



The Washington Connection

Association of Government Accountants, Washington, DC Chapter

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Membership Services and Early Careers Event SOME Visit

Membership Services and Early Careers is sponsoring a working visit to So Others May Eat on Tuesday December 17. The Association in partnership with the Dept of Treasury, FMS will be assisting in the serving of food and beverages to the needy. Come join us for this worthwhile effort. The SOME facility is located at 71 O St. between North Capital and 1st NW. Servings will be between 11:30 am and 12:45 pm. We will also be provided with an overview of the SOME operations.

As pedestrian access to this area is difficult and public transportation and parking is limited, we suggest the use of car pools for parking on the street or at the side of the building. If you are interested in this activity, please let us know as soon as possible. Email your response or direct any questions to Karl.boettcher@fms.treas.gov or call 202.874.6131. •

Luncheon Logistics

Monthly Luncheon Meeting and Mini-conference

Thursday December 5, 2002

Grand Hyatt Hotel

1000 H Street, NW (At Metro Center – 11th Street Exit)

11:30 – 12:00 Social
12:00 – 1:10 Luncheon Meeting (1CPE)

Cost: Members \$22
Non Members \$35

For reservations, please call the AGA Washington DC Chapter voice mail line at 703.758.4080 and select option 1. If you prefer, you can register by email to mkubaki@hq.nasa.gov or you can register at our homepage: www.agadc.org. Please forward your name, agency/company, and telephone number.

President's Message – Find Some Time for AGA DC

By Wendy Comes

"Remember, the greatest gift is not found in a store nor under a tree, but in the hearts of true friends." Cindy Lew



Wendy Comes, President

It's difficult to believe that the holidays are upon us, and a new year is around the corner. This year's officers and directors have accomplished a great

deal. I hope that they find—as I do—that service to the chapter is a gift we give ourselves as much as it is a gift we give to the chapter. Through the gift of AGA service, I believe I receive in return:

- inspiration found through shared vision,
- renewed faith when someone says "yes" and follows through,
- new skills learned through different

- challenges, and
- new friends and associates discovered through chapter activities.

The gifts the chapter has received from its officers and directors are many. The following are some noteworthy accomplishments:

- an outstanding newsletter to help you stay connected with AGA DC and national activities,
- an opportunity for 16 hours of CPE through luncheons and mini-conferences,
- timely submission of our "points" to national so that the chapter might be recognized for its accomplishments,
- updating of your mailing address information when your newsletter is returned to us,
- planning for a two-day conference in May that focuses on the view from ground level,
- early career activities such as happy

- hours and the ALS walk,
- a wide array of community service opportunities throughout the year, and
- a reorganization of the chapter infrastructure (e.g., recreation of permanent files, updating treasury policies and procedures, a web-based payment system that gives you an automated confirmation, refreshing our agency liaison network, and cost reductions through partnerships).

I hope that you will find time to join us in celebrating these gifts and others too numerous to mention at our December luncheon. Plans have been made for a community service activity at the luncheon. The event will be social as we have not scheduled a speaker. We hope you will enjoy the opportunity to visit with your fellow members.

Happy New Year to you and yours! •

Job Announcements

Job Type	Series	Agency	Announcement No.	Close Date	Contact
Auditor	GS-0511-09/12	Agcy Intl Development	02-24	12/31/02	202.712.4189
Auditor	GS-0511-13/	Agcy Intl Development	02-25	12/31/02	202.712.4189
Auditor	FS-0511-04/07	Agcy Intl Development	FS-02-01	12/31/02	202.712.4189
Sr. Bank Accountant	NB-0510-06/06	Treasury	DEU-WO-02-06	12/30/02	816.556.1817
Accountant	ZA-0510-01/07	Commerce, NIST	NIST-2002-ASF	12/31/02	301.975.3007
Staff Accountant	GS-0510-14/15	Defense, Wash HQ Svcs	WHS-02-3234-PM	12/31/02	703.617.0652

If your organization would like to list job announcements in the newsletter, please send announcement information to diane.wright@ams.com.

