

President's Message

Barbara Underwood, Director of Finance/Treasurer, City of Vista

Remember the words in the song that went "roll out those lazy, hazy, crazy days of summer"? Well, I'm convinced that the person who penned those lyrics certainly didn't have a municipal finance director in mind when they wrote it. Summer is definitely here (many of us have been experiencing very warm weather) and while some things may be hazy and crazy (the State budget is still in a stalemate), there is nothing lazy about this time of the year (at least not in my city). We're in the middle of closing the year and working on the CAFR among many other projects. I think we should simply close down City Hall for at least a month and go play – what do you think?

We want your input. The Board of Directors is gearing up for our Annual CSMFO Retreat in September. This is the once-a-year opportunity when the officers and committee chairs spend a day together to determine our organizational goals for the upcoming year and how we will make these goals into reality. To that end, we're always looking for feedback from you, the members and the backbone of CSMFO, regarding what we can do to better serve you. Please e-mail me at bunderwood@ci.vista.ca.us and let me know any suggestions you would like me to pass on to the Board about programs you are interested in

CSMFO pursuing or goals you would like us to consider in the upcoming year. We're here to serve you and would very much like your input as we plan for the year ahead.

Speaking of what CSMFO is all about makes me think of our training component – a very important part of what we do in CSMFO. Attached is a registration form for the upcoming USC/CSMFO advanced leadership training, and this will also be available on the website www.csmfo.org.

Those who have attended the USC

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August 2002

Hold The Dates For The 2003 CSMFO Annual Conference!

It's not too early to mark your calendar, palm pilot and electronic mail for the 2003 CSMFO Annual Conference, scheduled for February 22-25, 2003 at the Double Tree Hotel in Sacramento.

Chaired by Gus Vina of the City of Sacramento, with support from other cities in the Sacramento region, plans

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The MiniNews is your newsletter! Take advantage of our monthly publication by sharing with us your ideas. CSMFO is always seeking input from all members on topics in any department section.

Don't forget to visit the website at www.csmfo.org for the latest news!

Attachments: GASB 34 Flier and Registration form, GASB 34 Training Program Survey, USC Registration Form, CAFR Award Application

California Society of Municipal Finance Officers

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Past President Bill Statler, San Luis Obispo
Secretary/Treasurer Frances Medema, League of California Cities

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 David Cain, City of Chino
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 Ronnie Campbell, Lakewood
 Mary Bradley, Sunnyvale

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Bradley Grant, Merced
 Barbara Hennessy, Long Beach
 Howard Longballa, Alhambra

Intergovernmental Relations

Gary Nordquist, Fontana
 Craig Graves, Coachella
 Bob Torrez, Long Beach

Professional & Technical Standards

Bret Plumlee, El Segundo
 Bill Thomas, Petaluma
 Judy Lancaster, La Mirada
 Karen Brust, San Diego Water Authority
 Derek Hanway, Burbank

Technology

Josh Betta, South Pasadena
 Linda Downing, Marina
 Mark Alvarado, Monrovia

Scholarship Program

Robert S. Biery, Westlake Village
 Candis Hong, Thousand Oaks

Sacramento Beat

As the August MiniNews goes to print, the State Budget remains in impasse. The Senate passed a budget the end of June and recessed until August 5. The Assembly remains deadlocked with at least four Republican votes needed for passage and some Democrats expressing dissatisfaction with the current proposals.

Local government will feel the impact, as the Controller announced that Highway User's Taxes will not be mailed the end of July as scheduled. These monthly funds generally total approximately \$48 million for cities and \$50 million for counties. The League will post notice of any additional funding freezes in the weekly Priority Focus (available on the website www.cacities.org and by electronic subscription from the website). Alerts will also be distributed via listservs.

Most legislative bills adding new sales tax exemptions have been held in committee this year. Two bills will be reviewed as the Senate reconvenes – AB 1916 (Matthews) Lancets and blood glucose strips and AB 2701 (Wyman) Indian taxes. Though the State Board of Equalization (SBOE) estimated no revenue losses under AB 1916 as they do not currently attempt to collect on these sales, the Department of Finance estimated total losses of \$1 million on sales not made through pharmacists. AB 2701 would exclude taxes imposed by Indian tribes on sales from the gross receipts calculation. Though only two tribes currently impose such taxes, the concern is the impact this may have as gambling casino activity increases on tribal lands.

tax revenues. Regulation 1502, Optional Software Maintenance Agreements, as currently proposed would reduce by half the sales tax on these agreements.

While the legislation on sales tax exemptions has been negligible, SBOE has two proposals that could have significant impact on local sales. Copies of the proposed regulation changes are available on the SBOE website at www.boe.ca.gov under the Board Meeting & Committee information. Public comments to SBOE are due by August 19. Regulation 1591, Medicines and Medical Devices, will consider medical industry requests to expand the definition of orthotic and orthopedic devices. Though the revenue loss estimate of the industry proposed changes is not presently available, SBOE staff has indicated that the loss to state and local agencies could be in the tens of millions of dollars. SBOE Business Taxes Committee was set to hear Reg. 1591 on July 31, though it was pulled at the last minute and rescheduled for September 11. Revenue estimates will be issued August 30 and should be on the SBOE website shortly thereafter. Both these measures will be discussed at the League Revenue and Taxation Policy Committee meeting on August 16.

For additional information and comment on these and other legislative and regulatory issues in the Capitol, contact Frances Medema, League of California Cities, at medemaf@cacities.org or 916-658-8218.

CSMFO MiniNews



1400 K Street, Suite 400
 Sacramento, CA 95814

Contact: Tawni Escudero

Phone: 916/658-8210

Fax: 916/658-8240

Email: tescudero@cacities.org

Chapter Corner: Coachella Valley

Duane Bambusch, Accountant, Coachella Valley

The Coachella Valley Chapter is alive and well, tucked away in our remote corner of the southwestern desert. Our members consist of thirteen cities located within the Coachella Valley and immediate surrounding area, plus a few special districts thrown in for good measure. In addition to municipal members, our monthly meetings are regularly attended by several private sector corporations that predominately do business with the public sector. Occasionally, the county auditor/controller will attend our meetings just to keep an eye on us.

