

*IGFOA Professional Education Committee presents the*

**2019 ILLINOIS GOVERNMENT FINANCE PROFESSIONALS' ACADEMY LEVEL I**  
NIU Naperville, 1120 E. Diehl Rd., Naperville, IL 60563

**Day 1 - Wednesday, March 20, 2019**

**8:30 AM to 4:30 PM**

**8:00 – 8:30 AM            Registration and Continental Breakfast**

**8:30 – 8:50 AM            Welcome and Speed Networking**

**8:50 – 9:50 AM            Principles of Professional Government Finance**  
**Speaker: Elizabeth Holleb, CPA, Finance Director - City of Lake Forest**

Participants will gain an understanding of the basic principles of professional government finance and how finance in the public sector differs from the private sector.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand the essential functions of government;
2. Learn the differences between public and private sector;
3. Become familiar with common terminology;
4. Know the objectives of government finance;
5. Understand local government financial responsibilities and fiscal policies; and
6. Recognize the differences between home rule and non-home rule units of government.

**9:50 – 10:30 AM            Governmental Accounting Overview**  
**Speaker: Anthony M. Cervini, CPA, CFE, Partner - Sikich LLP**

This session will provide an overview of the basic aspects of governmental accounting. Participants will learn common terminology and the theory behind accounting principles and the fundamentals of fund accounting.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand the theories which establish accounting principles;
2. Comprehend governmental accounting terminology;
3. Recognize and manage key accounting tools such as the Chart of Accounts; and
4. Identify the links between budgeting and accounting.

**10:30 – 10:40 AM            Networking Break**

**10:40 – 11:10 AM            Governmental Accounting Overview (Continued)**

**11:10 AM – 12:00 PM Banking Basics and Tools for the Finance Professional**

**Speaker: Susan A. Wade, Vice President Public Funds - First Midwest Bank**

This session will provide an overview of banking tools that can be used for receivables and payables, as well as tools that can be used to mitigate banking fraud. Participants will explore the purpose of banking collateral and how some types of collateral are better than others.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Learn about banking tools for receivables and payables;
2. Gain knowledge of how to protect your accounts from fraud;
3. Understand the purpose and different types of collateral; and
4. Learn about improving internal controls with bank tools.

**12:00 – 12:55 PM      Networking Luncheon**

**12:55 – 1:45 PM      Perfect Procurement Policies and Procedures**

**Speaker: Adam B. Simon, Partner - Ancel Glink, P.C.**

Participants will learn how criminal and ethics laws affect procurement and ways local governments can protect themselves from vendor friendly contracts.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Comprehend the implications of the Gift Ban Act on procurement activities;
2. Gain knowledge of the criminal laws affecting procurement;
3. Understand conflicts of interest arising from secondary employment;
4. Learn about contract limitations affecting local governments; and
5. Understand the importance of using government-written contracts instead of vendor presented agreements.

**1:45 – 2:35 PM      Basics of Investing**

**Speakers: Mike Rodgers, Managing Director, Senior Portfolio Specialist - Wells Fargo Asset Management Global Fixed Income**  
**Kurt Maekawa, Sales Director - Well Fargo Balance Sheet Asset Management**  
**Jeffrey Svien, Vice President - Wells Fargo Government Banking**

This session will provide an overview of the basics of fixed income investing with a focus on the importance and benefits of an investment policy within the context of the Illinois State Statutes (Public Funds Investment Act). The panelists will discuss important considerations specific to your organization, how to determine broad portfolio structure, the importance of diversification, risk management, and sector selection. Guidance will also be offered in benchmark selection.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand the importance and benefits of an investment policy;
2. Gain a basic understanding of fixed income investments;
3. Gain a basic understanding of portfolio structure;
4. Learn the importance of diversification, risk management, and sector selection; and
5. Understand investment policy construction.

**2:35 – 2:50 PM            Networking Break**

**2:50 – 3:40 PM            What Every Finance Professional Needs to Know About Cyber Security**  
**Speaker: Marc Thorson, Information Technology Director - City of DeKalb**

Computer security is constantly making headlines including the latest breach of the Marriott Starwood database. The bad news is that attacks have become frequent, but the good news is through basic computer steps, education, and planning, you can raise the security posture of your organization and help reduce risk.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand potential attackers and methods of attack;
2. Learn about the steps that will help lower a risk profile (and ways to help IT professionals); and
3. Understand how to plan and practice for when problems occur.

**3:40 – 4:30 PM            Purchasing Fundamentals for Finance Professionals**  
**Speaker: RuthAnne Hall, CPPO, Purchasing Manager, Lake County Government - Lake County**

Purchasing is a key function in government finance to help departments deliver cost savings through strategic procurement decisions and thwart maverick spend. Maverick spending is identified as purchases or expenditures that may not be processed in keeping with recognized and approved procurement practices. This session will provide you an overview of three common maverick spending challenges and the tools to help your staff source strategically, spend wisely, and save money.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Learn the benefit of developing a spend analysis and selecting the strategic procurement method;
2. Understand key purchasing laws and how they protect your organization's risks;
3. Validate the benefits of establishing standard purchase order terms and conditions and contract templates; and
4. Gain knowledge of key purchasing statutes and best practices.

