

ABOUT OUR UPCOMING EVENTS

APRIL 27, 2003

MARCH OF DIMES WALK AMERICA

AT THE HUDSON RIVER BRIDGEWAY,
ALBANY, NY, STARTING AT 9:00 A.M.

(CONTACT JIM COX AT 518-437-9390 x222
OR JCOX@OIG.HHS.GOV)

APRIL 29, 2003

MEET COMPTROLLER ALAN G. HEVESI

AT THE CROWN PLAZA HOTEL, STATE &
LODGE STREETS, ALBANY, NY.

\$20 FOR AGA/IIA MEMBERS

\$25 FOR OTHERS

(FOR RESERVATIONS, CONTACT KATIE GAVIGAN AT
KGAVIGAN@OSC.STATE.NY.US)

JUNE 10, 2003

**ANNUAL BUSINESS MEETING AND
AWARDS LUNCHEON**

AT THE QUALITY INN,
EVERETT ROAD, ALBANY, NY.

(FOR RESERVATIONS, CONTACT BARBARA WAMPOLE
AT 518-477-1102 OR BWAMPOLE@WOJESKI.COM)

RESERVATIONS: BARBARA WAMPOLE AT
BWAMPOLE@WOJESKI.COM
OR CALL (518) 477-1102

NO-SHOWS WILL BE BILLED THE
FULL COST OF THE EVENT.



Key Budget Issues Confronting NY State

In 2002 New York State adopted a budget that increased spending at more than twice the rate of inflation, even in the face of a national recession and of the extraordinary damage done to New York's economy by the atrocity of 9-11. As the year drew to a close, New Yorkers began to hear repeated and insistent warnings that their State government's budget was approaching a crisis stage.

On November 7, the Public Policy Institute (the research affiliate of the Business Council of New York State, Inc.) began publishing a regular series of one-page fact sheets on different aspects of the State's fiscal situation—from debt to local aid.

Those fact sheets, eleven in all, have now been updated with the latest numbers from the Census Bureau and other sources. They are collected in a booklet to serve as a resource guide for citizens who are following the budget debate in Albany. They are available at the Public Policy Institute's website (<http://www.ppiny.org/bwatch03.htm>). Here's a quick summary of the contents:

Issue #1: Spending

Much of the public discussion of the budget focuses on the State's "revenue problem." But the root of the shortfall is that Albany is spending more than its taxpayers can afford. In fact, if State-funds spending had simply risen no faster than inflation since 1998, the State would have saved \$7.9 billion in the current fiscal year alone.

Issue #2: Medicaid

New York spends about 2.5 times the national average per-capita on this program—and the cost of Medicaid is up by 21 percent, or a staggering \$6 billion, in just the last two years.

Issue #3: Education

One of the perennial myths in Albany is that we're starving education. The fact is, State aid to schools has grown by \$3.7 billion in just the last five years. We need to make sure that money is spent more effectively and efficiently—and we need to put the State's effort where the money is needed the most.

Issue #4: State taxes

Pro-spending groups would like to fix Albany's budget problems by simply raising taxes. But despite commendable progress in cutting taxes over the last eight years, New York's tax burden remains well out of line with the competition. New tax cuts being phased in this year would benefit, among others, college students and the working poor.

Continued on page 9.

CAPITAL IDEAS

PUBLISHED BY: NEW YORK CAPITAL CHAPTER
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President's Message

from

Linda Zinzow, CGFM, CPA



I would be remiss if I didn't start this message out with a heartfelt thank you to all the committee members of The Conference That Counts (TCTC) 2003 who worked so hard to make this event happen. The event ran from March 17 to 19, 2003 and was a great success given the State's current budget crisis. Marcella Junco stepped forward this year and took over the spot I vacated on the steering committee and did a wonderful job at that. She brought a financial aspect to the job that only the Chapter's Treasurer could. Working on the Conference can certainly be very rewarding and a lot of fun too. Again, Thank You to all of you who participated on the TCTC committee.