Each month, our chapter meeting is hosted by a member city on a rotational basis. Since the Coachella Valley is located in a resort area, there is no shortage of exciting venues to conduct our lunch meetings. In fact, it ends up being a competition to outdo each other. To give you an example, our March meeting was hosted by the City of Palm Springs. They decided to host the meeting atop the Palm Springs Aerial Tramway. Wow, we all got high that day.

Regardless of where our meetings are held, I like to keep my eye on the ball and never forget what we're about. To that end, we try to keep the meeting topics relevant to our profession. During the past several months we've featured speakers from CALPers, State Board of Equalization, we've had an attorney lecturing on the Brown Act, a GASB 34 presentation etc. Our meetings are both fun and informative.

Speaking of GASB 34, three of our chapter cities, City of Indian Wells, City of Palm Desert, and the City of La Quinta, submitted GASB 34 CAFRs for June 30, 2001. All three received the CSMFO award. Great job! In a few short years, everyone will have converted and we'll all look back and wonder what the consternation was all about. It just goes to show, change doesn't come easy.

CSMFO Chapter Chairs

Chapter Assistant - Tawni Escudero, League of California Cities 916/658-8210 or tescudero@cacities.org

Chapter	Chairperson	Telephone	Email Address
Central Coast	Rachelle Rickard	805/461-5014	rrickard@atascadero.org
Central Los Angeles	Robert S. Ridley	562/801-4395	bridley@pico-rivera.org
Central Valley	John C. French	209/357-6311	jfrench@data.co.merced.ca.us
Channel Counties	Candis Hong	805/449-2241	chong@toaks.org
Channel Counties	Lucy Foster	805/449-2100	lfoster@toaks.org
Coachella Valley	Duane Bambusch	760/346-2489	dbambusch@aol.com
Desert Mountain	Kevin Smith	760/240-7000	ksmith@applevalley.org
East Bay (S.F.)	Richard Ricci	925/671-5219	rricci@ci.pleasant-hill.ca.us
Imperial County	Philip Carr	760/337-4550	pcarr@ci.el-centro.ca.us
Inland Empire	Lisa Strong	909/350-7671	lstrong@fontana.org
Monterey Bay	Marc Pimentel	831/646-3947	pimentel@ci.monterey.ca.us
North Coast	Jim McAdler	707/838-5354	jmcadler@townofwindsor.com
Northeast Counties	Steve Strong	530/225-4087	sstrong@ci.redding.ca.us
Northwest Counties	Carolynn Thomas	707/441-4114	cjthomas@eurekaweb.com
Orange County	Darren Hernandez	562/905-9730	darren_hernandez@lahabracity.com
Peninsula	Thomas Fil	650/595-7435	tfil@ci.belmont.ca.us
Sacramento Valley	Barbara Brock	916/645-3314	bbrock@ci.lincoln.ca.us
Sacramento Valley	Susan Mahoney	916/725-2448	smahoney@ci.citrus-heights.ca.us
San Diego County	Suzanne Wellcome	858/755-9354	swellcome@delmar.ca.us
San Gabriel Valley	Josh Betta	626/403-7250	jbetta@ci.south-pasadena.ca.us
San Gabriel Valley	Tracey Hause	626/574-5400	thause@ci.arcadia.ca.us
South Bay	Gavin Curran	310/524-2315	gcurran@elsegundo.org
South San Joaquin	Sandra Montoya	559/713-4423	smontoya@ci.visalia.ca.us

CSMFO Technology Tip

Josh Betta, South Pasadena & Linda Downing, Marina
CSMFO Technology Committee



**Do you experience physical discomfort when working at your computer for long stretches of time?
By adjusting your workspace and work habits, you can ward off problems before they start.**

Chair /Monitor

- Chair seat height should allow your feet to rest comfortably on the floor. Use a footrest if necessary, with hips slightly higher than knees.
- You should be able to lean slightly back against the backrest with your lumbar curve well supported, with an inch of clearance behind your knees.
- Monitor should be four to nine inches below eye level, tilted slightly upward. Head tilted slightly downward, to alleviate eye and neck strain.

Keyboard

- Let your hands float over the keyboard, moving your shoulders rather than your wrists as you type.

- Keep your hands centered on the keyboards. Avoid twisting your hands to the side to reach certain keys.
- Use fingers from both hands for uncomfortable key combinations, if necessary.
- Keyboard should be positioned just above your lap. Shoulders should be relaxed, with upper arms perpendicular to the floor. Forearms should be parallel or tilted slightly downward so that wrists don't bend upward or downward.

Lighting

- Low and even distribution of reflective light is best. Area around the screen should be darker than the screen to avoid a glare.
- Arrange your equipment so that you do not face directly toward

or away from an outside window when facing the monitor.

- Position task lighting to shine directly on paperwork with the same brightness as the screen.
- Look away from your screen from time to time.
- Blink frequently so your eyes don't dry out.
- Make sure to get regular eye exams and wear glasses or contact lenses as recommended. Be sure to keep your prescription up to date.

Stretch often

- Sitting still for long periods of time is as fatiguing as overwork. Stretch and take periodic breaks throughout the workday.
- Breathe deeply to improve circulation and relax tight muscles.

Welcome New Members

Bejamin Fay

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sherip@ci.westminster.ca.us

Beth Ferguson

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San Diego CA 92101
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(619)696-0121 fax
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EdOborn

Assistant Finance Director
City of Roseville
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Roseville CA 95678
(916)774-5254
(916)774-5514 fax
eoborn@roseville.ca.us

Stephanie Popp

Financial Analyst II
City of San Buenaventura
501 Poli Street, PO Box 99
Ventura CA 93002
(805)654-7777
(805)641-3652 fax
spopp@ci.ventura.ca.us

Survey Says...Helpful Hints for the Budget Awards Program

Joan Michaels, City of Burbank

Several members were contacted recently to provide a perspective from both those who submit their budget for consideration, and also to provide the reviewer's perspective. As it is still early in the budget awards program timeline, remember, the deadline for submission in November 1, these comments may help as you prepare your application for submission for awards consideration.

Friendly reminder: Don't forget to respond to Section E: Response to Prior Year Comments. Please contact me if you do not have, especially those jurisdictions with two-year budgets, and I will be happy to e-mail you comments. If by chance you did not receive comments, please acknowledge this on the application form. It helps the Budget Committee and the reviewers.

