



# CMFO News

*Certified Municipal Finance Officer*

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## MUNICIPAL FINANCE OFFICER CERTIFICATION AND EDUCATION ACT (CMFO) POLICIES AND PROCEDURES OVERVIEW

by

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The Comptroller of the Treasury, Division of Local Government Audit has recently completed a detailed ***Policies and Procedures*** Manual for the CMFO program. This manual should provide answers to any questions you have about the program. We encourage each of you to visit our website <https://www.comptroller.tn.gov/RA Upload/CMFOWelcome.aspx> to view the entire ***Policies and Procedures*** manual. An overview of the ***Policies and Procedures*** is presented below for your consideration.

The Municipal Finance Officer Certification and Education Act of 2007 law has two main provisions: (1) the establishment of the “Certified Municipal Finance Officer” (CMFO) program, and, (2) the establishment of minimum qualifications for the chief financial officer of each municipality to “ensure competence in the handling of municipal funds and the protection of public moneys.”

The detailed ***Policies and Procedures*** manual addresses the practical administration and reporting related to each of these two main provisions and will be used by the Division of Local Government Audit to determine whether (1) individuals are complying with the requirements of the CMFO program and (2) municipalities are complying with the requirement to employ competent chief financial officers. (T.C.A. § 6-56-408)

Compliance with the CMFO program requirements involves the following:

- ◆ meeting the basic eligibility requirements to participate in the program;
- ◆ successfully completing all of the coursework in the program;
- ◆ applying for certification through the Comptroller’s online system for CMFOs;

Compliance with the CMFO program requirements involves the following (Cont.):

- ◆ annually completing the required continuing professional education (CPE) and entering the related information in the Comptroller's online system for CMFOs; and
- ◆ annually certifying regarding ongoing eligibility requirements through the Comptroller's online system for CMFOs.

Failure to comply with the above requirements can result in increased CPE requirements or denial, termination, or revocation of the CMFO certification.

Municipal compliance with the requirement to employ competent chief financial officers involves the following:

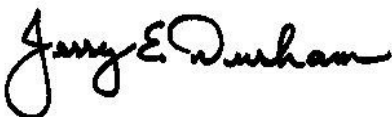
- ◆ ensuring that the municipality has employed a chief financial officer that meets the certification and/or the CPE requirements of the law;
- ◆ ensuring that adequate time and funding is provided for the continuing education requirements of the law; and
- ◆ completing the Annual Reporting Form in the Contract and Report System (CARS).

Failure to comply with the above requirements can result in financial penalties involving the withholding of sales tax revenue collected and distributed by the state or additional costs for increased CPE requirements.

We sincerely appreciate all the hard work that went into obtaining the CMFO designation. Each person who has gained CMFO status should be proud of his/her accomplishment. Let's all work together to ensure that no person who has achieved this important milestone in their career is ever faced with the possibility of losing their certification. Remember, **CPE** is the **Key!**

A debt of gratitude is due to Iris Haby who wrote the majority of the *Policies and Procedures* manual.

Happy New Year,



**P**enalty hours will be assessed within the second quarter of the year (April thru June) for individuals who have not completed their Continuing Professional Education (CPE) for 2015. If you know that you did not complete 24 hours in 2015, please plan to obtain additional CPE hours during the 2016 year. Generally, penalty hours equal the number of hours you did not complete in 2015. However, a final determination letter will be sent to you indicating the number of penalty hours in 2016. The penalty hours are in addition to the 24-hour requirement for 2016.



## SPOTLIGHT ON GOING INACTIVE

Individuals who wish to change from an active status to an inactive status will need to complete a form, which will be filed in the individual's CMFO account. To obtain a copy of the form, please email Yanna Utley at [Yanna.Utley@cot.tn.gov](mailto:Yanna.Utley@cot.tn.gov).



# Upcoming Training Classes/Conferences



**Over 150 new online courses are now available to City Employees**  
These courses may be accessed at <http://online.mtas.tennessee.edu>

Here are just a few examples of courses available:

- ◆ ACCOUNTING TRANSACTIONS AND BOOKS OF ACCOUNT 2 HOURS (CMFO-F)
- ◆ ANALYZING FINANCIAL STATEMENTS FOR NON-FINANCIAL PROFESSIONAL 2 HOURS (CMFO-F)
- ◆ AUDITING FOR INTERNAL CONTROL AND RISK ASSESSMENT 2 HOURS (CMFO-F)
- ◆ CAPITAL BUDGETING: THE CAPITAL BUDGETING PROCESS 2 HOURS (CMFO-F)
- ◆ FINANCIAL STATEMENTS FOR NON-FINANCIAL PROFESSIONALS 2 HOURS (CMFO-F)
- ◆ PRINCIPLES OF ACCOUNTING AND FINANCE FOR NON-FINANCIAL PROFESSIONALS 2 HOURS (CMFO-F)
- ◆ THE ACCOUNTING CYCLE AND ACCRUAL ACCOUNTING 2 HOURS (CMFO-F)
- ◆ THE ESSENTIALS OF BUDGETING FOR NON-FINANCIAL PROFESSIONALS 2 HOURS (CMFO-F)
- ◆ TRIAL BALANCE AND ADJUSTING ENTRIES 2 HOURS (CMFO-F)
- ◆ RISK MANAGEMENT: WORKPLACE SAFETY, SECURITY, AND PRIVACY 1 HOUR (CMFO-F)
- ◆ OPEN RECORDS 3 HOURS (CMFO-F)