Community Service Update

On March 9th, a few members participated in the Bowl-a-thon for Big Brother and Big Sisters. We raised over \$500. I'd like to thank Marcella Junco for organizing the event, and Denise Grebert, Jim Nelligar, Rose and Hugh Johnson, and Kirk Schanzenbach, for participating, and Roger Mazula for taking pictures. It really was a lot of fun.

More opportunities to get involved in community service events are coming up. The next community service event coming up is the March of Dimes Walk-a-thon on April 27, 2003. This year's event is being held at the Hudson Riverway Bridge on Broadway and Pine. Registration is at 9 and the walk starts at 10. For more information see the website at www.walkamerica.com. Jim Cox will be our contact for this event. See the back of the newsletter for his phone number and e-mail address.

After that the WMHT membership campaign will be coming up in early June. The tentative date we selected for this even is June 3, 2003. Please keep this date open as we need volunteers to answer telephones for this event. The only way this event can be successful is if enough of you, our AGA members, step forward and volunteer. Usually it is the same handful of members. We'd like to see some new faces join us. Last year those of us who participated really enjoyed the event. We even had a small competition going among ourselves regarding the amount of the pledges we received. Look to our new website www.aganycap.org for details as they become available. If you are interested in helping, please contact me or Ann Marsh. Our e-mail addresses and phone numbers are on the back of the newsletter.

For those of you who have expressed an interest to get more involved, next year there are a number of new committees who could use some volunteers to make the work of all lighter, easier and more fun. If you have some skills you'd like to share or would like to develop some new skills, come join one of the following committees: Education and Programs; Community Service; Early Careers; TCTC; Strategic Direction, By-Laws and Procedures; Communication; Membership; Certification; Budget and Finance; and Awards. For more information you should contact Kirk Schanzenbach. Again see the back of the newsletter for the phone number and e-mail address.

Hevesi Announces Plan to Strengthen Pension Funds & Stabilize Payments from State & Local Governments

New York State Comptroller Alan G. Hevesi recently announced his plan for strengthening the New York State Common Retirement Fund by instituting a minimum annual payment and realigning the Retirement Systems' billing cycle to match governments' budget cycles.

"The recent volatility in the stock market has exposed structural problems in the way the State pension fund collects payments from employers. I am proposing a comprehensive reform program to address immediately these problems in the current billing cycle. This plan will improve the Fund's operations for the long term, protect the benefits of every member, and substantially reduce fluctuations in payments to the Fund by employers. The primary effect is that it offers maximum protection to retirees and members of the Fund," Hevesi said.

The reform plan has three parts:

Requiring minimum payments. For the past five years, government employers' costs have been at or below one percent of payroll. While this provided tremendous benefits for government budgets during that time, it makes the current fluctuations more severe. The new plan will require employers to make a minimum contribution of 4.5 percent of payroll every year, including years in which the investment performance of the fund would make a lower contribution possible. This will help strengthen the fund by increasing its assets and will reduce volatility of employer contributions in future years. For example, had this method been instituted in 1998, the pension fund would have collected an additional \$4.8 billion in employer contributions, which would have reduced contributions in fiscal 2003-2004 by about two percentage points.

Changing the cycle of billing to match employers' budget cycles. Currently, government employers' bills are based on the Fund's value as of April 1. For example, the FY2003-2004 payments are based on the Fund's valuation on April 1, 2003. The State and many local governments must formulate and pass their budgets before the final amount of their payment is determined, so they are forced to estimate many months in advance what impact volatility in the stock market and other investments will have on their costs. Employers do not find out how much the actual payment will be until after their budgets have been implemented. Under the new system proposed by the Comptroller, the contribution for a given fiscal year will be based on the value of the pension

fund on the prior April 1. That means that State and local governments payments for fiscal year 2003-2004 will be based on the value of the pension fund as of April 1, 2002 rather than April 1, 2003. As a result, payments would remain the same in FY 2004 as they were in FY 2003, except that, because the FY 2003 payments were very low, the 4.5 percent minimum would now apply.