Ethics Reminders – A Book Review

By Wendy Comes

For me, one of the most memorable Professional Development Conference (PDC) speakers was Marianne Jennings, Professor of Legal and Ethical Studies in Business at Arizona State University. Dr. Jennings has the ability—through story telling—to convey a crystal clear understanding of the consequences of our society's mounting level of unethical behavior. Hearing her speak is a powerful reinforcement for our own ethical foundations. I would not object if she spoke at every PDC.

I consider it a fortuitous coincidence that I stumbled across the text *Business Ethics* (fourth edition) by Marianne M. Jennings during a recent college bookstore browse. (Browsing college book stores is one pleasant aspect of touring colleges with my son—now a high school junior.) Given the events of the year, I found it worth the investment. While I have not finished my leisurely reading of it, I have found items to pass on that may interest you.

Dr. Jennings begins by helping us recognize the language of ethical dilemmas. When we hear—sometimes in our own minds—certain things, we should pause and consider whether we are stretching or straining against ethical limits. Simple phrases can become triggers; phrases like:

Everyone does it.
They've done it this way for years.
No one is hurt by this little lie.
The system is against me so I'll bend it.

After these simple language triggers, Dr. Jennings gives us categories of ethical dilemmas. The first category—taking things that don't belong to you—reminds me of an old family

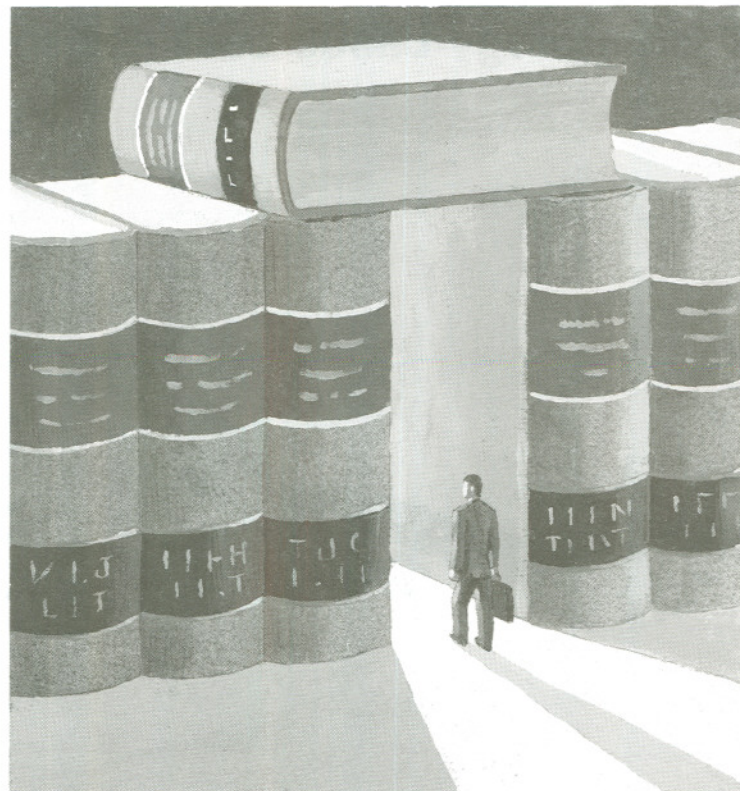
lesson. When I was young, my brother and I were sent to the store for some items. We returned with more change than my father expected. The cashier had not charged us for some of our items. It was an innocent mistake, and my older brother commented on what great luck we'd had.

Of course, my father did not see it that way. He noted that we had not paid for the items, so they were not ours yet. Keeping them would be stealing. We were sent back to the store to make it right! To this day, I watch the cashier—not as much to make sure I don't get overcharged as to make sure I pay for all my items. Return trips to the store are not fun!

Continuing with the foundations of ethics, Dr. Jennings presents a helpful

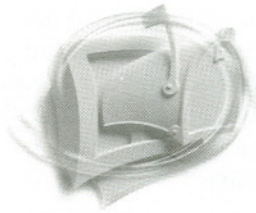
set of twelve questions developed by Laura Nash (from "Ethics Without the Sermon" first printed in the *Harvard Business Review* in November/December 1981). The questions are intended to aid in resolving ethical dilemmas. Space prevents me from highlighting all 12 but I noted one powerful question. It was "Could you disclose without qualm your decision or action to your boss, your CEO, the board of directors, your family, or society as a whole?"