**Day 2 - Thursday, March 21, 2019**

**8:45 AM – 4:30 PM**

**8:00 – 8:45 AM            Registration and Continental Breakfast**

**8:45 – 9:00 AM            Academy Discussion**

**9:00 – 10:15 AM        The ABC's of Governmental Budgeting**  
**Speaker: Julie M. Zolghadr, Manager, Budget Division- City of**  
**Springfield**

This session will serve as a primer for those new to governmental finance. Important issues to be considered include why government is not like a business, budgets as legislative acts, common myths and misconceptions about governmental budgeting, why we budget, how to leave the buzzwords at the door, and the importance of communicating with stakeholders.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand the basic framework of a governmental budget;
2. Understand the budget as a law;
3. Comprehend what a governmental budget is and is not; and
4. Determine how to simplify your message and ways to involve your community.

**10:15 to 10:30 AM        Networking Break**

**10:30 – 11:20 AM        Revenue Overview**  
**Speaker: Elizabeth Holleb, CPA, Finance Director - City of Lake Forest**

Participants will gain an understanding of the basic types of revenues in government finance.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Recognize state administered vs. locally administered revenues;
2. Identify key revenue sources by unit of government;
3. Understand the property tax cycle and current issues impacting property tax revenue; and
4. Recognize the importance of rate setting in self-supporting programs (i.e. Enterprise Funds).

**11:20 AM – 12:10 PM Pension Primer**

**Speakers: Jason Franken, FSA, EA, MAAA - Foster & Foster, Inc.**  
**Christina Coyle, CPA, Finance Director - Village of Glen Ellyn**

The Pension Primer will provide an introduction to the common local government pension plans, actuarial means and methods, and annual financial statement reporting requirements for pensions.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Explore the basics of IMRF and Police/Fire plans;
2. Learn about the actuarial means and methods and how they affect the annual contribution and funding status; and
3. Gain knowledge of the Government Accounting Standards Board (GASB) reporting requirements for pensions.

**12:10 – 1:00 PM            Networking Luncheon**

**1:00 – 1:50 PM            Essentials of Debt Issuance**

**Speakers: Mark Huddle, Senior Counsel - Ice Miller LLP  
Mark Jeretina, Vice President - Speer Financial, Inc.**

This session will assist newer finance professionals in gaining a basic understanding of what and who is involved in the issuance of debt. The discussion will provide information on which professionals are part of the process and what they do, the general timeline of an issue, and the types of debt that may be sold in Illinois.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Understand who the participants are in a bond transaction and what to expect from each party;
2. Know the typical financing schedule for a bond transaction and how the issuer can help ensure a smooth transaction; and
3. Identify the types of debt instruments that may be issued in Illinois, and the legal requirements to be met prior to issuance.

**1:50 – 2:40 PM            Local Government Reporting – Due Dates Part 1**

**Speaker: Michael Malatt, CPA, Senior Manager - Baker Tilly Virchow Krause, LLP**

As oversight from state and federal agencies increases, local governments continue to be inundated with reporting and filing requirements. This session will provide a comprehensive look at the various deadlines and due dates local government finance directors experience on a regular basis. Taking a month-by-month approach, participants will examine significant requirements, including State and Federal tax filings, statutory reporting requirements, GFOA award programs, Uniform Guidance, pension reporting, and GATA filings. Each reporting requirement will be discussed, due dates identified, and the ramifications for missing deadlines explained.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Gain a basic understanding of the various deadlines and due dates applicable local Illinois governments;
2. Become aware of actions that will trigger additional filing and reporting requirements with various State and Federal agencies;
3. Learn of the potential ramifications for failing to meet required deadlines; and
4. Know what to expect from the continued implementation of requirements under the Government Accountability and Transparency Act (GATA).

*IGFOA reserves the right to modify the agenda and/or speakers*

- 2:40 – 2:55 PM            Networking Break**
- 2:55 – 3:30 PM            Local Government Reporting – Due Dates Part 2**
- 3:30 – 4:30 PM            What Makes a Good Finance Director**  
**Speaker: Heidi Voorhees, President - GovHRUSA**

Finance Directors are key members of any local government executive team. Elected and appointed officials rely heavily upon them as the fiscal stewards for the community. In addition to the public finance skills necessary to be effective, Finance Directors must possess critical leadership skills to be truly successful in their role. This session will outline those skills and how to develop and refine them as you advance in your career.

**Learning Objectives** – *Participants completing this session will be able to:*

1. Gain an expanded knowledge of what elected and appointed officials are seeking in a finance director;
2. Learn about the skills necessary to advance in this field; and
3. Understand the ways in which professionals can acquire the skills they believe they are lacking.

**4:30 PM                      Closing Remarks**



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