Requiring State payments in the current fiscal year. Under current law, if the amount the State owes is greater than the amount it has budgeted, the State (but not local governments) has the right to postpone paying the difference between the amount budgeted and the amount owed for up to two years, though it must pay interest on this "loan". The new plan eliminates the delayed payment. Since the State will now have exact information about the exact amount of its contribution well before the budget is passed, such a "loan" provision is no longer necessary and all state payments to the Fund will be paid on time.

"These changes protect the pensions of current and future retirees. The changes strengthen the system by increasing consistency of payments and making annual employer contributions much more predictable," Hevesi said.

As sole trustee, the State Comptroller is responsible for administering the Common Retirement Fund, investing its funds and determining payments by employers. He has a fiduciary responsibility under law to make all decisions solely on the basis of the best interest of the fund and its retirees and members.

"As sole trustee of the pension fund, I have the responsibility to determine whether these changes are in the best interests of the members and beneficiaries of the Fund. I am drafting and submitting the plan as legislation to the Governor and the Legislature to avoid any ambiguity that could cause problems with implementation of these reforms. I call on the Governor and Legislature to pass this program as written. It must be implemented as presented to meet the high standards of fiduciary responsibility," Hevesi said.

Hevesi developed the reform plan after meeting with many retiree and union organizations, including the Retired Public Employees Association, the Alliance of Public Retiree Organizations, the Civil Service Employees Association, the Public Employees Federation, the Organization of Management Confidential Employees and the unions

representing police and firefighters; employer organizations, including the Association of Towns, the Association of Counties, and the Conference of Mayors; and local elected officials, including the Mayors of Albany, Buffalo, Rochester and Syracuse. His staff had many additional meetings with representatives of retirees and local governments.

While some organizations have not completed their internal review process, the following organizations have issued statements of support for the reform plan: the Alliance of Public Retiree Organizations, the Retired Public Employee Association, the Public Employees Federation, the Organization of Management Confidential Employees and the Police Conference of New York.

In early February, the State Comptroller's Office informed State and local governments that their contributions could

be 11 percent of payroll, based on the level of the financial markets on January 31. The final determination will be based on the value of the funds as of March 31.

Based on the Comptroller's February computation, the State's contribution to the Fund for fiscal 2003-2004 would be about \$1.1 billion. If Hevesi's reform plan is implemented, the State would owe an estimated \$480 million in FY 2004. Based on a similar computation for local governments, their combined payments would be about \$1.6 billion. Under the plan, local governments would owe an estimated \$650 million.

"I have met with the leaders of the Legislature to discuss these proposed reforms. I urge them to pass the legislation as quickly as possible," Hevesi said.

GASB's New Model Implementation Well Underway

More than 450 state and local governments have notified the Governmental Accounting Standards Board (GASB) that they early implemented the new financial reporting model required by GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. Ohio has been a recognized leader with over 45 governments early implementing GASB Statement 34. Implementation was required for fiscal years ending after June 15, 2002 for the largest governments and will be required over each of the next two years for the other governments.

What is new about the new financial reporting model? The new model's major changes include governmentwide financial statements on the accrual basis of accounting, which includes infrastructure and other capital assets; enhanced fund reporting; a required management's discussion and analysis; and resolution of a number of troublesome financial reporting issues. The GASB also issued two question and answer implementation guides to help

preparers understand and implement the new model's changes.

How has the implementation been going? GASB Chairman Tom Allen recently stated, "Responses received from those who have implemented [GASB Statement 34] early have been overwhelmingly positive and often have included encouraging comments from city and county managers and government board members once they have been informed by finance officials and auditors of the additional finance information contained within the reports."