Registration questions? Contact **Cyndy Edmonds** at (865) 974-9844 or **Michelle Buckner** at 865.974.9851

***Save the Date!!! March 29-30, 2016***

***Association of Government Accountants  
Southeast Region Professional Development Training  
“Envisioning the Opportunities”***

**16 CPE Hours  
Gaylord Opryland Resort and Convention Center  
Nashville, Tennessee**

**More information on registration and speakers will be forthcoming!**

**Check out [www.nashvilleaga.org/regionalaga.htm](http://www.nashvilleaga.org/regionalaga.htm) for details.**



***AGA Core Values: Service, Accountability, Integrity, Leadership (SAIL)***





# 20th Annual Fraud Conference March 7-8, 2016

## Middle Tennessee Chapter

White-collar crime continues to drain resources from businesses, governments, and other organizations locally, nationally, and globally. To increase awareness of the problem and to offer practical solutions for preventing, detecting, and investigating fraud, the Middle Tennessee Chapter, Association of Certified Fraud Examiners is pleased to announce its **20<sup>th</sup> Annual Fraud Conference**.

Because Middle Tennessee Chapter, ACFE Annual Fraud Conferences sell out quickly, early registration is recommended. Don't lose your seat as one of the 240 participants at this year's conference. Registration information is on Page 3 of this brochure.

### Past comments from attendees:

*The conference helps to keep me informed of current practices and remedies for current and emerging threats.*

*Provides excellent fraud education.*

*The speakers were all on point for issues relevant for fraud, waste, and abuse aversion, detection, and/or prosecution.*

*The topics were relevant and gives different ways to approach looking for a fraud event.*

The Middle Tennessee Chapter, ACFE instructional method for this event is "Group Live." In accordance with the standards of Tennessee Board of Accountancy, CPE credits have been granted based on a 50-minute hour. Sponsor Number TNSBA051. This conference is recommended for 16 hours CPE credit (8 hours each day).

### Who:

CFEs, CPAs, CIAs, CISAs, CMFOs, auditors and others who want to increase their fraud awareness and update their fraud knowledge. Topics of discussion will include asset protection, legal considerations, and financial fraud.

### Where:

**One Century Place Conference Center**, 26 Century Blvd., Nashville, TN. Phone (615) 872-6400. The One Century Place Conference Center is Nashville's premier conference facility with "state of the art" equipment and food service.

### When:

Check-in begins **Monday, March 7** at 7:15 a.m. with continental breakfast provided; Monday's sessions are scheduled for 8:00 a.m. - 4:10 p.m.

On **Tuesday, March 8**, continental breakfast starts at 7:15 a.m.; sessions are scheduled for 8:00 a.m. - 4:10 p.m.

### Lodging:

A block of rooms has been allocated at Embassy Suites Nashville Airport Hotel, 10 Century Boulevard, Nashville, TN 37214, at the rate of **\$159** per night, single occupancy. **For reservations**, call (615) 871-0033, or (866) 454-8337, use group code **ACF** or click [http://embassysuites.hilton.com/en/es/groups/personalized/B/BNANAES-ACF-20160306/index.ihtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/B/BNANAES-ACF-20160306/index.ihtml?WT.mc_id=POG).

This rate includes a full complimentary cooked-to-order breakfast each morning, and a two hour complimentary manager's reception each evening. Shuttle service is available to the One Century Place Conference Center.

Reservations must be made no later than **February 25, 2016** to get the conference rate.