The book—or one like it—is well-worth having in your collection. Even if you do as I have done—flipping to particularly relevant sections from time to time for quick reading—it is an excellent reminder. No doubt I will find it an effective tool for decision making. •



E-mail Mailing List

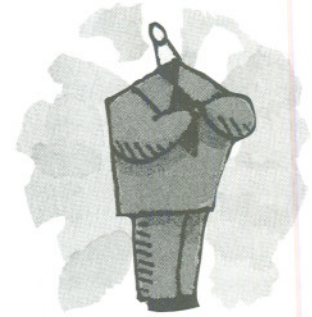
Would you like to receive e-mail reminders of our monthly meetings and conferences? If so, please go to www.agadc.org to sign up for our mailing list in the Member Services section of the website. •



Back on Capitol Hill for Early Careers Social Hour

Come join Early Careers for another social hour on Thursday, January 16 from 6:00 to 8:00pm. Our new and “young at heart” members will be meeting at Bullfeathers on Capitol Hill (410 1st St. SE). Those members who miss the luncheon earlier in the day will be able to catch up on topics covered during the meeting as well as network with fellow chapter members.

Great food and beverages at reduced prices will be served. The night’s food special includes a variety of Greek cuisine. As parking is somewhat lim-



ited, the Metro is a good option—the Capitol South metro stop is only two blocks away. Contact Meghan Schindler (202.433.6251, meghan.schindler@navy.mil) to RSVP. •

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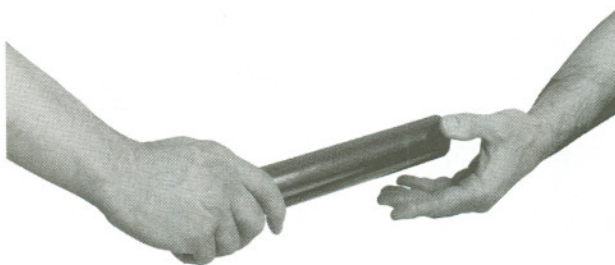
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Please Help Us Reach You!

AGA's National Executive Committee (NEC) voted in September to cease the printed version of AGA's Government Financial Management TOPICS newsletter with the March 2003 issue. To ensure that you will continue to be notified by AGA National when each new issue becomes available, please register your e-mail address at www.agacgfm.org/membership/for_m_address.htm. While you are at it, please make sure your preferred mailing address is accurate. The Chapter

uses the National office database to generate mailing labels. Since this link is to the AGA's web-based change of address form, this is the fastest and easiest way for you to update your address for BOTH AGA national and chapter mailings. Please visit the AGA website and register your e-mail and correct your postal mailing address! Having accurate contact information for our members saves us time and money and keeps you connected! •

New Online Job Search Tool Available



AGA's new Career Center is now online at <http://aga.careerbank.com>, giving members access to about 5,000 industry jobs. Job seekers can search for jobs and post a resume. Employers can post a job and look for new prospects. CareerBank's network of more than 604,000 accounting, banking and finance professionals can access tens of thousands of jobs and resumes. Check it out. •

> Develop JFMIP Core Competencies

> Incorporate into your Individual Development Plan (IDP)

> Determine your skill level and select appropriate courses with our competency self-assessment tool

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Agencies Still Fail to Comply with Key Financial Law, Says GAO

Most federal agencies are still unable to use data from their financial systems to make daily management decisions, but the Bush administration's emphasis on financial management is improving systems at some agencies, according to a new report from the U.S. General Accounting Office (GAO). In its sixth annual report on implementation of the 1996 Federal Financial Management Improvement Act (FFMIA), GAO found that incompatible financial systems, poor

accounting practices and weak security controls are the main reasons why most agencies still fail to comply with the law. Earlier this year, agency inspectors general found that 20 of 24 agencies covered by the 1990 Chief Financial Officers Act failed to meet FFMIA's mandates, which require agencies to comply with the Standard General Ledger and other federal accounting tools. Agencies with numerous financial systems must rely on costly, labor-intensive tactics to get clean audits, GAO concluded in its

report, *Financial Management: FFMIA Implementation Necessary to Achieve Accountability* (03-31). And a clean audit does not provide financial information that managers can use to run their programs, a main goal of FFMIA. •

—Jason Peckenpaugh,
Government Executive

Read more at www.govexec.com/dailyfed/1002/100302p1.htm.



