

CMFO News

Certified Municipal Finance Officer

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As an Assistant Director for the Division of Local Government Audit (Division) my job involves supervising employees who administer the CMFO Program. The Division was

instrumental in passing the Municipal Finance Officer Certification and Education Act (CMFO Act) and getting the courses in place through MTAS. We continue our involvement by approving new CMFOs and tracking continuing compliance under the law.

The Division has recently found it necessary to ask the Department of Revenue to withhold sales tax payments from some governments for lack of compliance with the CMFO Act. This is the main reason I am writing this article.

As of December 31, 2018, the Division had seven hundred thirty-seven (737) CMFOs in our data base which is impressive. The Division considers this program to be a success by any measure. This program has helped government in Tennessee work better. The program has allowed each individual CMFO to prove herself or himself for the valuable employee they

I Need Your Help

are, and as an indirect consequence, the program has aided auditors to do their work.

As a Certified Public Accountant (CPA) and Certified Government Financial Manager (CGFM), I am qualified to act as the CMFO for a government under the CMFO Act. However, neither of those designations would apply if I did not obtain continuing professional education (CPE). I cannot be licensed as a CPA or keep the CGFM designation without obtaining CPE on an annual basis. Those designations are important to me for several reasons, and I would never neglect obtaining and reporting my CPE. As fast as the world of accounting and local government is changing, continuing professional education is simply a necessity. I could not keep up without the CPE....and neither can you.

This is where you come in. Of the seven hundred thirty-seven (737) CMFOs in Tennessee, we have eighteen (18) that have allowed their CMFO designation to "Expire". These CMFOs will eventually be moved to a "Closed" status. We have eighty-seven (87) CMFOs who have not reported their CPE and therefore, have been assigned penalty CPE. Penalty CPE is usually twenty-four (24) additional hours. Penalty hours should be completed and reported within six months. It will be very difficult to obtain twenty-four (24) CPE penalty hours plus

the normal twenty-four (24) required CPE hours in a single calendar year. CMFOs who have not caught up on their penalty CPE hours are placed in a "Delinquent" category.

The moral of this story is, don't get behind.

We also have thirty-eight (38) CMFOs who have not reported their CPE whose CMFO status keeps their government in compliance with the CMFO Act. In general, governments that have more than \$500,000 in revenue or more than \$500,000 in outstanding debt must have a CMFO who serves the government in a finance related capacity. Governments with less than \$500,000 in revenue and less than \$500,000 in outstanding debt must have an employee who obtains twenty-four (24) hours of CPE annually. Employees in this latter category do not have to be CMFOs, but they do have to obtain CPE. If the government does not have a CMFO, or someone who obtains the required CPE, a portion of the government's state shared sales tax can be withheld until the government becomes compliant.

The Division has recently requested that sales tax be withheld for eleven (11) governments because these governments were noncompliant. Currently, we have thirty-seven (37) additional governments that may be added to that list. Is your government in this category?

I need your help:

- Please keep your CMFO designations current.
- Please **obtain** the required 24 hours of CPE on an annual basis.
- Please report your CPE to the Division of Local Government Audit as required by the CMFO Act and our policy and procedures manual.
- Please do not ignore correspondence from the Division of Local Government Audit.

The CMFO Act is codified in Sections 6-56-401 thru 408, *Tennessee Code Annotated*. The policy and procedures manual can be located on our website at https://apps.cot.tn.gov/CARS/CFMOPoliciesandProcedures.pdf.

The last thing you want to do is lose your CMFO designation after all your hard work. This is even more important if you are the CMFO that keeps your government in compliance with the CMFO Act. The Division does not want to enforce the sales tax penalty, but if you do not obtain and report your CPE, we will have no choice except to enforce the law. \square



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.



