



Communiqué

IGFOA on the Web:
<http://www.lincolnnet.net/IGFOA>
Phone: 630-629-1460
Fax: 630-629-1526
e-mail: igfoa@compuserve.com

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Hail to the Chiefs: IGFOA Past Presidents pose at the 40th Anniversary Conference. Back row, left to right: Len Flood, Richard Jesse, Betty Schmidt, Ken Bonder, David Jepson, Ron Hill, George Valentine. Front row, left to right: Jim Bolerjack, Hella Tomczak, Don Duranso and Richard Schnuer.

Member News

Hella Tomczak recently left the Village of Hoffman Estates to start Vision 21 Enterprises, an Internet consulting business. She can be reached at 708-923-6007, by e-mail at hella@vision21enterprises.com or at her web site, www.vision21enterprises.com.

Cindy Bowman was recently promoted to Assistant Finance Director for the Village of Westmont.

David Erb is the new Finance Director for the Village of Morton Grove, having served as the Morton Grove Park District's Superintendent of Finance.

Ken Fritz has been named Village Manager for Schaumburg, having served as Assistant Village Manager.

Lisa McCabe has joined the Village of Orland Park as Assistant Finance Director.

Kent Newton has accepted the position of Superintendent of Finance for the Morton Grove Park District. Kent was previously with the Park Ridge Recreation and Park District.

Larry Rankins joined the firm of Mischler Financial Group, Inc. as Senior Vice President-Investments for Chicago and the Midwest. Larry can be reached at 312-362-1931.

Congratulations to all!! Fax or e-mail your news to IGFOA.



Communiqué is the membership publication of the Illinois Government Finance Officers Association. For more information, phone 630-629-1460 or e-mail IGFOA at igfoa@compuserve.com



IGFOA's 40th Anniversary Trivia

Test your knowledge of IGFOA... can you answer these questions? Answers can be found in the box at the bottom of the page.

1. The city where the first IGFOA conference was held
2. The city where the 25th Anniversary conference was held
3. IGFOA's first president
4. The number of times the IGFOA conference was held in Chicago
5. The number of times the IGFOA conference was held in St. Charles
6. The number of officers on the IGFOA State Executive Board
7. The conference has been held here twice
8. The city that has hosted the IGFOA Conference most frequently
9. The longest-serving IGFOA State Representative

- | | |
|--------------------|------------------|
| ___ Champaign | ___ Springfield |
| ___ Harris Stevens | ___ Ronald Hill |
| ___ Alvin Keller | ___ Monticello |
| ___ Three | ___ One |
| ___ Five | ___ Lincolnshire |
| ___ Peoria | ___ Carbondale |
| ___ Decatur | ___ Springfield |

Newsletter Correction

Page five of the Autumn 1998 IGFOA Newsletter provided an incorrect date for waiver of the national GFOA Debt Management exam. The correct information is:

Only those passing the IGFOA Debt Management exam **as of December 31, 1998** will be eligible to waive the national exam.

Sorry for the confusion!

Members with questions about certification should call Executive Director Marianne Shank at 630-629-1460.

✓✓ Long Distance Bills!

Long distance telephone service providers now charge a "carrier line charge" or long distance access fee. This new charge, a pass through fee from the local phone company, is charged per telephone line and is separate from the federally mandated universal connectivity charge. There is a wide variation in the per-line fee charged by different companies and to different classes of customers. Scrutinize your phone bill and contact your carrier to ensure you're getting the lowest rate.

IGFOA 1998-99 Committee Chairs and Board Liaisons

Career Development Committee:
David Richardson
630-837-0200

Certification Committee:
Kathryn Booth
630-837-0800

Conference Committee:
Gary Szott, Chair
630-893-7000x213

Mary Dankowski, Prog. Chair
708-748-1112

Technology Committee:
Donna Wilson
847-577-3003x235

Nominating Committee:
Stan Helgerson
630-871-6225

Legislative Committee:
Marty Lyons, Co-Chair
630-434-5528

Tom Kuehne, Co-Chair
630-543-4100x296

Membership Committee:
Beverly Sims Sterrett
708-758-3330

Tech. Acctg. Review Committee:
Trisha Steele
847-394-8500

Ad Hoc Publications:
Mark Nannini
847-394-8500

Audit Committee:
Christopher Minick
815-436-7093

Past President Stan Helgerson is Liaison to the Illinois Department of Insurance, the State Treasurer's Collateral Task Force and the Public Investors' Task Force.