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SecureIT Consulting Group can also deliver customized and NASBA-certified IT Audit training courses to your organization.

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Highlights from the Washington DC Chapter AGA Executive Council Meeting

The third meeting of the chapter year commenced at 12:00 noon on Tuesday, October 1, 2002 in the GAO Building, 441 G Street NW, Washington, DC. There were fifteen attendees.

The attendees discussed the following topics:

- There is one vacancy on the executive council.
- There was discussion about the selection of a nominating committee to solicit nominations for candidates

to serve as officers/directors for the next chapter year.

- The Chapter's online credit card processing application was approved. There was optimism that the system will be ready for the November 14th luncheon meeting.
- Bio's and photos are being sought for posting on the chapter's website.

The November Executive Council Meeting is scheduled for Tuesday, November 5, 2002. The December Executive council meeting will be held on December 3, 2002. •

Newsletter Comments or Suggestions?

Do you have any comments or suggestions regarding the newsletter? Do you have an article you'd like to see in print? The deadline for submitting articles to appear in the January 2003 issue is November 21, 2002. Please send your comments and contributions to the newsletter editor, Diane Wright at diane.wright@ams.com. •

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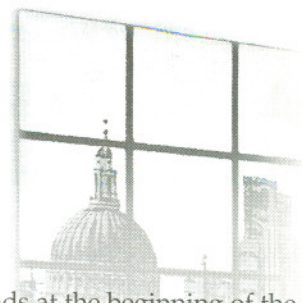
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Inside the Black Box—Reporting Purchases Anticipating Recoveries

By Simcha Kuritzky, CGFM, CPA



Actual Recoveries

Recoveries of obligations, which can result from canceling old-year orders or closing an order when processing a payment for an invoice that is for less than the original obligation, are treated as new funding authority by the Office of Management and Budget (OMB). On the Statement of Budgetary Resources (SBR), they are reported on line 4A, and generally

must be apportioned before used. Collections of refunds against prior-year payments should also be apportioned, but are reported on line 3A of the SBR.

Apportioning in Advance

Some agencies anticipate their recoveries, and OMB apportions these anticipated amounts in advance of them being realized. This allows the agency to allocate and allot these

funds at the beginning of the year. The budget system must ensure that the agency cannot spend these allotments until funds are recovered.

Currently, there are two different postings for anticipations: one for paid recoveries and one for unpaid. The following are the Standard General Ledger's (SGL) anticipation and apportionment entries:

Debit	4310	Anticipated Recoveries of Prior-Year Obligations [A138]
Debit	4060	Anticipated Collections From Non-Federal Sources [A140]
Debit	4070	Anticipated Collections From Federal Sources [A140]
Credit	4590	Apportionments Unavailable - Anticipated Resources [A118]
Credit	4630	Funds Not Available for Commitment/Obligation [A138, A140]

While transaction A140 specifies it is not for refunds, no entry is given for anticipating refunds, and C132, which records the collection of refunds, does list accounts 4060 and 4070 as potential credit accounts. So the intention of the SGL Board is not clear. Given the difficulty of determining, at the beginning of the year how much recoveries will be due to refunds from other federal agencies (SGL account 4070), how much from refunds from the public (4060), and how much from reducing obligations (4310); and on top of that, when recording the actual recovery, having to determine which of three accounts to credit, it seems best to record all anticipated recoveries in account 4310 (which is reported on SBR line 4B), so there is only one account to reverse when recoveries

actually do occur. No guidance is given for when to use account 4630 and when to use 4590, but it seems likely that if OMB apportions the anticipated recoveries, account 4590 should be used, and otherwise 4630 should be used. When recording the actual recovery, it is also necessary to debit the unavailable status account (4590 or 4630) and credit the available account (generally 4610 if the funds are apportioned and 4620 if they are not subject to apportionment). The budget system should then make the recovery available for spending.

