

GFI was designed by some of NYS GFOA's most experienced government finance professionals, and offers a unique opportunity to obtain a well-rounded working knowledge of the core functional areas of government finance.

Who should participate?

- Those working in government finance.
- Those who provide services or products to those employed in government finance.
- Those new to government finance.
- Those new or with experience who desire to possess well-rounded knowledge in the increasingly complex field of government finance.

By participating in GFI, you will:

- Expand your expertise
- Enhance your professional growth
- Keep up with the industry's latest and most significant issues
- Demonstrate your commitment to continued professional development
- Earn CPE credits

GFI is a comprehensive, multi-year professional development program featuring authoritative educational training in the **nine core areas** of government finance:

- Accounting
- Financial Reporting
- Cash Management
- Debt Management
- Internal Control
- Performance Management
- Auditing
- Human Resource Management
- Ethics

GFI is a **two level**, progressive program providing a **continuing series** of in-depth workshops and sessions at both a **Foundations** and **Advanced level**. **Workshops will be offered annually across the State**. **Graduates are formally recognized** for their commitment to professional excellence and competence in the field.

To Participate in the GFI Program

The GFI is open to both NYS GFOA members and non-members alike. The Institute is also open to interested individuals from the private sector who desire to improve their overall understanding of their clients' world.

Complete the enclosed Enrollment Form and mail it along with your \$50 non-refundable enrollment fee to:

NYS GFOA
126 State Street
5th Floor
Albany, NY 12207

QUESTIONS?

Call or email us any time: 518-465-1512, info@nysgfoa.org

GFI COMMITTEES

INSTITUTE DEVELOPMENT COMMITTEE

Chair Bart Talamini, CPA, Retired (Town of Greenburgh)
Vice Chair Helen McEntire, Retired (County of Suffolk)
Greg Maxwell, Town of Van Buren
Alex J. McLaughlin, County of Broome
Susan C. Schmelzer, Raymond James & Assoc., Inc.
John A. Savash, II, CPA, Elmira College
Jeffrey R. Smith, CIPMA, Municipal Solutions, Inc.

CURRICULUM DEVELOPMENT COMMITTEES

Accounting/Financial Reporting

Chair (FDN) Alice Schildkraut, Retired, (Albrecht, Viggiano, Zureck & Co. P.C.)
Chair (ADV) John A. Savash, II, CPA, Elmira College
Scott Adair, CPA, RGRTA
Alexandria Battaglia, CPA, R.S. Abrams & Co., LLP
Robert Craig, CPA, Craig, Fitzsimmons & Michaels, LLP
David DelVecchio, CPA, City of Syracuse
Jill Gunzel, CPA, Albrecht, Viggiano, Zureck & Co. P.C.
J. Dwight Hadley, CPA, Consultant
Linda Hannigan, CPA, RBT CPAs, LLP
Charlene Kagel-Betts, CPA, Town of East Hampton
Laura Landers, CPA, Freed Maxick CPAs, P.C.
Steven Lenz, CPA, Cullen & Danowski, LLP
Michele Mark Levine, CPA, City of NY, NYC Comptroller
Helen McEntire, Retired (County of Suffolk)
Jennifer Mulligan, CPA, Questar III BOCES
Donald Musgnug, CPA, Town of Smithtown
Christopher Reino, CPA, Cullen & Danowski, LLP
Thomas Ruggiero, CPA, Albrecht, Viggiano, Zureck & Co., P.C.
Kay Wharmby, Village of Fairport
Michele C. Yen, CPA, Albrecht, Viggiano, Zureck & Co. P.C.

Budgeting

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Chair (ADV) Jennifer Mulligan, CPA, Questar III BOCES
Bill Ansbro, Mary Cariola Children's Center
John Fishbein, GFOA of the U.S and Canada
Michael Genito, City of White Plains
Christine Gillmet-Brown, City of Saratoga Springs
John Vavonese, City of Syracuse



126 State St, 5th Fl • Albany, NY 12207 • (518) 465-1512 ph • (518) 434-4640 fax • info@nysgfoa.org • www.nysgfoa.org.

NYS GFOA MISSION STATEMENT

The mission of NYS GFOA is to strengthen the capacity of government finance professionals to manage public finances effectively and responsibly and to use the collective knowledge and expertise of its members for the public benefit by enhancing government efficiency and accountability throughout New York State.

