



CMFO News

Certified Municipal Finance Officer

VOLUME 3, ISSUE 1

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Full Service CMFOs

You have received this newsletter because you have worked hard and earned the designation **Certified Municipal Finance Officer (CMFO)**. That was a very big step toward becoming a professional in the field of government accounting, reporting, and administration. Impressive! But in reality, a designation is just a piece of paper unless the person whose name is written on the certification is dedicated to the art of professionalism. I say “art”, because being a professional means more than taking a course or passing a test. Professionalism is an attitude. It is more about who you are than about the designations you have earned. True professionalism involves characteristics such as arriving at work on time, going above and beyond the minimum job requirements, being accurate when making reports, realizing that you serve the citizens of the government that employs you, and much more.

I found a couple of descriptions of a professional that I like. A professional is a person who has the:

1. Competence and skill to perform quality work in an efficient way
2. Skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well

The first description is what we normally associate with professionalism - *Competence and Skill*. But the last part of that description may be more important – *Quality and Efficiency*. You can have a designation like CMFO and still not care about whether a job is done right and on time.

The second description speaks more about the “art” of being a professional. Sure you must be educated, but equally as important may be the intangibles i.e. good judgment, caring about your job, caring about other employees in your office, and caring about those you serve. Professionalism involves doing a job well.

When I was young, we used to have “full service” gas stations. Some of you reading this have never witnessed this type of service station. The person who ran the station would pump your gas, check your oil, clean your windshield, and more. It really was a “service” station. It was easy to tell the employees who were really dedicated to the job, as opposed to those who were just putting in another day. It was their attitude. It was their dedication to making sure your windshield really was clean. It was their conversation and their genuine smile. In a word, it was their professionalism.

We used to have “full service” gas stations.

You have achieved the CMFO designation, so what’s next? Let me encourage you to become a CMFO who is also a professional:

- To maintain your education by getting your CPE Annually.
- To never stop learning new things about your job.
- To assume responsibility for your actions.
- To ask lots of questions.
- To show others around about you what it means to have a good “work ethic.”
- To be kind and patient when dealing with others.
- To believe in and be proud of what you do.

I think you will agree what the world needs is a lot more “full service” people.

Gary E. Durham

PENALTY NOTICE

Penalty hours have been assessed to individuals who did not complete their 24 required Continuing Professional Education (CPE) hours for 2016. As stated in the previous newsletter, the letters were sent with the indicated number of additional penalty hours for 2017. The deadline for both penalty and required 24 CPE hours are due December 31, 2017. Failure to complete these hours may cause the city to be in noncompliance and your status to change from penalty to delinquent.

Entering CPE

Each CPE event should be entered on a single line. That is, if a conference lasts 2 days or has a number of classes during the conference, only one line should be entered. A line for each individual class or for each day is not required.

Classification of CPE – Financial and Other

Many classes are geared for classification for CPAs. Such classifications are acceptable and are generally easily converted for CMFO purposes. However, there are occasions when a class is classified as other than accounting or auditing, but may qualify as financial for the CMFO program. If you choose to reclassify such classes, sufficient detail must be attached to the class to identify which class or classes you are asking to be considered as financial rather than other CPE. Such documentation would generally need to include a synopsis of the class or classes, which is generally available from the provider. If sufficient detail is not provided, the reclassification will not be allowed.

CPE Certificates

File names for scanned certificates should not include the pound symbol (#), apostrophe (') or any other special characters.

File names should not be extremely long.

Each certificate should be scanned separately and attached to the applicable CPE line.



Each certificate should include:

- Your name
- Dates of the event
- Number of credits and whether they are CPE, or Contact Hours (refer to Converting Hours to CMFO CPE section of this document)
- Provider Name evidence of authenticity (provider signature or similar evidence)
- Number of hours in each classification (financial or other)

If the certificate does not include this information, please attach supplemental information from the provider that includes the information. If the provider does not supply adequate documentation, the classes will not be eligible for CPE.

To see more helpful tips, please visit our website at <https://www.comptroller.tn.gov/la/pdf/2016CPEReportingHelpfulHints.pdf>



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**, around April of each year. Questions regarding the reporting cycle should be addressed to LGA.WEB@cot.tn.gov.



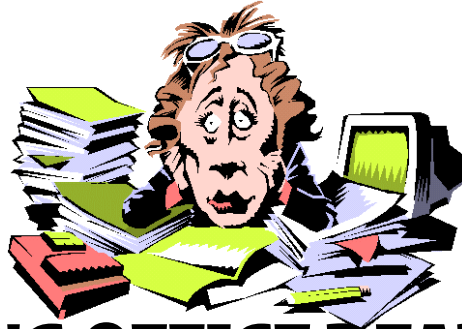
CPE

Continuing Professional Education



All CPE hours are due on December 31st of every year.

If you need assistance in finding a class, please check out our website at:
<https://www.comptroller.tn.gov/la/pdf/2016CPEReportingProviderIdeas.pdf>



MEETING OFFICE DEADLINES

Everyone has to deal with deadlines. Office workers might have to prepare presentations, file documents, gather information for the boss, or complete work for a client. The consequences of missing a deadline might range from a manager being upset to an angry client and the loss of a contract —or maybe even the loss of your job.

Deadlines that are weeks or months away are the hardest to manage. These five tips will help you stay on track with your deadlines. If nothing else, they'll reduce the stress of last minute workathons.

1. Stay Organized

If you have a complicated schedule with lots of deadlines, meetings and projects going on, it's essential that you keep a calendar with all your deadline dates on it. Even if your schedule isn't that busy, you still need a place where you can record vital deadlines. A desk or wall calendar will do the trick, and there are lots of productivity software packages that will help you track important dates. For example, your cell phone or smartphone has a calendar function as well as your email service. These two things are always with you. You can keep track remotely with your important dates.