Recording Actual Recoveries

Another issue arises when actual recoveries exceed anticipations. The easiest course of action is to go back to

OMB and get approval to increase anticipations, since that would leave the posting model intact. Failing that, it is necessary to change how actual recoveries post, so they follow the logic for unanticipated recoveries and do not cause accounts such as 4060, 4070, or 4310 to have unnatural credit balances or accounts 4590 or 4630 to have unnatural debits (per SGL transactions C132 and D134, unanticipated recoveries should credit 4450 Unapportioned Authority).

Many agencies avoid these issues by asking for apportionments only after the recoveries occur. For most agencies, the amounts involved are not so significant that they can't await OMB action. •

Comments, suggestions, and critiques are welcome. Send them to Simcha.Kuritzky@ams.com, and not to the AGA.

Check here if renewing

Mr. Mrs. Ms. Dr. Prof.

Please circle: male / female

Name _____
Address _____ Apt/Suite # _____
City _____ State/Province _____
Zip/Mail Code Country _____

Home Office Address

Second Address
Address _____ Apt/Suite # _____
City _____ State/Province _____
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Job title _____ Dept. _____
Organization _____

Employer: (Government): Federal State County
 City International* Private Academia
 Student Retired Private International

Responsibility Area: Accounting Budgeting County
 Management Academia Contract Management
 Grants Management Program Management Administration Consulting
 Information Systems Retired Auditing Finance
 Legal Student Other _____

*Include multilateral organizations that deal with a region(s) of the world

Education: Highest degree attained _____ Accreditation and Certificates _____

(if applicable) Member ID # _____

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Additional Chapter Membership(s) Optional _____ Dues _____

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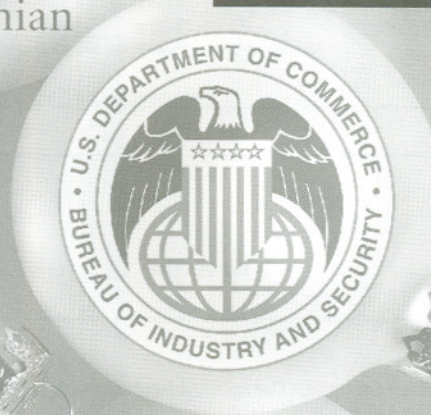
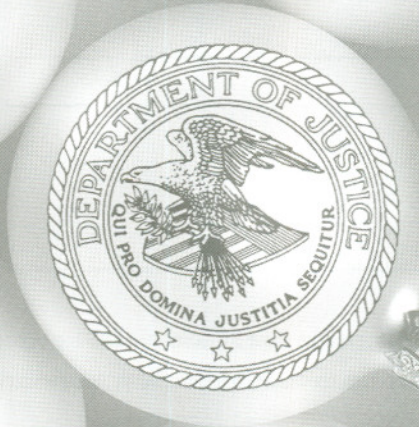
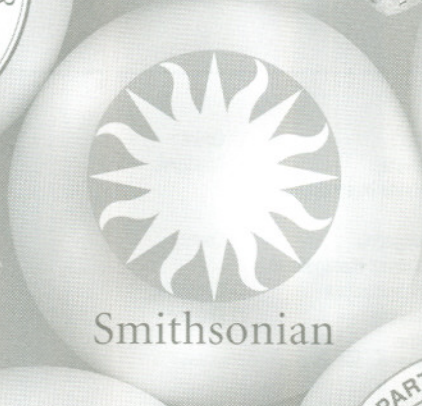
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New AGA Members

During the month of October, we welcomed four new members:

Name	Organization
Crystal Michelle Alston	Equal Employment Opportunity Commission
Willa Green	Department of Labor
Andrew Lieber	Grant Thornton
LuCinda Seale	Pricewaterhouse Coopers

The Chapter Recognition Report

By Patricia Clark

The Washington Chapter participates in the AGA's Chapter Recognition Program (CRP). The CRP is an excellent management tool used by the National Office to support, encourage and promote the accomplishment of AGA's mission and to provide flexible noncompetitive guidelines for a well-rounded chapter.