Cash Management

Chair (FDN) Joan Ferrara, Retired (County of Onondaga)
Chair (ADV) Christina Cooke, County of Suffolk
Douglas Bennett, J.P.Morgan
Michael Cartini, Colonial Voluntary Benefits
John DeVito, Key Bank N.A.
John Gardell, Retired (J.P.Morgan)
Carol Mark, J.P. Morgan
James McGlynn, Retired (Pioneer Bank)
George Phillips, CPA, Town of East Greenbush
Susan C. Schmelzer, Raymond James & Assoc., Inc.
Gerhard Voggel, SUNY Potsdam
Kay Wharmby, Village of Fairport

Debt Management

Chair (ADV) Susan C. Schmelzer, Raymond James & Assoc., Inc.
Douglas Bennett, J.P. Morgan
Rick Ganci, Capital Markets Advisors, LLC
Jill Gunzel, CPA, Albrecht, Viggiano, Zureck & Co. P.C.
Patricia Mezeul, Flushing Bank
Kathleen Mitterway, CPA, Long Island Power Authority
Uyen Poh, Norton Rose Fulbright, US LLP
Thomas Ruggiero, CPA, Albrecht, Viggiano, Zureck & Co., P.C.
John Shehadi, Fiscal Advisors & Marketing, Inc.
Jeffrey Smith, CIPMA, Municipal Solutions, Inc.
Richard Tortora, Capital Markets Advisors, LLC
Tamara Wright, Town of Brookhaven

Internal Control

Chair (FDN) Ann Marie Berg, County of Westchester
Chair (ADV) Christopher Reino, CPA, Cullen & Danowski, LLP
Nancy Abdallah, CPA, City of Canandaigua
Susan Barossi, CPA, PKF O'Connor Davies, LLP
Alison Blessing, CPA, NYSSBA
Nancy D. Brown, Retired (County of Jefferson)
Maria Colotti, Village of Scarsdale
Christina Cooke, County of Suffolk
Paul Ellis, CMFO, Village of Lake Placid
Christine Gillmet-Brown, City of Saratoga Springs
J. Dwight Hadley, CPA, Consultant
Donald Hoffman, CPA, Cullen & Danowski, LLP
Brendan Kennedy, CPA, BST & Co., CPAs, LLP
Michele Mark Levine, CPA, City of NY, NYC Comptroller
Mary Lou McClure, Village of Scarsdale
Helen McEntire, Retired (County of Suffolk)
James Olivo, BST & Co., CPAs, LLP
Catherine Paget, Northern Westchester Joint Water Works
Thomas Preston, Retired (Village of Freeport)

NEW YORK STATE GOVERNMENT FINANCE OFFICERS' ASSOCIATION, INC.



Government Finance Institute



To meet the growing need for trained professionals in the increasingly challenging field of government finance, *NYS GFOA presents:*

The Government Finance Institute, GFI.

THIS PROGRAM HAS BEEN ENDORSED BY THE ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS AND POLICY, UNIVERSITY AT ALBANY.

Program Structure

FOUNDATIONS LEVEL PROGRAM

This program has been designed for individuals (public or private sector) new to government finance, interested in learning about other functional areas of government finance, or seeking to refresh their understanding of the fundamentals. To complete the Foundations Level program, a GFI participant must complete **33 GFI credits** of programming within **3 years of matriculation** into the program.

Foundations Level Workshops

Of the 33 credits, all Foundations Level participants must fully participate in each of the following workshops:

- Governmental Accounting & Financial Reporting (Two days / also eligible for 12 CPE)
- Budgeting (4 hours / also eligible for 4 CPE)
- Cash Management and Investing (4 hours / also eligible for 4 CPE)
- Internal Control (4 hours / also eligible for 4 CPE)

Foundations Level Electives

The remaining **9 credits** can be earned by choosing from a number of **elective sessions** (based on a minimum 50 minute program) which will be offered through various ongoing educational programs conducted by NYS GFOA, including the Annual Conference, regional training seminars, and webinars. The electives must include at least **one GFI credit in each of the following areas:**

- Financial Reporting
- Auditing
- Debt Management
- Human Resource Management

All participants who complete the Foundations Level program will receive a **Certificate of Professional Development** and recognition at the NYS GFOA Annual Conference. There is **no continuing education requirement** to maintain a Foundations Level certificate.