Middle Tennessee  
Chapter

## 20th Annual Fraud Conference

March 7-8, 2016

<b>Monday, March 7, 2016</b>	
7:15 AM – 8:00 AM	Continental Breakfast and Registration
8:00 AM – 8:10 AM	<b>Welcome</b>
8:10 AM – 9:50 AM	Mike Batson, CPA, Director of Internal Audit, Tennessee State University <i>Fraud Awareness, Reporting, and Investigation in Higher Education</i>
9:50 AM – 10:00 AM	<b>Break</b>
10:00 AM–11:40 AM	Cary Moore, CISSP, CFE, Cybersecurity, Enterprise Forensics, and Technical Surveillance Countermeasures Professional <i>This is a Robbery! Give Me All Your Ones and Zeros! How data is comprised and tips to investigate and to prevent a compromise</i>
11:40 AM – 12:40 PM	<b>Lunch</b>
12:40 PM – 2:20 PM	Linda D. Kirklen, Assistant Attorney General, and Michael A. Meyer, Deputy, Special Litigation Division <i>It's More Than Just Numbers: Effectively Investigating and Prosecuting White Collar and Public Integrity Crimes</i>
2:20 PM – 2:30 PM	<b>Break</b>
2:30 PM – 4:10 PM	Chris Ramage & Colleen Dean, Medicaid Fraud Control Unit, Tennessee Bureau of Investigation <i>Current trends in Health Care Fraud and how it was detected, demonstrated through case examples</i>
<b>Tuesday, March 8, 2016</b>	
7:15 AM – 8:00 AM	Continental Breakfast and Registration
8:00 AM – 8:10 AM	<b>Welcome</b>
8:10 AM – 9:50 AM	Denise Cicchella, CIA, CFE, CCA, PMP, FLMI, Executive Director of Auspicious <i>Investigating Fraud In Capital Projects and Securing your Capital Investment</i>
9:50 AM – 10:00 AM	<b>Break</b>
10:00 AM–10:50 AM	<b>(Continued)</b> <i>Red flags in capital projects, what happened, and how it was detected</i>
10:50 AM–11:40 AM	James Ratley, CFE, President & CEO Association of Certified Fraud Examiners <i>Keynote: The Changing Face of Fraud</i>
11:40 AM – 12:40 PM	<b>Lunch</b>
12:40 PM – 2:20 PM	Ryan C. Hubbs, CFE, CIA, CCEP, PHR, CCSA, Ernst & Young, LLP., Senior Manager, Assurance Services, Fraud Investigation & Dispute Services <i>Ethics "Doing the Right Thing" Learning from the Best, Worst and Most Challenging Ethical Dilemmas</i>
2:20 PM – 2:30 PM	<b>Break</b>
2:30 PM – 4:10 PM	Jim Milam, Assistant District Attorney, 20th Judicial District <i>Bringing Cases to the District Attorney, Successfully</i>





## Middle Tennessee Chapter

# 20th Annual Fraud Conference March 7-8, 2016

This conference offers a high quality program, providing 16 hours of practical CPE for a reasonable price. Fees include conference, continental breakfast, lunches, and breaks.

**Please Note:** Amphitheater seating is limited to 200 people. Additional seats are available in an overflow room. The overflow room offers high-quality split-screen video, allowing attendees to see both the speaker and the presentation. A clear, two-way audio connection facilitates overflow room interaction with presenters and participation in Q & A sessions. Seating in the amphitheater will not be assigned, but will be first-come, first-served. Attendees arriving early will have their option of sitting in either the amphitheater or the overflow room. Later attendees' choices may be limited.

**Attention Chapter Members:** Discounts are available to members of the Middle Tennessee Chapter, ACFE. Please make all payments by **February 26, 2016**. For State Agencies, the Middle Tennessee Chapter, Association of Certified Fraud Examiners' vendor number is 0000083329.

**Reservations and payment MUST be received by February 26, 2016.**

**Registration Fees: \$375** non-members  
only **\$350** MTACFE chapter members

Non-members can join, prior to the event, for a yearly fee of \$25 or \$50 for three years and avoid the additional charge for the training!

You can find information on chapter membership at <https://middletennesseecfe.wildapricot.org/FAQ>

### Directions to the One Century Place Conference Center:

From Briley Parkway: take Exit 7, turn East onto Elm Hill Pike. Turn Right (South) at light onto McGavock Pike. Turn right at light onto Century Blvd., and right into One Century Place.

### Special Assistance

Persons requiring special assistance under the Americans with Disabilities Act or for any other reason are asked to indicate so on their reservation. **Vegetarian meals** are available. Please indicate on your reservation if you would like one.

### Refund Policy

- Registrants who cancel **on or before February 29, 2016** will be charged a **\$30 cancellation fee**.
- Registrants who cancel **after February 29, 2016** will be charged **\$100 cancellation fee**. **Remember**, substitutions are allowed.
- **No refunds** can be made for registrants who do not attend the conference without a timely cancellation.

Registration **MUST** be made online at the following link: <https://middletennesseecfe.wildapricot.org/events> Credit Card Payments will be accepted through PayPal, but need to be made online from our website where you register.



2016 TGFOA Spring Institute  
March 17 & 18th  
Memphis, Tennessee

Please visit the website for information at <http://tngfoa.org/>



**2016 NASACT  
Tennessee Training  
Seminars**

April 27-28, 2016 - Chattanooga, TN

May 2-3, 2016 - Nashville, TN

May 9-10, 2016 - Morristown, TN

May 12-13, 2016 - Jackson, TN

For more details, please visit their website at  
[http://www.nasact.org/tn\\_training](http://www.nasact.org/tn_training)