Answers		
8	Peoria	
1	Springfield	
—	Monticello	
3	Harris Stevens	4 One
9	Alvin Keller	— Lincolnshire
5	Three	7 Carbondale
6	Five	2 Springfield

IMRF Board Election: Your support is needed — Ballots due December 10

In response to information that emerged earlier this year regarding the travel policies and investment returns of the Illinois Municipal Retirement Fund, the Illinois City/County Management Association and the IGFOA formed a joint ad-hoc committee to monitor IMRF activity.

One of this committee's assigned tasks was to identify qualified candidates who might be willing to serve as IMRF Executive Trustees and help organize efforts to elect those individuals.

After meeting several times to discuss potential candidates, the committee endorsed the candidacy of John Phillips, one of three candidates for the 1998 IMRF Executive Trustee election. IGFOA's Board concurs with the endorsement.

John's qualifications and background include:

- ☛ Rock Island city manager for 11 years; city administrator in Rockford for five years;
- ☛ IMRF member for 22 years;
- ☛ Responsible for municipal operation with 1998-99 budget over \$56 million;
- ☛ Implemented comprehensive financial policies that have resulted in an improved bond rating, less tax-supported debt, improved fund balances and higher earnings on investments;
- ☛ Past President of the Illinois City/county Management Association; and
- ☛ Past Chairman of the Illinois Municipal League Municipal Managers Committee.

Please remember to return your IMRF Board ballot BEFORE Thursday, December 10.

Welcome, New Members

David L. Anderson, *Director of Administration, Sanitary District of Decatur* D

Dean Asbury, *Finance Manager, City of East St. Louis* D

Michael G. Bailey, *Partner, Foley & Lardner* M

Heather Crossley, *Director of M.I.S, Clerk of the Circuit Court* M

Paul Damm, *Foley & Lardner* M

John J. DuRocher, *Village Administrator, Village of Montgomery* M

John R. Hammer, *Township Administrator, Oak Park Township* M

Stephanie Hudgins, *Accountant, Village of Arlington Heights* M

C. Richard Johnson, *Foley & Lardner* M

Alan G. Kraus, *Managing Partner, National Technology Network, L.L.C.* M

George Lingel, *Assistant Superintendent for CCSD #15* M

Meridith Mack, M

Linda M. McFarland, *Accountant, City of Aurora* M

Jackie McLean, *Finance Director, City of Lockport* S

Charlotte R. Moore, *City Treasurer, City of East St. Louis* D

Gerald Neal, *Foley & Lardner* M

James Obog, *Accountant, Village of Arlington Heights* M

Arleta Anderson Porter, *Comptroller, Chicago Park District* M

Cathy Stevens, *Senior Accountant, Elmhurst Park District* M

Christine Tromp, *Assistance Director of Finance, Village of Woodridge* M

Aileen Velazquez, *Deputy Comptroller, Chicago Park District* M

Becky Wilde, *Accountant, Naperville Park District* M

M = Metropolitan; D = Downstate; S = South Suburban

AG opinion: non-home rule have no authority to jointly self-insure for health care benefits

Attorney General Ryan states:

"It is my opinion that counties and home rule municipalities may jointly self-insure with respect to employee health care benefits, but that non-home rule municipalities do not have the authority to do so. Other public agencies which are members of IPRF (Illinois Public Risk Fund) may jointly self-insure for such benefits only if they possess statutory authority to provide those benefits through self-insurance."

July 13, 1998 File No. 98-014

For details visit the Attorney General's web site at www.ag.state.il.us.

Communiqué

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Deregulation Requires Greater Vigilance

On August 1, 1998, residential electric customers in the Commonwealth Edison and Illinois Power Service territories received a 15% rate reduction under P.A. 90-561 ("Act"), the new electric deregulation legislation. Residential customers in other service territories throughout the state also received rate reductions. As Illinois embarks upon deregulation, it is hoped that the cost to users of electricity will decrease. Unless your municipality acts to amend its electric utility tax rate, however, its revenues will also decrease.

Under the Illinois Municipal Code, a municipality may impose a gross receipts tax on electricity.

Therefore, as gross revenues go down, so will the amount of taxes received. As part of electric deregulation, the Code was amended so that municipalities can recoup those potential losses. To reduce the lost revenue, municipalities may now, under revised section 8-11-2 of the Code, impose a per kilowatt-hour use tax on each class of customers rather than upon gross utility revenues as they had previously done.