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



CPE Provider Training Opportunities

(The following list is not a preapproval or endorsement of the provider organizations, and neither 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/

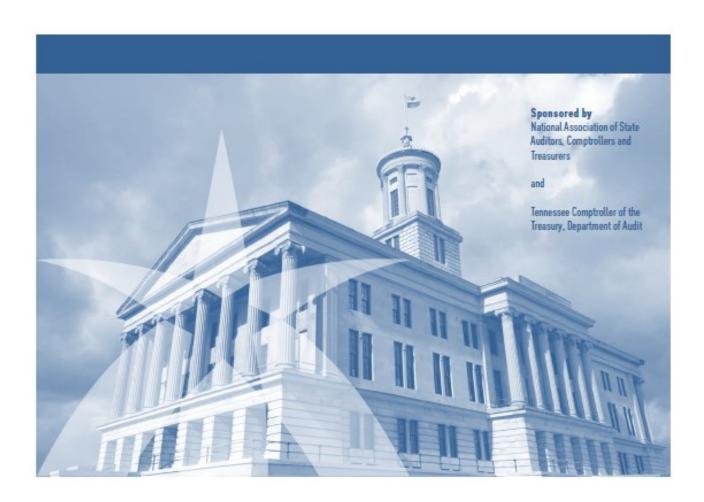
Western CPE http://www.westerncpe.com/



National Association of State Auditors, Comptrollers and Treasurers

38th Annual Government Auditing Training Seminars 2019 Tennessee Training

APRIL-MAY 2019





and Treasurers

WHEN WILL THE TRAINING BE OFFERED?

April 25-26, Chattanooga, Tennessee

University of Tennessee - Chattanooga University Center (Tennessee Room)

April 29-30, Nashville, Tennessee

One Century Place Conference Center (Amphitheater)

May 6-7, Morristown, Tennessee

Walters State Community College - Student Services Building (International Lyceum Auditorium)

May 9-10, Jackson, Tennessee

DoubleTree Hotel (Andrew Jackson Ballroom)

REGISTRATION FEE & WHAT'S INCLUDED

\$345 per person. This fee includes:

2 continental breakfasts and 2 lunches

Session materials

Up to 16 credits of Government Auditing Standards CPE

Cancellations and Refunds: Refunds will be given for cancellations, minus a \$25 cancellation fee. All fees must be paid prior to attending any session.

HOW TO REGISTER

Register today at www.nasact.org/tn training.

If you attended last year, you already have a profile in our system. If you have forgotten your password, click the "forgot password" button at www.nasact.org.

Each attendee will be required to register separately.

HANDOUTS / SESSION MATERIALS

This year the session manual will be optional—you can request a hard copy or download the pdf and view the materials on your iPad, tablet or computer. Please indicate at registration if you will require a hard copy manual.

QUESTIONS & MORE INFORMATION

Do you have questions? Call our office at (859) 276-1147 and reference the "Tennessee Training Seminars."

NOTE: Participants should make their own arrangements for lodging. No location changes are allowed within ten days of any session.





Registration is now open

For more information concerning this event, please visit http://tngfoa.org/events/.



2019 Legislative Conference

Save the Date!

TML Legislative Conference

MARCH 18-19, 2019

DoubleTree by Hilton Hotel 315 4th Avenue North Nashville, TN 37219



enalty hours will be assessed to individuals who did not complete the required 24 hours of Continuing Professional Education (CPE) for 2018. A letter was sent to these individuals indicating the number of additional penalty hours they incurred for 2019. 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 1) penalty, 2) delinquent, or 3) expired. \square



To change your status to inactive, your current CMFOA status must be active and your CPE status is none or current, please notify us in writing and we will send you a form to fill out and return to us. To obtain a copy of the form, please email Yanna Utley at Yanna.Utley@cot.tn.gov.

You will not be able to change your status, if your status is anything other than what is stated above. Please see the policy and procedure manual, page 26 section E1 at https://www.comptroller.tn.gov/RA Upload/CFMOPoliciesandProcedures.pdf. □



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