Bob Leland-Director of Finance, City of Fairfield provided these helpful tips:

My suggestions, based on the last few years of reviewing and seeing where cities usually leave points on the table, would be for submitters to work on the following areas:

1. Description of revenue sources - this tends to be cursory, and not tied into economic trends or local development estimates (this area worth 6 points)
2. Future years forecast beyond budget year - cities typically do not forecast (one point for each year beyond budget year up to max of 5 points)

3. Financial trend indicators/comparison to other cities - makes budget more meaningful, can use benchmarks, neighboring cities for context (total of 7 points in two categories)
4. Performance measures/link to goals - sometimes there is no clear link between what is being measured and what city says is important to it (total of 10 points in two categories).

In terms of what Fairfield has done, I have always tried to make the budget a real educational document, especially for "newcomers" to the budget or community. The budget includes narratives on funds and revenue sources; department responsibilities, accomplishments and objectives; city leadership, Council goals and community profile; description of city's economic base, development and economic assumptions, and long-term General Fund outlook. The focus is on resource allocation and long-term forecast, as opposed to program/line item detail by organization. Our budget is on our website at http://www.ci.fairfield.ca.us/finance/budget/budget_02_03.htm.

Sandra Sato-Director of Finance, City of Oroville provided these comments:

I have submitted award-winning budgets in three jurisdictions. Mostly I have used the same format and merely improved upon it as suggestions were made at each jurisdiction by reviewers and others who worked with me on the budget. In the last couple of years since I started reviewing budgets I have learned a great deal, since the budgets I have reviewed have been all meriting an award.

MARK YOUR CALENDARS

GASB 34 Training

October 14 - 16, 2002
Sunnyvale, California
(registration form attached)

January 2003
Southern California

Leadership-USC

October 24-25, 2002
(application attached due by September 24, 2002)

Please visit www.csmfo.org for more information.

Related Organizations

LAIF

Annual Confernece

September 12, 2002
Sacramento, California
Please visit
www.treasurer.ca.gov/laif
for more information.

City of Monterey Park – First Budget Award Submission for the Year

Each year the Committee receives close to 150 documents for review from cities and special districts.

This year, The City of Monterey Park is officially the winner of the budget derby to see who is the first to turn in their budget document for consideration in the annual awards program. Their operating budget was received on July 9, 2002. Congratulations!

Outstanding Financial Reporting Program Underway for Fiscal Year 2001-2002

Bret M. Plumlee, Director of Administrative Services, El Segundo

The Fiscal Year 2001-02 Financial Reporting Awards Program is commencing. Last year, there were 163 cities that participated in this program. This is an excellent opportunity to submit your Comprehensive Annual Financial Report (CAFR) to the program and be recognized for your dedication to financial management. It is also an opportunity to have your report reviewed by your peers in order to receive valuable expertise and feedback. The program is available to all cities that are CSMFO members. Other entities and component units are not eligible.

There is a minimal fee of \$25.00 to apply. For your convenience, the revised application is attached to this newsletter. Electronic copies are available on the CSMFO website at www.csmfo.org. In order to participate in this program, please be sure to complete the application and provide six (6) copies each of your application, CAFR and if applicable, your prior year's comments with your responses. Please make your \$25 application fee payable to CSMFO. All of this information must be postmarked without exception no later than December 10, 2002 and mailed to:

Bret Plumlee
City of El Segundo
Chair-Professional/Technical Standards Committee
350 Main Street
El Segundo, CA 90245
(310)524-2314
bplumlee@elsegundo.org

With increased participation, we need additional CAFR reviewers. Please consider sharing a few hours of your time by participating as a reviewer. You are our greatest resource. If you are interested in volunteering your services, please contact:

William Thomas
City of Petaluma
Vice-Chair-Professional/
Technical Standards Committee
PO Box 61
Petaluma, CA 94953-0061
(707)778-4352
bthomas@ci.petaluma.ca.us

-OR-

Judy Lancaster
City of La Mirada
Vice-Chair-Professional/
Technical Standards Committee
13700 La Mirada Blvd.
La Mirada, CA 90638
(562)943-0131
jlancaster@cityoflamirada.org

We need your participation in both submitting and reviewing CAFR's in order to achieve success this year with the program. If you have any questions regarding the program, please do not hesitate to call Bret, Bill or Judy. We are looking forward to another exciting year! Good luck and thanks in advance for your support.

CSMFO Introduces "Intermediate Governmental Accounting" Training

Jesse Takahashi, City of Campbell Career Development Committee

CSMFO is pleased to announce that a series of training sessions on Intermediate Government Accounting training will commence in August. An agreement has been reached with local CPA firm Moreland & Associates to deliver this training at various locations throughout the State on an ongoing basis. The first session is scheduled for August 8 in Carlsbad, with registration information posted on the CSMFO website. We hope to offer approximately eight sessions annually depending on the level of member interest.

Because this class also is part of our "accessible and affordable" category of training, the cost will be \$125 per participant. This fee will include all materials as well as lunch and refreshments. The classes will be one day and are appropriate for individuals that have some accounting background but may be new to the government sector, or someone that has recently assumed responsibility for financial accounting and reporting. Also sure to benefit is anyone interested in brushing up on his/her skills. This class will assume GASB 34 compliance although it is not meant to address these issues specifically. For this, we are still offering the GASB 34 training as a separate class.

Over the next couple of months, the Career Development Committee will be working to schedule the remaining sessions through next June to provide you maximum flexibility in attending the most convenient time and location for you. If you have any questions regarding the class or are interested to serve as a host city, please feel free to contact Jesse Takahashi, Accounting Manager, at 408-866-2113 or email at jesset@ci.campbell.ca.us.

GASB Exposure Draft on Risk Disclosures

The Governmental Accounting Standards Board (GASB) has published an Exposure Draft, Deposit and Investment Risk Disclosures that is intended to provide the public with better information about the risks that could potentially impact a government's ability to provide services and pay its debts. The Exposure Draft would amend GASB Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements. The comment period concludes on September 27, 2002.