The utilities were to provide each municipality with the appropriate proportional rate per

kilowatt-hour for each class of customers which, when all classes are totaled, will generate the equivalent of the gross tax revenue receipts based upon the actual usage for the 12-month period prior to the adoption of the Act. Municipalities have the option of adopting a tax rate based upon per kilowatt-hour usage for residential customers, and for nonresidential customers during a phase-in period beginning on or before October 1, 1999.

Instead of the proportional rate, a municipality can adopt an alternative maximum tax rate within each class of customers so long as the total revenue does not exceed the amount that would have been generated by the 5% gross receipts tax calculated for the 12-month period prior to the adoption of the Act.

Any municipality that has a utility tax should adopt the proportional kilowatt-hour tax if it has not already done so, even if it later decides to adopt the alternative maximum tax rate. Depending on the design of the rate structure ultimately established by the municipality, in conjunction with the electric service, that alternative rate can give a greater benefit to the residential customers-or provide a greater benefit to large industrial users which can serve as an incentive to attract industry.

In order to adopt the alternative maximum tax rate, a municipality must file a petition with the Illinois Commerce Commission and follow a short approval process. Once the Commission approves the requested rates, the municipality can adopt them.

It should be noted that the Act states that persons delivering electricity shall be authorized to add an amount equal to 3% of the tax as reimbursement for collection expenses. Thus, ordinances amending the electric utility tax should provide for that authority.

Reprinted from Ancel, Glink, Diamond, Cope & Bush, P.C. Local Government News, Autumn 1998.

On the Federal Front

In the days leading to its adjournment, Congress finally passed the Internet Tax Freedom Act. The final legislation which emerged – which was included in the omnibus appropriations bill (HR 4328) – looked more like the bill eventually passed by the full Senate (S.442) than any of the other many versions of the bill. The continued efforts of state and local government officials are responsible for the vast improvement in the bill when compared to the legislation as originally introduced.

The key provisions of the Internet Tax Freedom Act for state and local governments are as follows:

- Three-year moratorium on the imposition of state and local taxes relating to Internet access or multiple and discriminatory taxes;
- Grandfathering of Internet taxes currently imposed so that collection may continue;
- Determinations of existing tax liabilities and pending cases not affected by legislation;
- No provision included requiring reenactment of existing Internet taxes; and
- 19-member commission to be appointed to examine issues relating to taxation of electronic commerce
 - Commission to include eight state and local government representative and Main Street retailers; and
 - Commission required to study all forms of remote commerce (e.g., mail-order sales), not just Internet transactions.

Thanks to all who contacted their Senators and Representatives in support of the state and local government position. Your efforts significantly reduced the potential revenue impact of this legislation on state and local governments.

Reprinted from a notice promulgated by the GFOA.

The Y2K Millennium Bug Third in a series

by Hella Tomczak

As stated in the last issue, the most important first step is to develop a strategy making your government ready for the Year 2000 (Y2K). A simply five-phase plan has been developed at the federal level to guide the development of this strategy. Here are details on the final three phases.

Remediation/Renovation Phase

This is the phase where changes are actually made. The remediation/renovation phase deals primarily with technical issues. During the renovation phase, decisions made in prior phases on how systems/processes will be made compliant are actually implemented.

There are a variety of tools available to assist with the Year 2000 issue. There are tools that help identify the date fields in the code which can be employed during the assessment phase to estimate the work effort involved in the Y2K program. If replacement is not employed, then the extent and level of remediation can be significant. Significant programming for legacy or home-grown systems may be required for code acceptance, retirement, reengineering or modifications.

Although testing tools are generally thought to be used only in the testing phase, a number of them can be helpful in the renovation phase to assist with unit testing.

Validation/Testing Phase

Although it is widely estimated that testing will account for 45% - 55% of the cost to eradicate the Y2K problem, there seems to be little information about the unique Y2K testing concerns. The problem is so pervasive that in many test cases that produce the undesirable Year 2000 results may well be unavailable, un-

readable, impossible to recompile, undocumented or legally inaccessible. In other cases, Year 2000 Compliant systems may be negatively affected by input data from other non-compliant systems. Most studies reveal that the majority of Y2K problems will show up at the interface level. This is particularly understandable due to the rapid growth of electronic communications systems. The exchange of electronic information has grown substantially in the last few years.

