

IGFOA Professional Education Committee Academy Team presents

2017 Finance Professionals Academy Level 1

Wednesday, April 19, 2017

8:00 AM to 4:30 PM

Wireless Center, 1201 River Drive, Moline, IL 61265

8:00 – 8:40 AM Registration

8:40 – 9:00 AM Welcome and Speed Networking

9:00 – 10:00 AM Principles of Professional Government Finance

Speaker: **Elizabeth Holleb** – City of Lake Forest

This session will allow participants to 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. Obtain common terminology;
4. Know the objectives of government finance;
5. Understand local government financial responsibilities and fiscal policies; and
6. Recognize the variances between home rule vs. non-home rule units of government.

10:00 – 10:45 AM Governmental Accounting Overview

Speakers: **Anthony Cervini** – Sikich LLP
 Brian LeFevre – Sikich LLP
 Brian Smith – Village of Wheeling

This session will provide a high-level overview of the basic aspects of governmental accounting. The theory behind accounting principles and the fundamentals of fund accounting will be discussed. Additionally, participants will be introduced to key internal control principles affecting local governments and accounting and financial reporting for capital assets.

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

1. Understand the theories which establish accounting principles;
2. Define internal control and understand the five components of an effective internal control system; and
3. Understand key concepts over accounting and financial reporting for capital assets.

10:45 – 11:00 AM Break

11:00 AM – 12:15 PM Governmental Accounting Overview (Continued)

12:15 – 1:15 PM Networking Luncheon

1:15 – 1:30 PM Networking Discussion

**1:30 – 2:45 PM Deep Dive into our Electronic Processing World –
Moving from Paper to Electronic**

Speakers: **Eileen Roberts** – J.P. Morgan

Attendees will learn how technology is changing the way government entities are processing payments in order to streamline operations and move from paper to electronic processes.

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

1. Understand key industry changes;
2. Understand receivables trends; and
3. Understand payables developments.

2:45 – 3:00 PM Afternoon Break

3:00 – 4:30 PM Preparing for the Next Step in Your Career

Speakers: **Lee Szymborski** – GovHR USA

Attendees will gain an understanding what it takes to advance their career in government finance.

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

1. Understand public sector workforce trends;
2. Determine what skills and traits hiring authorities look for; and
3. Know the do's and don'ts of an interview.

IGFOA Professional Education Committee Academy Team presents the

2017 Finance Professionals Academy Level 1

Thursday, April 20, 2017

8:00 AM to 4:30 PM

Wireless Center, 1201 River Drive, Moline, IL 61265

8:00 – 8:45 AM Registration

8:45 – 9:00 AM Academy Discussion

9:00 – 10:00 AM The ABC's of Governmental Budgeting

Speakers: **Julie Zolghadr** – City of Springfield

This session will serve as a primer for those new to governmental finance. Important issues to be considered include why government isn't 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 isn't; and
4. Determine how to simplify your message and ways to involve your community.

10:00 – 10:45 AM Revenue and Expenditure Overview

Speakers: **Elizabeth Holleb** – City of Lake Forest
Stephanie Masson – City of Rock Island
Kevin Wachtel – Village of Villa Park

Attendees will gain an understanding of the basic types of revenues and expenditures in government finance.

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

1. Recognize state administered vs. locally administered revenues;
2. Know the various types of government expenditures; and
3. Understand multi-year forecasting.

10:45 – 11:00 AM Break

11:00 AM – 12:15 PM Revenue and Expenditure Overview (Continued)

12:15 – 1:15 PM Networking Luncheon

1:15 – 1:45 PM Confessions of a Maverick Buyer

Speaker: **RuthAnne Hall** – Lake County

Do you have a maverick buyer in your organization? Chances are you have more than one and they may not even know it. Maverick spending is identified as purchases or expenditures that may not be processed in keeping with recognized and approved procurement practices. This webinar 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. Identify maverick spending;
2. Learn the benefit of developing a spend analysis to identify cooperative purchasing opportunities;
3. Validate the need for establishing standard purchase order terms and conditions and contract templates that protects your organization’s contract risk; and
4. Develop a vetting process for identifying potential bid exemptions that is in keeping with recognized and approved procurement practices.

1:45 – 2:30 PM Debt Issuance in Government

Speakers: **Stephanie Masson** – City of Rock Island
Kevin McCanna – Speer Financial, Inc.
Stephan Roberts – Baird
Kevin Wachtel – Village of Villa Park
Larry White – Chapman and Cutler LLP

This session will provide a high-level understanding of debt issuance in government finance.

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

1. Understand who the participants in a bond transaction are and what to expect from each of them;
2. Know the typical schedule for a bond financing and how the government issuer can help ensure a smooth transaction;
3. Identify the types of bonds that may be issued in Illinois and the legal requirements to be met prior to issuance; and
4. Determine why bond ratings are important and how the ratings process works.

2:30 – 2:45 PM Break

2:45 – 3:30 PM Debt Issuance in Government (Continued)

3:30 – 4:30 PM

Building Peer Relationships

Speakers: **Diane Gillian Lantz** – Illinois GFOA
Justin VanVooren – Village of Montgomery

Attendees will learn the importance of networking with other government finance professionals.

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

1. Understand where you can network and meet people;
2. Determine how to take advantage of memberships in professional organizations; and
3. Identify ways to successfully network.

4:30 PM

Closing Remarks



Illinois Government Finance Officers Association 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:

www.learningmarket.org