How have users reacted to the new financial reporting model? User

reaction has been very positive since GASB Statement 34 was issued in June 1999. The GASB has issued a series of guides to assist users in understanding the financial statements prepared under the new model. These guides primarily target citizens, taxpayers, elected officials, and financial analysts. The GASB will monitor reactions and the need for additional guidance as users gain experience in understanding and evaluating financial statements following GASB Statement 34.

The above information only hits some of the highlights about GASB Statement 34 and its implementation. You can find more information under the GASB 34 button at the GASB web site (www.gasb.org).

Advancing Government Accountability

Surf over to the New York

new
Capital Chapter's Website

<http://www.aganycap.org>



PROFESSIONAL DEVELOPMENT CONFERENCE MANAGING \$MARTER FOR THE FUTURE

June 29 to July 2, 2003
Sheraton Chicago
Chicago, Illinois
26 CPE Hours Available



For 52 years, the AGA Annual Professional Development Conference & Exposition has been the premier education and training conference for government financial managers and accountability professionals. The 2003 PDC covers the perspectives of all governments: federal, state and local.

The conference theme for 2003 is Managing \$marter for the Future, and the program is filled with dynamic sessions to help all financial managers deal with the challenges of working in a rapidly changing government environment. The four-day conference has something for everyone. Sessions cover all levels, from basic to advanced. Topics and speakers are selected by volunteer committees of your peers -- because they know the issues most pressing to you.

Complementing the dynamic sessions are unmatched networking opportunities and world-class exhibits by leading suppliers. No other conference provides the opportunity to interact with top-ranking and influential government financial executives along with leaders in private sector financial and technology management. Combine the great educational content and the ability to earn up to 26 CPE hours with exhibits and networking opportunities, and you'll realize that this conference is a must.

To learn more about AGA's 52nd Annual Professional Development Conference, go to <http://www.agacgm.org>

Bureaucrat's Guide for Accountability Avoidance (BGAA) ("How to Respond to a Critical Audit or Evaluation")

1. Say the audit report is filled with "gross errors."
2. State that you were "aware of the problems" which were "blown out of proportion" by the auditors who "nitpicked" your agency.
3. Imply or say that the audit was a "vendetta." Throw in terms like "witch-hunt" or "sour grapes." Appear pitiful, picked on or victimized.
4. Make the audit appear to be the problem rather than the critical findings of the audit.
5. Imply incompetence of the audit team. Particularly effective terms are "idealistic," "too young," or "well-meaning but not well-informed."
6. Say you were set up, tricked, or lied to by the audit team. Always imply that the auditors "told me everything was 'OK' before they left."
7. Imply undue auditor criticism of the program's worthy goals and objectives. Distract attention away from poor management and deficient accounting practices. ("He who attacks the corrupt priest also attacks the church.")
8. Say the federal government approved the practice that the auditor said was poor management or illegal.
9. Claim lack of expertise by the auditors. ("It takes a snow plow operator to evaluate the effectiveness of snow removal." "Those of us in the field (pick your favorite) are aware of subtleties that mitigate what would appear to the uninformed as a finding.")
10. Try to get the auditor fired. Contact his boss or source of funding. Repeat 1-9 above with the appropriate adjustments to suit situations.



ANNIVERSARY

NEW YORK CAPITAL CHAPTER

DATE:

APRIL 29, 2003

GUEST SPEAKER:

ALAN G. HEVESI
NEW YORK STATE COMPTROLLER

LOCATION:

CROWNE PLAZA
STATE AND LODGE STREETS
ALBANY, NY

TIMES:

REGISTRATION - 11:30 A.M. – NOON
LUNCH - NOON - 12:45 P.M.
PRESENTATION - 12:45 P.M. - 1:15 P.M.