What complicates the testing phase further is the fact that Y2K compliant applications must be tested in synchronization with companion applications which may pass date information to assure the overall system of applications is safe to run. In large application environments, companion testing may not even be possible. An example may be electronic filing of payroll tax information with the IRS system.

Testing must take place in all application software and also hardware. The standard PC computer system maintains two system dates; one is in the CMOS Real Time Clock chip - a hardware component that is normally on the machine's motherboard - and one is in the DOS (and Windows) operating system software. These two dates are represented differently. Therefore both date occurrences must be tested.

All systems should be included in the renovation schedule. Priorities must be set should the local government run out of time. Thus, the renovation schedule may require tough decisions. Trade-offs most likely will be made between user requirements and technical feasibility. The priority list will be one of the most difficult documents to develop. There is not an application, network, system or platform that is not critical to the user of that process.

Implementation Phase

The implementation phase deals with software migration and control, data conversion, and confirmation of both operational and

procedural links to date exchange (interfaces and access). This phase will place increased demands on resources. This is especially true on a complete system replacement. If time runs out, parallel testing may not be possible on a new system implementation.

Before you install the replacement or repaired system, you should develop an installation plan and contingency plans. The installation plan lists all the files and programs that need to be moved into production, and all the steps to make your changed system work. Your installation plan may include testing in production to ensure that the installed systems are working as expected. Contingency plans list the possible problems that you can foresee and what steps you will take if these problems occur.

Contingency Planning

Contingency planning involves the preparation and partial implementation of alternative work processes in the event of a business failure of various degrees. This is perhaps the most difficult aspect of the Y2K program because it involves identifying the areas where significant risk can occur which could immobilize the local government's operations. Surely, one of the primary values of contingency planning is that planning has taken place before the crisis. The duration of the emergency will also affect the contingency chosen. A system that is down several hours will be handled differently from one that is down several days or weeks. If business interruption to a critical process cannot be tolerated, a contingency plan must be developed.

In developing a contingency plan, what is important is that comprehensive and detailed work-around plans be developed, documented, tested and placed on several library shelves in anticipation of the day they will be needed. For these work-around plans, you

continued next page

Employment Opportunities

Business Manager, Parks/Forestry & Recreation, City of Evanston

Salary \$43,250 to \$61,100/year. Under administrative direction of Parks/Forestry & Recreation Director, plan, direct, coordinate and manage support and administrative serves of Parks/Forestry & Recreation department to include fiscal and business operations, as well as personnel and payroll functions; develop and implement procedures; supervise technical and clerical support personnel; plan, direct and supervise employees as necessary. Education: B.A. in Accounting, Business Administration, Finance or related disciplines. Experience: Supervisory experience of at least five years with demonstrated planning, directing and supervisory skills; accounting experience of at least five years where thorough knowledge of accounting principles and practices have been applied, along with development and implementation of budgets has been practiced; experience with governmental accounting preferred but not required. Skills: three to five years computer experience dealing with spreadsheets and database applications. Submit cover letter and resume to: Human Resources, City of Evanston, 2100 Ridge, Evanston, IL 60201-2798. a.a./e.o.e. m/f/v/d. Closing December 4, 1998.

Finance Director, Village of Hoffman Estates

An exciting challenge exists for a Finance Director to work for a growing, dynamic northwest suburban municipality with an approximate population of 50,000. Manages \$100 million investment portfolio, pension funds, outstanding debt and financial applications, monthly water billing; coordinates annual audit; prepares tax levy ordinance, financial forecast, annual operating and capital budgets; oversees all collection and purchasing functions; reviews all payroll data, operating reports, balance sheets; serves as a key advisor to Board and Manager. Requirements include Bachelor's degree in public administration, accounting, financial management or a closely related field; and six to eight years' professional accounting experience with a minimum of five years' experience in public sector accounting. Master's degree in public or business administration and CPA a plus. Managerial experience required to lead and manage staff of 22 in a participative environment. Competitive salary and excellent benefit package. Apply directly including salary history and requirements to: Chris Nelson, Acting Director of Human Resources Management, Village of Hoffman Estates, 1900 Hassell Road, Hoffman Estates, IL 60195. EOC m/f/v/d/h.