2. Don't Procrastinate

Procrastination might actually be the hardest thing to overcome. If the deadline is two weeks or two months away, it can be hard to get started during the first week. There's no sense of urgency. Luckily, the solution is pretty simple. All you have to do is break a project down into smaller parts, and then create a schedule that lets you complete each part at different points in the time leading up to the

final deadline. You are basically making a bunch of smaller "sub-deadlines" that will incrementally get you to your goal.

3. Delegate Smaller Tasks

You rarely have to complete a work project alone. Maybe it's a department-wide project, or you have co-workers that are in-between projects who can help. If you have access to someone who is especially good at some aspect of the project, don't be too proud to let them get it done. The moral of this tip: It's easier to get things done when you have help.

4. Use a Soft Deadline

You might have everything planned and scheduled, with smaller tasks delegated so the whole project will be done right on time. Until a crucial member of the your project teams misses a week due to illness, someone's hard drive crashes and loses vital files, or that client calls and amends the project criteria. Unexpected events can derail even the most solid plan. Of course, you can't plan for every possibility, so the best defense is a deadline cushion. Setting this kind of soft deadline will give you a crucial grace period to deal with unforeseen problems.

5. Don't Set Yourself Up to Fail

Some deadlines are non-negotiable, but you usually have the most leeway to move a deadline around before it's been set. Don't take on a two-week task with a one week deadline unless you're really sure you can get it done. Another way to work with tough deadlines is to negotiate extra help.

Sources:
- Cravit, Tammy. "Turn Chaos into Order." *The Writer*, March 2008.
- Pollock, Ted. "Meeting Work Deadlines." *Electric Light & Power*, May 1995, Vol. 73, Issue 5.
- Pychyl, Timothy A. "Meeting deadlines in work groups: Implications for the workplace." *Psychology Today*, June 8, 2008. (Sept. 22, 2010.) <http://www.psychologytoday.com/blog/dont-delay/200806/meeting-deadlines-in-work-groups-implications-the-workplace>



Upcoming Training Classes/Conferences

MTAS Municipal Technical Advisory Service INSTITUTE FOR PUBLIC SERVICE

New Online Classes available all part of the new Financial Fundamentals Certificate

MTAS - Auditing the Revenue Cycle 1.5 hrs (CMFO-F)

MTAS – Capital Budgeting: Capital Allocations 1.5 hrs (CMFO-F)

MTAS – Capital Budgeting: Discounted Payback Period and Profitability Index 1.5 hrs (CMFO-F)

MTAS - Capital Budgeting: Net Present Value and Internal Rate of Return 1.5 hrs (CMFO-F)

MTAS – The Income Statement 1.5 hrs (CMFO-F)

MTAS – Introduction to Auditing 1.5 hrs (CMFO-F)

MTAS – The Balance Sheet 1.5 hrs (CMFO-F)

MTAS – Thinking Like a CFO: Mind-set and Financial Priorities 1.5 hrs (CMFO-F)

MTAS – Preventing Fraud and Abuse 1.5 hrs (CMFO-F)

MTAS – The Accounting Equation and Financial Statements 1.5 hrs (CMFO-F)

MTAS – Records Management Online 4.0 hrs (CMFO-F) -(price is \$50 when taken outside of certificate.)

There are currently 158 online courses available in Solution Point. For more information, please visit their website at <http://mtas.tennessee.edu/Training/Catalog/MTAS2017cat.pdf>

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



Registration is now open

Conference Location

HILTON KNOXVILLE
501 West Church Avenue
Knoxville, TN 37902

Hotel Information

For Reservations via Phone:
(865) 523-2300 and reference "TGFOA" for the group rate

For Online Reservations:

https://secure3.hilton.com/en_US/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=KNXKHHF&spec_plan=TGFOA&arrival=20170330&departure=20170331&cid



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**Auditors, Comptrollers
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**36th Annual Government
Auditing Training Seminars**

2017 Tennessee Training

APRIL—MAY 2017



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WHEN WILL THE TRAINING BE OFFERED?

April 27-28, Chattanooga, Tennessee

University of Tennessee – Chattanooga
University Center (Chattanooga Room)

May 1-2, Nashville, Tennessee

One Century Place Conference Center (Amphitheater)

May 8-9, Morristown, Tennessee

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

May 11-12, 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.

CONTINUING PROFESSIONAL EDUCATION

Learning Objectives:

At the conclusion of this training, participants will:

- ◆ Be aware of recent developments from the OMB, GAO and Congress.
- ◆ Know how to determine, detect and defend against fraud.
- ◆ Understand ethics laws and rules specific to Tennessee.
- ◆ Understand changes to the audit standards issued by the AICPA and the GAO.
- ◆ Be aware of recently implemented standards from the GASB and understand common implementation issues.

Level of Knowledge: Over view

Education or Experience Prerequisite:

General understanding of governmental accounting and auditing standards.

Advance Preparation and Prerequisites:

No advance preparation required.

CPE:

16 credits have been recommended for the event (15 sponsored by NASACT, 1 by the Tennessee Society of CPAs).

Attendance Requirements: To obtain full credit for this event, attendees must submit attendance verification codes as provided during the sessions.

Delivery Method: Group-Live

The National Association of State Auditors, Comptrollers and Treasurers is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <https://www.nasbaregistry.org/>.



**Music City Center
June 18-23, 2017
Nashville, Tennessee**



Register Now

<http://www.fraudconference.com/28th-home.aspx>

Local CFE chapter members that would like to volunteer to be a room monitor for this conference, please email Suzzie Singleton at Suzzie.Singleton@cot.tn.gov if you are interested. Volunteers may earn CPE for classes they monitor.