Our Chapter also uses the CRP as a planning guide. The CRP provides guidelines on the types of activities, programs, and services that each chapter should provide. The Washington Chapter uses the CRP before the start of the program year to help plan the year's activities and programs.

The chapter receives credits for activities that meet CRP guidelines. The Washington Chapter and the National Office reviews the CRP results throughout the year.

As Director for Administration of our Chapter, I am responsible for the preparation of the quarterly Chapter Recognition Report. The report documents the activities of the Chapter related to the following categories: Chapter Leadership, Education & Professional Development, CGFM Certification, Communications, Membership, Community Service, and Awards. The National Office uses the report to assign CRP credits to our chapter.

The CRP Year begins on May 1, the start of the recognition year, and concludes on April 30, the end of the recognition year.

I use the Chapter's monthly newsletter as a tool to prepare the quarterly reports since it usually documents directly or by reference most items eligible for credits. To ensure your activity is included in our report, please forward the information to me by the 10th day of each month. I'll accept information via e-mail at clark-patricia@dol.gov. If you would like to know more about the CRP, you can reach me at 202.693.6808. •

Reports Due by	Reports Cover the Months
August 15, 2002	May 2002, June 2002, July 2002
November 15, 2002	August 2002, September 2002, October 2002
February 15, 2003	November 2002, December 2002, January 2003
April 15, 2003	February 2003, March 2003, April 2003

How Do I Retain My CGFM Designation?

Just follow the following four easy steps:

1 Pay the CGFM renewal fee at the beginning of every year,

2 Adhere to the AGA Code of Ethics,

3 Complete at least 80 hours of Continuing Professional Education (CPE) in government financial management topics or related technical subjects every two years,

4 Maintain and, if requested by AGA, provide detailed information on CPE hours completed.

Step 1: Pay the Renewal Fee

Did you know that you could renew your CGFM and/or AGA membership via the AGA Members Only site? Remember that your login is your AGA ID number on your AGA membership or CGFM renewal card and your password is your first initial followed by your last name. If you do not know your AGA ID number, contact AGA local Membership Chairman, agamembers@agacgfm.org or 1.800.242.7211 ext. 205 or 206. Once you login click 'Pay Your Dues and/or CGFM Renewal' button on

the left palette and follow instructions from there. If this button does not appear, then you have no outstanding fees at this time.

Step 2: Adhere to the AGA Code of Ethics

Ethics ultimately is a matter of personal responsibility. Consistently making ethically correct decisions is not easy. It requires commitment and practice, which requires first, awareness and then, motivation to act ethically. This code, and the Association as a whole, provides guidance and support to members. The complete AGA Code of Ethics is available online at http://www.agacgfm.org/cgfm/cgfm_code.htm

Step 3: Complete 80 hours of CPE

Like all professional continuing education requirements, you must obtain a minimum of a specific number of CPEs per year. This is a means to maintain and enhance our professional proficiency and keep the CGFM professional aware that professional development is a continuous process.

So, what is a CPE program? CGFM CPE programs are structured educational activities designed to maintain or enhance the CGFM's professional proficiency in government financial management or related technical subjects. This may be achieved through a group program, such as a seminar or classroom environment or by an individual or self-study program.

In a group program, a qualified instructor or discussion leader presents the CPE program. Although one CPE hour is granted for each 50 minutes of participation in the program of study, participants should only receive CPEs for the actual time they attend the program. Speakers, instructors and discussion leaders that qualify for CPE may receive CPE hours for preparation and presentation time to the extent the topic or subject matter contributes directly to their professional proficiency. Up to two additional hours of CPE may be granted for advance preparation for each 50 minutes of their presentation. There are some limitations and additional requirements for instructors. Correspondence courses and independent studies may have CPEs computed by other methods, see http://www.agacgfm.org/cgfm/cgfm_detail.htm for additional information.