Accountant, Village of Hoffman Estates

Hoffman Estates, a highly progressive municipality in the northwest suburban area, seeks an Accountant in the Finance Department. The responsibilities include performing complex and routine functions including preparation and reconciliation of various statements, reports, adjustment and closure of journal entries; maintenance of fixed asset records. Provides requested information to auditors during annual audit; collects statistical data for the Comprehensive Annual Financial Report. Requires a four year degree in Accounting with some experience in basic accounting and bookkeeping preferred, or any equivalent combination of education and experience. Governmental accounting experience and knowledge of Excel or comparable spreadsheet software desirable; familiarity with Access and Word a plus. Employer-paid drug screen required. Excellent compensation and benefit package. Apply immediately to: HRM Department, Village of Hoffman Estates, 1900 Hassell Road, Hoffman Estates, IL 60195. EOE m/f/v/d/h.

Director for Business and Financial Services & Controller Colorado State University

A land-grant, Carnegie Division I Research University of more than 22,500 students, and approximately \$470 million in annual expenditures is seeking a Director for Business and Financial Services and Controller, a senior administrative officer reporting to the Vice President for Administrative Services. Will be responsible for the effective and efficient operation of all accounting, financial and business related programs at Colorado State University. Application deadline is November 20, 1998. For a detailed position description, contact Linda Wardlow, 970-491-5257, or e-mail lwardlow@vines.colostate.edu.

Chief Accountant Regional Transportation Authority

Will develop, operate, coordinate and maintain a personal computer-based General Ledger system including the RTA Pension trust. Perform/prepare GL account analyses, journal entries, monthly and annual financial statements and reports as required by State and Federal governmental agencies. Coordinate and implement the monthly coloring of the GL including reviewing journal entries and reconciliations prepared by staff. Prepare the RTA's CAFR, Pro Forma Combining Annual Financial Report and Joint Self-Insurance Fund (JSIF) annual report. Coordinate/participate in annual audits, preparing workpapers to support transactions. Respond to auditor's inquiries on procedures and accounting transactions. A Bachelors Degree in Accounting or a related field or equivalent work experience is required. Masters Degree in Accounting is desirable, CPA preferred. Minimum experience five years progressively responsible accounting and/or auditing experience in a comparable organization. Working knowledge of fund accounting is highly desirable. Must have strong analytical ability with sound knowledge of finance and accounting. Excellent oral and written communication skills needed. Profi-

continued next page

Employment Opportunities

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cient with IBM personal computer, accounting software, preferably Solomon, and Microsoft Office for Windows. We offer an outstanding total compensation package. Qualified applicants send resume along with salary history to: Human Resources Director, Regional Transportation Authority, 181 W. Madison, Suite 1900, Chicago, IL 60602, or e-mail: rtchicago@compuserve.com or fax: 312-917-0800. EOE.

Chief Operator Village of Fox Lake

The Village of Fox Lake is looking to hire a Chief Operator for the 3:00 to 11:30pm shift at the Fox Lake Northwest Regional Reclamation Facility. A Class 2 IEPA Wastewater Certification is required. The minimum starting pay is \$16.50 but may be higher depending on qualifications and experience. For more information on this position, please contact the Fox Lake Northwest Regional Reclamation Facility at 847-587-3694. Application forms may be obtained in person or by mail from the Village of Fox Lake, 301 S. Route 59, Fox Lake, IL 60020.

Finance Director Hanover Park

Suburban Chicago village of 36,000, thriving NW corridor, seeks experienced municipal financial manager as CFO. Very sound financial condition, many GFOA awards for CAFR and budget. Director retiring April 30, 1999 after nearly 20 years, opportunity for two-month cross-over. Stable leadership from 20-year Village Manager. Responsibilities for Budget, Treasury, Collections, Accounting, Utility Billing, Data Processing, Police Pension and Administrative Services. Salary \$65,000-\$80,000, excellent benefits. Ten years in high level financial management, degree in finance or related, advanced degree desired, CPA not required. Skilled in fund accounting, financial analysis,

budgeting, investments, debt financing, complex tax structures, utility rate analysis, information technology, team orientation, customer service, independent thinking. Resume and current salary to Tom Dority, The Mercer Group, Inc., 3036 Lake Lansing Rd., #257, East Lansing, MI, 48823 by December 31, 1998. For information e-mail to tomdority@voyager.net. EOE.