Curriculum Description

ACCOUNTING

Courses in this area range from the basic building blocks of governmental accounting to more advanced applications of Generally Accepted Accounting Principles (GAAP). Electives at both the Foundations and Advanced Levels cover specific accounting issues and authoritative guidance on topics such as accounting for other post-employment benefits (OPEB), intangible assets, derivatives, pollution remediation, and internal control.

FINANCIAL REPORTING

Foundations Level offerings in this area of study include an examination of both GAAP and non-GAAP financial reporting models such as GASB 34 and OCBOA (Other Comprehensive Basis of Accounting) and the Annual Financial Update Document (AUD) required by the Office of the State Comptroller. Advanced Level offerings illustrate how to incorporate GASB accounting standards into financial reporting and how to prepare a Comprehensive Annual Financial Report (CAFR).

CASH MANAGEMENT AND INVESTING

Foundations Level classes provide basic cash management training for the public sector including the laws and regulations in New York pertaining to investing and protecting public deposits, the principles of cash flow analysis, and a sharing of best practices from the field. Advanced Level offerings focus on more complex cash management issues such as investment risk, the pricing of bank relationships, developing comprehensive investment policies, understanding collateral agreements, and innovative investment strategies. Additionally, the program will incorporate a segment based on the Association's series of best practices workshops, also developed by NYS GFOA members, in which participants are challenged to find solutions to a variety of case studies.

BUDGETING & PERFORMANCE MANAGEMENT

Foundations and Advanced Level courses in this area span from the core building blocks and tools of municipal and capital planning and budgeting to GAAP budgeting, advanced financial analysis, measuring government performance, and citizen input strategies. Other offerings include a study of the various theories and modes of governmental budgeting as well as a component based on the Association's series of best practices workshops, also developed by NYS GFOA members, in which participants are challenged to find solutions to a variety of case studies.

DEBT MANAGEMENT

Foundations Level offerings range from a discussion of the types of public sector debt permitted in New York, the process for issuing debt, the statutory and regulatory requirements for pre and post debt issuance, the risks associated with issuing debt, and the financing options for capital projects. Advanced courses of study include programs on competitive vs. negotiated debt issuances, leasing vs. bonding for capital purchases, arbitrage rebate, and strategies for refinancing existing debt issues.

INTERNAL CONTROL

Courses in this field of study range from the basic tools of risk assessment to developing an internal control system. The curriculum also includes strategies on how to deter and detect fraud as well as the technological applications available for assessing and improving internal control. The Advanced Level program is based on the Association's series of best practices workshops, also developed by NYS GFOA members, in which participants are challenged to find solutions to a variety of case studies.

AUDITING

Basic courses cover the building blocks of public sector auditing including how to prepare for an audit, and the roles of auditors, finance officers, and elected officials during an audit. Advanced courses delve into the latest evolutions of the "Yellow Book" and the Federal Single Audit as well as the development and role of audit committees at the local government level.

HUMAN RESOURCE MANAGEMENT

In addition to their fiduciary role, many government finance officers often find themselves serving as the human resource manager for their government unit. Courses in this area range from understanding current human resource management laws and regulations and controlling personnel costs to organizing the finance function for a government. This area also contains course offerings government finance professionals can take in preparation for examinations offered by National GFOA to become a Certified Public Finance Officer (CPFO).

ETHICS

Offerings in this core area focus on transparency and accountability in public finance management. Current laws and regulations, including the Freedom of Information Law, Open Meetings Law, and other state and federal ethics disclosure requirements in the governmental workplace are reviewed and discussed. Certain courses in this area may also qualify to meet the Ethics training requirement for certified public accountants.

ADVANCED LEVEL PROGRAM

This program has been designed for individuals (public or private sector) who have completed the Foundations Program. This program is geared for those who consider themselves experienced in the field yet seek continuous learning challenges and are interested in exploring other functions of government finance not directly related to their daily responsibilities. To enter the Advanced Level program, participants must have successfully completed the Foundations Level program. Participants entering the program have **3 years** to earn an additional **45 GFI credits in designated advanced courses** in government finance.