In reflecting on the impact of the proposed accounting Statement, GASB Project Manager Sandal J. Finden stated, "All investments carry some form of risk, and those risks must be communicated to the public in financial statements.

Deposit and investment resources often represent the largest assets of governmental and fiduciary funds. Proprietary funds also report significant deposit and investment balances. These resources are critical to delivering governmental services and programs."

Financial statement disclosures would cover deposit and investment risks. Credit risk disclosures would include credit quality information issued by rating agencies. Interest rate disclosures would include investment maturity information, such as weighted average maturates or specification identification of the securities. For investments that are highly sensitive to changes in interest rates--for example, inverse floaters, enhanced variable-rate investments and certain asset-backed securities--disclosures would indicate the basis for their sensitivity. Foreign investment disclosures would indicate the foreign investment's denomination. Deposit and investment policies related to disclosed risks also would be disclosed.

The GASB has begun a comprehensive review of existing accounting standards. Its first project in this effort is the reconsideration of the existing requirements in Statement 3, evaluating the ongoing usefulness of current requirements by taking into consideration recent Federal banking reforms. The custodial credit risk disclosures of Statement 3 are being modified to limit required disclosures to deposits and investments exposed to significant custodial credit risk. For example, this includes deposits that are uninsured and uncollateralized and investments that are held by the counterparty or holder of a deposit or seller of an investment such as a bank in which the deposit is made.

The effective date of the standard would be for fiscal years beginning after June 15, 2004. The Exposure Draft may be ordered by telephoning the GASB Order Department at 800-748-0659.

New Face in the CSMFO Office



As many of you may have discovered already my name is Tawni Escudero and I am filling the position of Member Services Representative, for CSMFO.

Should you need to contact me please use the information below:

916/658-8210 phone
916/658-8240 fax
tescudero@cacities.org

Annual Conference

(continued from page 1)

are progressing for what's guaranteed to be an exciting, innovative conference. The Planning Committee has already locked in exciting keynote speakers, venues and entertainment. THE CAPITOL CONNECTION is the conference theme with a focus on the process and effect of legislative activities at the Capitol on municipal finances. A highlight of the conference will include an 'insider' tour of the Capitol and presentations by political representatives and capitol staff. Tour attendance will be limited, with signups on a first come first serve basis, so register early to get your spot.

Conference highlights to date include keynote speaker, Elizabeth Hill, State Legislative Analyst, as well as comedian Jim Pelley and on Monday night - a Mardi Gras Party! That's right, February is Mardi Gras, and there's no need to go to New Orleans, the Mardi Gras spirit will be in Sacramento! Our own celebration includes dancing to live Cajun and Zydeco music, fabulous food and festive fun as part of the conference events.

UCR Extension Fall Quarter Class

For information contact Universtiy of California, Riverside Extension at (909)787-4111 or check out our web site: www.UCRExtension.net

September 18-December 11, 2002
Accounting for Governmental and Nonprofit Organizations I, Riverside, California, Wednesdays, 6:30-9:30pm, Fee: \$345. An introduction to the characteristics of governmental and nonprofit accounting emphasizing the various fund types and account groups.

Chapter Meetings



Northwest Counties

Carolynn Thomas, Chapter Chair
Ass't Finance Director, City of
Eureka

Date: Tuesday, September 24, 2002

Time: Noon to 1:30 p.m.

Place: Red Lion Inn, 1929 4th Street,
Eureka, CA - Humboldt Bay
Room

Topic: What's Happening In
Sacramento? Bryan Barr,
our Northern California
Regional Representative of the
League of California Cities
will be the speaker for the
day. Mr. Barr is part of
the "Grassroots" efforts of the
League. He will share
information on what is
happening in Sacramento and
will ask for your input
concerning State impacts to
your agency.

Menu: Salmon Filet, Stuffed Chicken
Breast, French Dip, or Soup
& Salad Bar (includes tea or
coffee & ice cream).

Cost: \$16 per person (make checks
payable to City of Eureka).
Reservations not cancelled by
July 19, 2002, will be billed to
your agency.

RSVP: Carolynn Thomas, Assistant
Finance Director, City of
Eureka, at 707/441-4114 or
cjthomas@eurekaweb.com
no later than July 19, 2002.

North Coast

Jim McAdler, Chapter Chair
Admin Svcs Director, Town of
Windsor

Date: Thursday, August 8, 2002

Time: 11:30 a.m. to 1:30 p.m.

Place: City of St. Helena Fire
Department
1500 Main Street
St. Helena, CA

Spkr: Mr. Luke Mazur - Chief
Investment Officer, Union
Bank of California, who will
update us on current economic
and investment trends.

Menu: Focaccia sandwich, ham and
cheese croissant sandwich or
grilled vegetable wrap, potato-
arugula salad, fresh fruit salad,
poppyseed bundt cake and cold
soft drinks.

Cost: The meeting cost is \$13 per
person. Please RSVP (with
sandwich selection) no later
than Thursday, July 25. You
may send a check in payment
to me in care of the City of St.
Helena, or bring payment on
August 8th.

RSVP: Contact Jim McAdler at
707/838-5354 or
jmcadler@townofwindsor.com

South Bay/

Central Los Angeles

Gavin Curran,
South Bay Chapter Chair
Bob Ridley,
Central Los Angeles Chapter
Chair

Date: Thursday, August 8, 2002

Time: 11:30 am. - 1:30 PM.

Place: Carson Hilton
2 Civic Plaza
Carson, CA 90745
Phone (310)830-9200

Spkr: James F. Hamill, California
Communities/
US Communities Ann Marie
Wallace, League of California
Cities Grass Roots Network

Topic: Local Cities Public Financing
and Purchasing Programs,
League of California Cities
Grass Roots Network.

Menu: Halibut Steak- Halibut Grilled
and topped with a Mushroom
and herb Butter. Includes
mixed green salad, vegetable
medley, rolls and butter, and
tiramisu

Vegetarian Plate- Pasta
Primavera - Fresh Garden
Vegetables with Fettuccini
and tossed in an Alfredo Style
Cream Sauce - Available
upon request

Cost: \$25.00 Per Person - Parking
is included. Checks payable
to City of El Segundo

RSVP: Please make your reservation
with Cheryl Howell at the City
of El Segundo, (310)524-2372
or (310)524-2318 or email at
chowell@elsegundo.org by
Friday August 2, 2002.