The Y2K Millennium Bug

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will want to make sure you understand what processes will need to be performed manually or without computerized support. It will also be important to acquire specialized supplies, forms or equipment in advance. It would also be wise to conduct a dry run to ensure that all the process will work in the event of an emergency. This should also highlight any training needs. You will need to make sure that they are capturing all the essential aspects of their process, have a way to continue to do business and have a way to recover from the temporary disruption when the applications come back on line.

The Year 2000 Information Center™ provides a forum for disseminating information about the Year 2000 problem and for the discussion of possible solutions. It contains thousands of Y2K links. Make sure that you bookmark this page in your browser: <http://www.year2000.com/>

In a July 1998 speech on the problem at the National Academy of Sciences, President Bill Clinton urged businesses to start concentrating on ways to solve the looming Year 2000 problem. "Any business that approaches the new year armed only with a bottle of champagne and a noise maker is likely to have a very big hangover on New Year's morning," Clinton said. Read this story and related links at: http://www.zdnet.com/zdnn/stories/zdnn_lggraph_display/0,3442,2119606,00.html

On February 4, 1998, The President's Council on Year 2000 Conversion was established by Executive Order and is responsible for coordinating the Federal Government's efforts to address the year 2000 problem. To find out what governments and businesses are doing to ensure that their critical systems are ready for the new millennium visit the following site: <http://www.y2k.gov/java/index.htm>

For a list of PCs that failed the Y2K test and for help on how to test your own, visit this link: <http://www.nim.com.au/year2000/ye02001.htm#ye02004>

For a list of "best practices," awareness, costs, planning, solutions, testing, and technical information go to the following site that lists hundreds of links to help you and give you ideas on how to proceed with your own Y2K project: <http://pw2.netcom.com/~helliott/01i.htm>

Hella Tomczak heads Vision 21 Enterprises, an Internet consulting business. Hella can be reached by phone at 708-923-6007, by e-mail at hella@vision21enterprises.com or at her web site, www.vision21enterprises.com.

Awards for Excellence Applications Available

Applications for the Awards for Excellence are now available. The awards recognize contributions to the practice of government finance that exemplify financial management. The awards stress practical, documented work that offers leadership to the professional and promotes improved public finance.

Send requests for application packets to Cathy Floyd, GFOA, 180 North Michigan Avenue, Suite 800, Chicago, IL 60610, by phone to 312-977-9700, fax to 312-977-4806, or e-mail to Cfloyd@gfoa.org. Completed packets must be postmarked by December 31, 1998. There is no application fee.



Illinois GFOA
P.O. Box 1088
Lombard, IL 60148

**ADDRESS SERVICE
REQUESTED**

Calendar of Coming Events

Investment Policies and Practices Workshop

Thursday, December 3 • 3:00 to 4:30pm • East Hazel Crest

IAMMA Seminar: The Job Search: Are You Ready?

Thursday, December 3 • 1:30 to 4:30pm

Contact David Cox, Village of Glen Ellyn, 630-469-5000 x204

South Metro Annual Holiday Party

Friday, December 4 • noon

Chicago Metro Annual Holiday Party

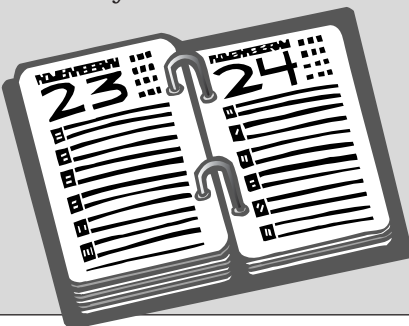
Friday, December 18 • noon

GFOA Conference – Nashville, Tennessee

Sunday, May 23 to Wednesday, May 26, 1999

Illinois GFOA Conference – Peoria

Saturday, October 2 to Tuesday, October 5, 1999



*Unless otherwise noted,
contact IGFOA
for details
and registration.*

And There's More on the Way!



Watch for faxed announcements and the January newsletter for more details and registration information for these 1999 Career Development programs!

Jan. 28-29	Intermediate Governmental Acctg.
Feb. 17	Purchasing for Illinois Governments
March 24	Ill. Public Pension Inst.
April 21	Ill. Public Finance Law
May 12	Utility Billing
June 10-11	Advanced Governmental Acctg., with Wisconsin GFOA
July 28	Budgeting in Illinois
Sept. 22	Payroll 101
Nov. 10	Cash Mgmt. Institute
Nov. 17	Basic Governmental Accounting