Advanced Level Forums & Workshops

Of the 45 credits, Advanced Level participants must complete course offerings in the following core areas:

- Advanced Accounting (Forum - 7.5 hours / also eligible for 7.5 CPE)
- Financial Reporting (Forum - 7.5 hours / also eligible for 7.5 CPE)
- Debt Management (Forum - 7 hours / also eligible for 7 CPE)
- Auditing (Cumulative 3 hours / also eligible for 3 CPE)
- Human Resource Management (Cumulative 3 hours / also eligible for 3 CPE)
- Ethics (Cumulative 4 hours / also eligible for 4 CPE)

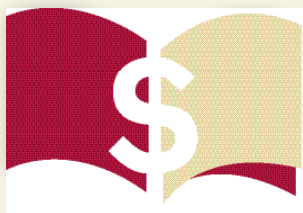
Advanced Level enrollees must also complete at least 2 of the following interactive workshop programs:

- Cash Management Best Practices (4 hours / also eligible for 4 CPE)
- Budgeting Best Practices (4 hours / also eligible for 4 CPE)
- Internal Control Best Practices (4 hours / also eligible for 4 CPE)

Advanced Level Electives

The remaining **5 credits** can be earned through **electives** (based on a minimum 50 minute program) designated as part of the Advanced Level program. These electives will be offered through various educational programs presented by NYS GFOA, including the Annual Conference, regional training seminars, webinars, and self-study programs and will cover a variety of topics.

Advanced Level graduates will be recognized with an **Advanced Certificate of Professional Development** presented at the NYS GFOA Annual Conference. **To maintain an Advanced Level Certificate of Professional Development, graduates must complete a minimum of 10 credit hours** of NYS GFOA GFI Advanced Level course training **per year**.



Enrollment Form

GOVERNMENT FINANCE INSTITUTE

Please submit your Enrollment Form with payment or purchase order.

NAME

TITLE ENTITY

ADDRESS CITY STATE ZIP CODE

PHONE EMAIL

YEARS OF EXPERIENCE AS A GOVERNMENT FINANCE PROFESSIONAL AND EDUCATIONAL BACKGROUND

Enrollment Fee

To participate in the Government Finance Institute Program, please remit the enrollment fee of \$50.00 with the completed form. Checks and purchase orders should be payable to:

NYS GFOA • 126 State Street, 5th Floor • Albany, NY 12207

Cancellation Policy

The Enrollment Fee is nonrefundable. Cancellations less than three weeks prior to a Workshop or Forum will not be refunded. Cancellations of Electives will follow the policy outlined in the marketing materials for the selected Elective(s). *All cancellations are subject to a \$15.00 administrative fee.*

For more information on the Government Finance Institute, please call or email the NYS GFOA office at 518-465-1512 or email info@nysgfoa.org.

REQUIRED COURSEWORK

FOUNDATIONS LEVEL

Workshops

- Accounting & Financial Reporting (also eligible for 12 CPE)
- Budgeting (also eligible for 4 CPE)
- Cash Mgmt & Investing (also eligible for 4 CPE)
- Internal Control (also eligible for 4 CPE)

Electives (usually also eligible for CPE)

- 4 Electives (1 each in Fin Rptg, Debt Mgmt, Auditing, and Human Resource Mgmt)
- 5 Electives in general or the above identified topic areas

Advanced Level Graduates: To maintain an Advanced Level Certificate of Professional Development, graduates must complete a minimum of 10 credit hours of NYS GFOA GFI Advanced Level course training per year.

ADVANCED LEVEL

Forums

- Accounting (also eligible for 7.5 CPE)
- Financial Reporting (also eligible for 7.5 CPE)
- Debt Management (also eligible for 7 CPE)

Workshops (must complete 2 of 3)

- Cash Management (also eligible for 4 CPE)
- Budgeting (also eligible for 4 CPE)
- Internal Control (also eligible for 4 CPE)

Electives (must complete designated cumulative GFI hours in each):

- Auditing: 3 (also eligible for CPE)
- Human Resource Mgmt: 3 (also eligible for CPE)
- Ethics: 4 (also eligible for CPE)
- 5 General Electives (usually also eligible for CPE)