Up the Ladder

FINANCE DIRECTOR - City of Commerce, CA (12,000) Salary: \$95,165 to \$115,940 (DOQ) Commerce is a thriving community located six miles east of the Los Angeles Civic Center. Candidates must have a Bachelor's degree in Accounting, Finance, Public or Business Administration, and at least five years of progressively responsible management experience, three years of which included supervision of professional accounting staff. A CPA certificate or Master's degree in Public or Business Administration is highly desirable. Call (626) 447-3318 or visit www.rjamangement.com for brochure/supplemental questionnaire. Apply by September 13, 2002 to: RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.

GRANT WRITER - City of Brentwood, CA. (Salary: \$3,784-\$4,598/month plus excellent benefits). Located at the eastern end of the San Francisco Bay Area, Brentwood continues to be one of the most rapidly growing communities in California. Performs a wide variety of research, coordination and development activities for grant funding proposals, develops and writes grant proposals, performs administrative support tasks and duties. Must have the equivalent of three years of administrative experience, and a Bachelor's degree in business administration, public administration, liberal arts or a related field. Experience that demonstrates substantial knowledge and abilities relative to grant writing and funding activities may be substituted for the required education on a year-for-year basis. Must possess or have the ability to obtain a valid Class C California driver's license. City application is required. The selection process will include a written exercise and oral interview. Apply by: August 9, 2002 at City of Brentwood, 708 Third Street, Brentwood, CA 94513, or phone (925) 516-5188, or access the City web site at www.ci.brentwood.ca.us. EOE.

ACCOUNTANT-City of Seaside, CA. Salary Range \$4032.24-\$4787.87 with a minimum of 3% increase in September, plus excellent benefits including City paid members contribution to PERS for the 2% at 55 formula and the PARS 2.5% supplemental retirement benefit. Assists Finance Director in planning and administering the City's financial and budgetary activities. Requires four year degree in finance or accounting, and two years responsible financial management experience including at least one year in

governmental accounting. Apply to City of Seaside, Personnel Office, 440 Harcourt Avenue, PO Box 810, Seaside, CA 93955, by 5PM, August 23, 2002. (831) 899-6711. EOE.

SENIOR ACCOUNTANT-La Puente, CA starting salary: \$4,733-\$5,480 per month plus excellent benefits. The City seeks an individual who is able to perform professional, management and technical accounting functions. Duties include assisting in the preparation of budget documents, financial reports, and monitoring City grant revenues and expenditures. Must have knowledge of accounting principles and practices. Req. Bachelor's Degree in Accounting or related field & 3 yrs. Prof. Acctg. exp. In governmental acctg. and fiscal operations. City appl. req. Apply by 5:00 p.m., August 8, 2002 at City of La Puente, 15900 E. Main St., La Puente, CA 91744; 626/855-1500. www.lapuente.org.

ACCOUNTANT - City of Oceanside CA- (Salary: \$3,151-\$4,027/mo., excellent benefits pkg. incl fully paid PERS 2% @ 55; no Social Security). Performs a variety of prof level acctg duties in spt of City's fin acctg systems; records fin. trans, conducts fin analysis, and budget functions; prepares, maintains and reviews fin records, reports; performs variety of tasks relative to areas of responsibility. Quals: Equiv. to Bach degree from accredited college or university with major course work in acctg, bus, admin, or related field, and four years of increasingly responsible professional acctg exp., including one year of lead or supervisory responsibility. Governmental fund acctg exp is desirable. APPLY BY: August 16, 2002, 4:30 p.m. City application and supplemental questionnaire required. Resumes not accepted in lieu of application. Phone: (760) 435-3500. www.ci.oceanside.ca.us. EOE

ACCOUNTING SUPERVISOR-City of Ventura, CA. \$56,980-\$76,354/yr. Beautiful seaside city seeks professional accountant to oversee general ledger, grants and financial reporting staffs. Requires BA in Accounting AND 5 years professional public sector accounting experience including supervision. Local California agency experience required. CPA desirable. OPEN UNTIL FILLED Submit City application and

Supplemental Questionnaire immediately to 501 Poli Street, Room 210, P.O. Box 99, Ventura, California 93002. (805) 658-4777 or www.ci.ventura.ca.us. EOE.

FINANCIAL SERVICES MANAGER -City of Yorba Linda, CA Salary: \$59,856-\$72,756 annually. (pending Council approval of title change from Accounting Manager). Under the general direction of the Finance Director, the Financial Services Manager oversees the accounting and cashing functions, participates in various annual financial audits, purchasing & budget process, debt administration and investment activity. The ideal candidate shall be a self-starter and team player, have strong financial, statistical and decision making skills, and possess a strong customer service orientation. The position requires a Bachelor's degree (Master's and/or CPA preferred) in accounting, business administration, finance or a closely related field and five years progressively responsible experience in performing professional, analytical, supervisory and administrative duties in the public and/or private sector. City application required by August 27, 2002. Apply: CITY OF YORBA LINDA, 4845 Casa Loma Avenue, Yorba Linda, CA 92886 (714) 961-7107



How Can I Advertise?

Email your classified job ad to Tawni Escudero at tescudero@cacities.org (rich text or plain text format only). The charge to advertise is \$8.00 per 40-character line. Please also include billing information, or indicate if you wish to pay via credit card. Ads must be received by the 25th of each month for the next month's insertion.

(continued on next page)

Up the Ladder *(cont'd from pg 9)*

ACCOUNTING ADMINISTRATOR-City of Pasadena, CA. Annual Salary: \$72,991-\$91,239, with excellent benefits including city paid PERS. BA in Finance, Accounting, Business, Public Administration, or a related field and 4 yrs. professional accounting experience, including 2 yrs supervising professional and support staff. CPA and PeopleSoft software experience highly desirable. Incumbent serves as head of a division within the Finance Department reporting to the Director of Finance. City application required with resume. Apply no later than August 30, 2002, City of Pasadena, 100 N. Garfield, Rm. 146, Pasadena, CA 91109, 626/744-4366; see Website: www.ci.pasadena.ca.us.