The CGFM holder is initially responsible for determining whether a topic or subject qualifies as acceptable CPE. As a general guideline, the CPE should be in government financial management topics or related technical subjects applicable to government financial management areas. Examples of such topics and subjects can be found under item 32 at http://www.agacgfm.org/cgfm/cgfm_detail.htm. Additional criteria regarding what constitutes a CPE are provided under item 27.

Dates		Class Name	Sponsor	Hours	CGFM	CPA
From	To				80 hrs	120 hrs
X 2002	X1 02	AAA	AGA	8	72	112
X 2002	X1 02	BBB	AICPA	8	72	104
X 2002	X3 02	CCC	ISACA	8	72	96

For CGFM, 80 CPEs are required for each two-year CPE cycle with a minimum of at least 20 CPEs in **each year**. Your CPE cycle is determined by the year in which your CGFM designation was awarded. Your award date appears on your CGFM certificate or your CGFM annual renewal card.

Step 4: Maintain CPE Records

Maintaining CPE records may be challenging, but by using a systematic approach and keeping adequate records, the process can be simple. Proper documentation and attention to the timeframe when CPE training is obtained is important.

Because not all CPEs meet the requirements of the CGFM and other professional designations, it may be necessary for the CGFM to track their CPEs according to each professional designation. One method of tracking CPEs is to use a spreadsheet application, such as Excel. A simple format such as that presented below is one way to record CPEs for the CGFM, and other professional designations. You can enter a formula that will compute the remaining CPEs for each designation.

File your certificate, course objectives, description and notes behind a copy of the spreadsheet or in a separate folder. Then if you are selected in a random audit, you have of your required supporting documentation available.

Please keep in mind that every professional certification designation has different requirements for qualifying CPEs. Ultimately, it remains the individual's responsibility to know the CPE subject-matter requirements for their professional designation(s). If you have questions regarding CPEs or specific courses for the CGFM designation, contact **Katya Silver at 1.800.242.7211 ext. 313 or at ksilver@agacgfm.org, or your local CGFM coordinator for assistance.**

To determine compliance with CPE requirements, AGA conducts an annual audit of a random sample of CGFM holders. AGA may request CPE documentation for verification. Individuals should maintain documentation to substantiate their statements of completed CPE for a

minimum of three years. If you are selected as part of the random sample for audit, you will be asked to provide supporting documentation. It should include such information as the dates, locations, course titles, brief description of the course contents, the number of CPE hours earned, and the sponsoring organization. It is important to have proof of your attendance or completion of the CPE program or activity, such as a certificate of attendance, CPE form, grade report or a confirmation of completed training from your employer.

After all this, if you are unable to renew your certification because you have not fulfilled the CPE requirement or if you have questions about your CPE cycle, please contact the Office of Professional Certification by calling 1-800-AGA-7211 ext. 313. More information on CGFM CPE requirement can be found on AGA website—http://www.agacgfm.org/cgfm/cgfm_detail.htm. •

Walk to D'Feet ALS – A Success!

On October 19, friends and family of Mrs. Joan Killgore came together to honor her in the Walk to D'Feet ALS. Our team, Joan's Wayward Walkers, made the trek around the reflecting pool along with thousands of other supporters of those afflicted with Amyotrophic Lateral Sclerosis (ALS), more commonly referred to as Lou Gehrig's Disease. The walk, sponsored by the ALS Association's National Capital Area Chapter, is held as part of a national effort in support of local patient services and nationally directed research.

We would like to give a special thanks to our team, comprised of AGA National Office, DC Chapter and Baltimore Chapter members: Bill Anderson, Wendy Comes, Dean Feehley, Andy Killgore, Cis Kuennen, Meghan Schindler and Eva Williams.



Over \$600 has been donated toward Joan's Wayward Walkers.

It is not too late to make donations to The ALS Association. If you would still like to support our AGA team,

please go to www.alsa-ncac.org to make donations in the name of Joan's Wayward Walkers.

We look forward to seeing you again next year! •



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