverance will help you to succeed. Zig Ziglar said, "Getting knocked down in life is a given. Getting up and moving forward is a choice." He also said "People often say that motivation doesn't last. Well, neither does bathing - that's why we recommend it daily." Dust yourself off and push forward.

*There is no substitute
for hard work.*

-Thomas Edison



Lastly, when you do pass a section, do not forget to reward yourself with something you enjoy doing. You may be limited what you can do now due to the pandemic, but you can still catch up on your favorite television shows and movies before you start the next section.

Having said all that, I realize that many of you are pulling double or even triple duty. Perhaps you are working two jobs; or caring for a sick parent; or dealing with three young children or teaching your children as they work their way through virtual school. The above recommendations and encouraging thoughts are simply designed to make you believe in yourself and the possibilities and not to imply it will be easy.

We believe in you and appreciate the hard work you put into helping your municipality run efficiently. The Comptroller's office is rooting for you. **You can do it!** ☐

Mark Farver

Annual Compliance Reporting Form



Some municipalities have not completed the Annual Compliance Reporting Form on the CARS system. This form is used to report the municipality's current status related to compliance with the CMFO Act. Municipalities will need to complete this form **annually** during April of each year. Questions regarding the reporting cycle should be addressed to LGA.WEB@cot.tn.gov. ☐



Let's Talk

We started in the previous edition of CMFO News answering questions you may have that would help you and other CMFOs. You may ask questions about CPE, CMFO status, penalties, CMFO requirements for cities, or anything else you have on your mind. Help us get this new section started by submitting your questions to LGA.web@cot.tn.gov. ☐


I will be retiring soon. What steps do I need to take?

A person may request a change in their status from active to inactive at any time, as long as they meet all of the conditions. Those conditions consist of; your current CMFO status must be active **and** your CPE status is listed as none or current. You will then be eligible to change your status from active to inactive. Please notify either by mail or email the Division of Local Government Audit indicating your request to change your status. We will send you a form for you to fill out and return back to us. For more details about status changes, click the link below to read on page 24 of our policy and procedures manual. <https://apps.cot.tn.gov/CARS/CFMOPoliciesandProcedures.pdf> ☐

Farewell

I leave this role with gratitude for the people I met

Yanna Utley Legislative Audit Support Specialist



Iwould never have thought that a day

like this would come when I bid farewell to you. I will be leaving the Division of Local Government Audit at the end of March. I will remain with the Comptroller's Office under the Office of Management Services.

Thank you all for the opportunity to work with you in obtaining your Certified Municipal Finance Officer (CMFO) certification. It has been a pleasure.

Having had several opportunities to communicate with so many of you through email correspondence or over the phone has given me a chance to know each of you personally. Your kind words and your willingness to allow me to assist you has continually warmed my heart.

If there were an opportunity for me to speak at a public gathering in your honor, I would quote these words from John Buchan, "The task of leadership is not to put greatness into

people, but to elicit it, for the greatness is there already." Having maintained nearly 900 CMFO accounts, I see greatness in each of you. The Comptroller's Office and other training sponsors have given you the tools to become great leaders. As a CMFO, you all are leaders in your city who have made a difference and will continue to do so. What you have learned through the CMFO program will help you make your city/town great through the people you inspire. Continue to draw the greatness out by continuing to turn your city compliance around which some of you have done in a significant way. For that, I say congratulations, job well done. □





CMFOA/CARS Account Security

Please help us keep your CMFOA account secure. Your individual account is just that, “Individual.”

If you retire from or leave the municipality, your replacement will need to create their own individual CMFOA account and if applicable a CARS account. We will track your CPE progress in your CMFOA account, and your annual compliance will be reported in your CARS account. Also, our system requires a password reset periodically. If you only login one time during the year to upload your CPE certificates into your CMFOA account and to report your annual compliance in your CARS account, *be prepared to reset your password.* □



CPE

Continuing Professional Education

The deadline for all CPE hours is
December 31st.

For assistance in finding a class, please check out our website at:
https://www.comptroller.tn.gov/la/pdf/20171213CPE_Reporting-ProviderIdeas.pdf



Upcoming Training Classes/Conferences

CPE Provider Training Opportunities

(The following list is not a preapproval or endorsement of the provider organizations, nor do we provide any assurance regarding classes offered by the organizations.)

ACFE (Association of Certified Fraud Examiners)
<http://www.acfe.com/>

ACPEN (Accounting CPE Network)
<http://www.acpen.com/>

AGA (Association of Government Accountants) (CGFM)
<http://www.agacgfm.org/>

AICPA (American Institute of Certified Public Accountants)
CPEXpress
<https://www.aicpa.org/cpeandconferences/cpeselfstudy.html>

Checkpoint Learning CPEasy
<http://www.cpeasy.com/>

Continuing Academics CPETutor
<http://www.cafacpe.com/default.aspx>

GFOA (Government Finance Officers Association)
http://www.gfoa.org/index.php?option=com_content&task=view&id=28&Itemid=49

Local Government Corporation
<https://www.localgovernmentcorporation.com/drupal7/>

MTAS
<http://www.mtas.tennessee.edu/training-calendar-0>

NASACT (National Association of State Auditors, Comptrollers, & Treasurers)
<http://nasact.org/>

TGA (Tennessee Gas Association)
<http://www.tngas.org/>

TCMA (Tennessee City Management Association)
<http://www.tncma.org/>

TGFOA (Tennessee Government Finance Officers Association)
<http://www.tngfoa.org>

TSCPA (Tennessee Society of Certified Public Accountants)
<http://www.tscpa.com>

TVPPA (Tennessee Valley Public Power Association, Inc.)
<http://www.tvppa.com/>

Tyler Technologies
<http://www.tylertech.com/>

Western CPE
<http://www.westerncpe.com/>



ACFE[®]

Association of Certified Fraud Examiners

Middle Tennessee Chapter #27

2021 Annual Fraud Conference
March 15-16, 2021



Registration is now open

For more information concerning this event, please
visit [https://middletennesseecfe.wildapricot.org/
event-3930286](https://middletennesseecfe.wildapricot.org/event-3930286).



Save the Date!

TGFOA has set the dates for our
2021 Spring and Fall Conferences:

TGFOA Spring Conference

March 11-12, 2021

Virtual Event

2 half days

TGFOA Fall Conference

October 6-8, 2021

Embassy Suites

Murfreesboro, TN

Note: The Fall Conference will be changed to a virtual event if conditions are not favorable for in-person due to the pandemic.

Be sure to mark your calendars! The conference will send more details regarding the exact times and the agenda for the Spring Conference soon.



2020 CPE Waiver

The 2020 CPE waiver is for everyone regardless of your CMFOA account status. Due to the hardships that many have suffered because of the pandemic, Governor Bill Lee has granted a waiver to everyone for the 2020 CPE requirements. However, if your account was delinquent at the end of 2019 and you haven't submitted any CPE during 2020, your account status will still be delinquent at the start of 2021 and you will be required to make up the penalty hours assessed to your account. Those of you that are in good standing with your CPE and you have submitted CPE during 2020, the CPE earned will be eligible to be rolled over to count toward your 2021 requirements. □



Penalty hours will be assessed to individuals who did not complete the required 24 hours of Continuing Professional Education (CPE) for 2019. A letter will be sent to these individuals indicating the number of additional penalty hours they incurred for 2020. The deadline for penalty hours is six months from the date of the letter. Failure to complete these hours may cause the city to be in noncompliance. As a result, your status will change from current to 1) penalty, 2) delinquent, or 3) expired. □



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