REVENUE MANAGER (SENIOR ACCOUNTANT)-Orange County Fire Authority Salary: \$4,283-\$6,805/mo. + Benefits and Includes 100% Employer-Paid Retirement Closes: 5:30 p.m., August 5, 2002. The Orange County Fire Authority is currently hiring for the position of Revenue Manager. There is currently one vacancy. This position reports to the Accounting Manager and is responsible for a wide variety of complex analytical and administrative tasks in the Financial Services Section. This position may be assigned to Budgeting, Cost Accounting, General Accounting, or Revenue Management. Please go to www.ocfa.org for more to download the application materials for this recruitment or call OCFA Human Resources Division at (714) 744-6630. EOE

CITY OF COLTON- Assistant Finance Director \$6,233-7,483/mo. Under the direction of the Finance Director supervises, evaluates and participates in the work of the department divisions including accounting, budgeting, accounts receivable, accounts payable, payroll, utility billing, purchasing, and information services. The successful candidate will have minimum of five

years of progressively responsible experience in the accounting and finance fields, preferably in local government and including at least two years in a supervisory capacity. A Bachelor's degree from an accredited college or university with major course work in accounting/finance, public administration or business administration or a related field is required. Certification as a licensed Certified Public Accountant (CPA) is desirable. Possession of a valid class "C" California Driver's License is also required. Please submit a completed City of Colton application by **08/22/02 at 5:00 PM** to the Human Resources Division, 650 N. La Cadena Drive, Colton, CA 92324. Phone (909) 370-5062 or log on to www.ci.colton.ca.us - AA/EOE.

CHIEF FINANCIAL OFFICER- City of Henderson, Nevada (Pop. 210,000) Salary to \$162,663 DOQ The progressive and rapidly growing City of Henderson seeks to fill a newly created position of Chief Financial Officer who reports to the City Manager, plays a key management role in strategic and long range financial planning, and represents the city in state and regional forums to craft and implement state, regional and local government revenue structures and financial policy. The newly created position requires an astute, outgoing, assertive team player with a global orientation who has at least a BS or BA degree and substantial relevant financial background and experience. The CFO will oversee the departments of Finance, Information Technology and Human Resources and will have frequent interaction with the Mayor and City Council and with state legislators and their key staff members, as well as regional committees. The City of Henderson is Nevada's second largest city and is in the midst of a civic center expansion project. Henderson is a very family-friendly community with an abundance of parks, trails, open space, aquatic facilities and golf courses. Executive housing is plentiful and residents enjoy the benefit of paying no state income tax. The City offers a generous benefit package that includes 100% city-paid Public Employee Retirement System costs. If you have a genuine interest and are qualified to *shannon*, <http://www.cityofhenderson.com/>

collaborate with a team oriented staff and forward thinking Mayor and Council in taking Henderson to the next level, please send your resume, list of three references, current salary and cover letter by August 30 to David Harris at: SHANNON EXECUTIVE SEARCH, 241 Lathrop Way, Sacramento, CA 95815, 916-263-1401 (Ph), 916-561-7205 (Fax), www.cps.ca.gov/

ADMINISTRATIVE SERVICES DIRECTOR - City of Moorpark, CA - Salary: \$7,523 - \$10,118 /MO + xlt benefits (City-paid PERS & medical, 2% salary as deferred comp, no Social Security, 2% @55 retirement, longevity pay, 9/80 work schedule available.) Seeking an individual to plan, direct, manage and oversee the activities and operations of the Administrative Services Department: budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, information and telephone systems, purchasing, fixed asset management, cost allocation administration, grant management, and office equipment maintenance; serve as City Treasurer and Redevelopment Agency Treasurer. Five years of increasingly responsible experience in administrative services administration, including three years of finance and budgeting with administrative and supervisory responsibility. Equivalent to a BA degree with major course work in accounting, public administration, business administration or a related field; valid CA driver license. Resume, completed City application, and supplemental questionnaire required (postmarks/faxes not accepted). APPLY BY 5 p.m. 8/9/02 to Human Resources Division, 799 Moorpark Ave, Moorpark, CA 93021, (805) 517-6238. City Web-Site: www.ci.moorpark.ca.us

President's Message

training program in the past have touted the excellent speakers and program. This training will provide a perfect opportunity to learn new skills as well as renew old friendships and meet new friends in the profession. I encourage all of you to look for this information and sign up quickly as the class size will be limited to the first forty applicants. The training is scheduled for October 24-25, 2002 in Sacramento.

In addition, we've updated the Beginning and Intermediate Government accounting training and we're ready to roll out the new editions. The Career Development Committee has worked with Steve Larson from Caporicci, Cropper & Larson to develop the Beginning classes and with Mike Moreland & Associates, Inc. for the Intermediate classes. Be on the lookout for when they will be held in your area. This is an excellent opportunity to provide training to your staff at a minimal cost.

Last, but not least, applications are available for the 2002-03 Budget Awards Program on the CSMFO website (www.csmfo.org). I encourage all of you to consider applying for this award. By designing your budget so that it meets the criteria for this award, you will definitely be in the elite class of cities that have an outstanding budget document.

Thought for the month: As we enter the second month of another new fiscal year, remember the words of Patrick Overton, "When we walk to the edge of all the light we have and take the step into the darkness of the unknown, we must believe that one of two things will happen. There will be something solid for us to stand on or we will be taught to fly." Happy flying in the year ahead!

Professional Services Directory



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GASB Workshop in Sunnyvale

Registration has begun for the GASB workshop October 14-16, in Sunnyvale. Attendance is limited to 100 people, so it's recommended that you register as quickly as possible. Attached to this newsletter, you will find the flier and registration form. Please remember that we now accept credit card payments. To pay by credit card, simply fill out your registration form and fax it to Adrienne Schmeling at 916/658-8240. If you are paying by check, please do not fax in your registration form, but send it in with your check, as we cannot reserve a spot for you without payment. Should you have any questions, please feel free to contact Adrienne Schmeling at 916/658/8278 or schmeling@cacities.org.

There has been a GASB workshop scheduled for January 2003 in Southern California, but beyond that we are asking for your help to determine where and when to hold the next workshop. You will find attached to this newsletter a "GASB 34 Training Program Survey" please complete this and fax it to Tawni Escudero at 916/658/8240 as soon as possible.

We look forward to seeing you in Sunnyvale!

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CSMFO PRESENTS.... GASB STATEMENT 34 TRAINING

Gregory S. Allison, CPA

Assistant Director, Institute of Government, University of North Carolina at Chapel Hill
Former Assistant Director for Technical Services, GFOA

K. Lee Carter, CPA

Vice President, Capital Management of the Carolinas
Adjunct Faculty Member, Institute of Government, University of North Carolina at Chapel Hill

**October 14-16, 2002
City of Sunnyvale
Murphy Park Building
Sunnyvale, CA**

CSMFO is pleased to present one full-day and four half-day seminars on implementing GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Government*. These are the first in a series of seminars to be scheduled over the next two years. You can attend for the full three days now, **OR** mix and match – attend some now and others at a later date.

Monday, October 14, 2002

8:00 a.m. – 5:00 p.m. (8 Hrs CPE)

Overview of GASB Statement 34. This full-day seminar, focusing on common implementation issues preparers are likely to face, is designed to give you a comprehensive introduction to this important statement.

Tuesday, October 15, 2002

8:00 a.m. – 12:00 p.m. (4 Hrs CPE)

Converting Governmental Funds to Governmental Activities. The centerpiece of the new reporting model is the conversion of governmental funds to governmental activities. This not only requires a change in measurement focus and basis of accounting, but internal service funds must be allocated and other consolidation entries must be developed. This half-day seminar focuses on the mechanics of this conversion process.

Tuesday, October 15, 2002

1:00 p.m. – 5:00 p.m. (4 Hrs CPE)

Accounting and Financial Reporting for Capital Assets and Infrastructure. Among the more controversial aspects of the new reporting model are the inclusion of depreciation for capital assets of governmental activities and the capitalization of infrastructure. The new standard also includes the option of not depreciating infrastructure assets, but instead disclosing required supplementary information on maintenance of these assets (“the modified approach”). This half-day seminar focuses on the mechanics of implementing these new requirements.

Wednesday, October 16, 2002

8:00 a.m. – 12:00 p.m. (4 Hrs CPE)

Government-wide Financials and the CAFR. The new government-wide financial statements have many unique aspects, including a different format, determining program versus general revenues, and comparisons with fund financial statements. Although the format of the CAFR will not change drastically as a result of the new reporting model, the structure will be somewhat modified. This half-day seminar focuses on reporting issues.

Wednesday, October 16, 2002

1:00 p.m. – 5:00 p.m. (4 Hrs CPE)

Preparing the MD&A and Note Disclosures. What is included in management's discussion and analysis (MD&A)? How does it relate to the transmittal letter? Is there potential overlap in the note disclosures? How will the note disclosure requirements change after the release of GASB Statement 38 (the new statement that will address note disclosures)? This half-day seminar focuses on disclosure issues and provides preparation suggestions.

GASB STATEMENT 34 TRAINING - SUNNYVALE, CA

REGISTRATION FORM

- Use a separate form for each person registering to attend.
- In order to maximize and enhance the learning opportunities, *class size for each session will be limited to 100*. Reservations will be accepted on a **paid** first-come, first-served basis. All registrants will be notified via e-mail that they have been confirmed or if space is no longer available. Our website www.csmfo.org will have additional registration forms, as well as a notice posted when each session is full.
- The deadline for registration/cancellation is **September 30, 2002**. There will be a charge of \$35 per change or cancellation. No refunds will be issued for registrations cancelled after October 4, 2002.
- The full-day session qualifies for 8 hours of continuing professional education (CPE). Each half-day session qualifies for 4 hours of CPE.
- Return this completed registration form and a check made out to CSMFO to the following address:

CSMFO – GASB Statement 34 Training
1400 K Street, Suite 400, Sacramento, CA 95814
Phone: (916) 658-8210, Fax (916) 658-8240

<u>SESSION</u>	<u>FEE</u>	<u>DATE</u>	<u>REGISTRATION AMOUNT</u>
Overview of GASB Statement 34	\$150	<input type="checkbox"/> October 14, 8:00 a.m. – 5:00 p.m.	\$ _____
Converting Governmental Funds to Governmental Activities	\$ 70	<input type="checkbox"/> October 15, 8:00 a.m. – noon	\$ _____
Box lunch on Tuesday	\$ 10	<input type="checkbox"/> October 15– noon	\$ _____
Accounting and Financial Reporting for Capital Assets and Infrastructure	\$ 70	<input type="checkbox"/> October 15, 1:00 p.m. – 5:00 p.m.	\$ _____
Government-wide Financials and the CAFR	\$ 70	<input type="checkbox"/> October 16, 8:00 a.m. – noon	\$ _____
Box lunch on Wednesday	\$ 10	<input type="checkbox"/> October 16– noon	\$ _____
Preparing the MD&A and Note Disclosures	\$ 70	<input type="checkbox"/> October 16, 1:00 p.m. – 5:00 p.m.	\$ _____
TOTAL REMITTED			\$ _____

NAME: _____ **TITLE:** _____

ORGANIZATION: _____

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EACH SESSION IS LIMITED TO 100 – SO REGISTER EARLY! The registration fee is \$150 per person for the full-day session on October 14 (includes lunch), \$70 for each of the half-day sessions. Lunch is available for the half-day sessions at a charge of \$10.

BE SURE TO BRING A COPY OF YOUR CITY'S CAFR AND THE GASB STATEMENT 34 IMPLEMENTATION GUIDE WITH YOU TO THIS TRAINING. IF YOU DON'T HAVE A COPY OF THE IMPLEMENTATION GUIDE, ONE CAN BE PURCHASED FROM THE GASB BY CALLING 800/748-0659.

California Society of Municipal Finance Officers
GASB 34 Training Program Survey
July 22, 2002

To determine the number and locations of 2003 GASB 34 workshops to be held, the Career Development Committee requests that you complete and return this survey if you are interested in attending a future workshop series. The final 2002 workshop will be held in the San Francisco Bay Area October 14 – 16. A tentative session is scheduled for January 2003 and additional workshops will be considered if sufficient interest is expressed through this survey. The workshops consist of one full day overview session followed by four half-day sessions. Each session is individually priced, so attendees may choose any or all of the five sessions offered. The exact workshop dates will depend on the trainers' schedule. In selecting sites, the committee considers cities/agencies willing to host a workshop and the number of requests from specific regions.

Please submit your replies to Tawni Escudero via e-mail (tescudero@cacities.org) or by fax (916-658-8240) by **August 9, 2002**. If you have questions, please contact Frances Medema at medemaf@cacities.org or 916-658-8218.

YES! I am interested in attending a GASB 34 workshop in the future. ?

In order of preference (1,2 and 3), my preferred times are:

October 14 –16 in San Francisco area	?
Winter 2003 (January)	?
Spring 2003	?
Summer 2003	?
Fall 2003	?

In order of preference (1,2 and 3), my preferred locations are:

Los Angeles Area	?
San Francisco Bay Area	?
San Diego Area	?
Central Valley	?
Inland Empire	?
Other_____	?

My city will implement GASB 34 in FY_____

Name and title of person replying: _____

Phone and/or email address: _____

Name of city/agency/organization: _____

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Fax number: _____

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Professional Experience: _____

Approximate size of your jurisdiction's operating budget: _____

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What previous positions have you held in the field of government? _____

Professional accreditation and affiliations: _____

Education - Please list schools attended, major area of study, degree conferred, and year of degree.

Financial Information

Please check the appropriate line:

_____ I will pay \$750

_____ I need to defer payment because of my jurisdiction's budget. I will call CSMFO at 916/658-8210 prior to the payment deadline to discuss financial arrangements.

_____ I will need some financial aid. If accepted, I will call CSMFO at 916/658-8210 prior to the payment deadline below to discuss financial arrangements.

Payment due October 24, 2002. There will be a charge of \$50 to those who cancel less than 10 days prior to session. (CSMFO will verify acceptance into the program not later than October 11, 2002.) **Send payment to CSMFO**, 1400 K Street, Sacramento, CA 95814

Signature: _____ Date: _____

**CSMFO CERTIFICATE OF AWARD PROGRAM
FOR OUTSTANDING FINANCIAL REPORTING
APPLICATION FORM**

City_____Population_____

Name_____Title_____Auditing Firm_____

Address
City/State/Zip_____

Phone ()_____Facsimile_____E-Mail Address_____

Authorized Signature

Instructions to Applicant: If the Comprehensive Annual Financial Report (CAFR) was submitted to the program in the immediate prior year, please include six (6) copies of your responses to the reviewer's comments and suggestions.

Your CAFR, this application and supplement, responses to comments and suggestions, and any other correspondence will be submitted to selected CSMFO Special Review Committee Members for evaluation. The official requesting the review will be advised of the Special Review Committee's decision upon completion of the review process.

NAME OF CITY_____
As it appears on the report cover and will appear on the Certificate)

Please submit this application, **the \$25 application fee made payable to CSMFO** and six (6) copies of the following: Application Supplement, your City's CAFR, and responses to the prior year's comments. This information must be mailed (postmarked), or delivered, by **December 10, 2002**, to:

Bret M. Plumlee
Chair-Professional/Technical Standards Committee
City of El Segundo
350 Main Street
El Segundo, CA 90245

If you have any questions, please call Bret Plumlee at (310) 524-2314; fax at (310) 640-2543; or e-mail at **bplumlee@elsegundo.org** or William Thomas, Vice Chair-Professional/Technical Standards Committee at (707) 778-4352; fax at (707) 778-4428; or e-mail at **bthomas@ci.petaluma.ca.us**; or Judy Lancaster, Vice Chair-Professional/Technical Standards Committee at (562) 943-0131; fax at (562) 943-3666; or email at **jlancaster@cityoflamirada.org**.

Name of City _____ Fiscal Year
End _____

**OUTSTANDING FINANCIAL REPORTING PROGRAM
APPLICATION SUPPLEMENT**

Please place a check on the appropriate line to answer each of the following questions and provide the page number(s), where applicable. This information will be used by the CSMFO Review Committee Members to facilitate their review. The answers provided will assist the Review Committee in determining which comments and suggestions for improvement should be provided to your city.

ALL QUESTIONS ARE APPLICABLE TO MATERIAL ITEMS ONLY

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>PAGE #</u>
1. Has the city participated in the Outstanding Financial Reporting Program previously?	___	___	___	
2. Has the city received an award for the last 3 consecutive years? How many years?	___	___	___	
3. Is there a change in the reporting entity?	___	___	___	
4. Has the city changed auditors during the last year?	___	___	___	
5. Has the person responsible for preparing the CAFR changed during the last year?	___	___	___	
6. Is there an accounting change that is disclosed in the CAFR?	___	___	___	
7. Are there any prior period adjustments disclosed in the notes to the financial statements?	___	___	___	
8. Did any significant subsequent events occur after the balance sheet date but before the date of the auditor's report?	___	___	___	
9. Has the city engaged in any advance refunding of debt during the year that resulted in either a legal or in-substance defeasance of the debt? If so, what fund(s)?	___	___	___	

CSMFO Application - Page 2

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>PAGE #</u>
10. If the city is retaining risk, please identify the fund or funds used to report this activity.	_____	_____	_____	
11. Does the city participate in a public entity risk pool which provides coverage to other entities in addition to or separate from the city?	_____	_____	_____	
12. Is the city a participant in a joint venture?	_____	_____	_____	
13. Is the city a lessor in any operating leases?	_____	_____	_____	
14. Is the city a lessee for any operating leases?	_____	_____	_____	
15. Has the city incurred a liability for rebatable arbitrage?	_____	_____	_____	
16. Does the city have any material construction commitments outstanding at year-end?	_____	_____	_____	
17. Has the entity issued debt in its name for which it is not liable in any manner and where the debt is not reported as a liability in the financial statements?	_____	_____	_____	
18. If the response to question 17 is yes, is the nature of this debt disclosed in the notes to the financial statements?	_____	_____	_____	
19. Do the notes to the financial statements reference compliance at the legal level of budgetary control?	_____	_____	_____	
20. Did your city implement GASB Statement 34 this year?	_____	_____	_____	
21. Did your city implement GASB Statement 38 this year?	_____	_____	_____	