COST:

\$20 FOR AGA MEMBERS
\$20 FOR IIA MEMBERS
\$25 FOR OTHERS

LUNCH CHOICES:

CHICKEN MARSALA
EGGPLANT ROLLATINI

PARKING:

COMPLIMENTARY

Alan G. Hevesi was elected to be New York State Comptroller in 2002. As Chief Fiscal Officer for the State, he is responsible for governmental and financial oversight and pension fund management. Comptroller Hevesi is responsible for auditing the spending practices of the State and public authorities and 1,600 cities, counties, towns and villages across New York State. As sole trustee of the 945,000-member State and Local Retirement Systems, Mr. Hevesi is responsible for investing a pension fund valued at approximately \$100 billion.



Previously, he served as New York City's 41st Comptroller, serving two terms beginning in 1993. He used his position as the City's chief financial officer and watchdog to make City operations run more efficiently and to fight waste and fraud.

One of Mr. Hevesi's major accomplishments was protecting the City's drinking water. He fought to keep the water clean so that it would not be necessary to spend billions of dollars on a filtration plant. He blocked the proposed sale of the City's water system and he held up a \$2.2 billion watershed agreement until he won substantial improvements. His Office monitored the agreement to ensure the purity of our water and is currently opposing a highway project that risks the City's key reservoir.

During Mr. Hevesi's tenure, the City's five pension funds grew from \$49 billion to more than \$100 billion. Compared to other large pension funds, the City funds were in the top 25 percent in earnings and the bottom 25 percent in expenses.

Mr. Hevesi more than doubled the number of audits conducted by his Office, identifying hundreds of millions of dollars in savings.

The fight against all forms of bigotry is one of Mr. Hevesi's priorities. He has spoken out against bigots and hate-mongers of every type. Mr. Hevesi played a key role in convincing the Swiss banks and most European governments to agree to multi-billion dollar settlements of Holocaust-related issues. He organized a network of 900 state and local finance officials. The threat of sanctions by that group brought an end to delaying tactics by the Swiss.

Before becoming Comptroller, Mr. Hevesi spent 22 years in the State Assembly, where he authored 108 laws and established himself as a champion for affordable health care, education reform and the rights of people with disabilities. A member of the Queens College faculty from 1967 through 1993, he was later an adjunct professor at Fordham Law School and Columbia University's School of International and Public Affairs.

Reservations are Required by April 25, 2003

To register for the Luncheon, please contact Katie Gavigan at kgavigan@osc.state.ny.us

The Conference That Counts 2003 Yearbook



Beth Ashcroft



Jeffrey Connor



Sally Cutler



Blaise Fallon



Abby Fiorella



Paige Graves



Dr. James Hansen



Art Hayes



Marcella Junco



Tom Milner



Xenia Parker



Margie Popowski



Jay Rifenburg



Lori Vaccaro

See you again next Spring

Our Technology Conference Presenters

Conference Sponsors: AGA - IIA - ISACA



John Beveridge



Carmella Carnevale



John Sennett



Diane Taylor

Charity Bowlers



Several of our Chapter members took to the lanes in March at the Bowlers' Club in our community service project to raise funds for the Big Brothers Big Sisters of the Capital Region. In addition to an afternoon of fun, they raised \$515 for the charity. Join you colleagues at upcoming Chapter community service events.



National AGA Gives Our Chapter a 25th Anniversary Citation



CFGF Notes

In a letter dated January 17, 2003, The Institute of Internal Auditors (IIA) Board of Regents has recognized the Certified Government Financial Manager (CGFM). It has been accepted as a designation for the CIA exam part IV Professional Recognition Credit. Effective immediately, currently registered and new CIA candidates who have successfully completed the requirements for the CGFM designation are eligible to receive Professional Recognition Credit for CIA exam Part IV. If you hold the

CGFM designation, and are thinking of taking the CIA exam, you have already completed one part of the four-part exam.

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The CGFM self-study book for course 2 – Governmental Accounting, Financial Reporting and Budgeting – is being written as this moment. We are anticipating a Spring publication and will continue to keep you informed. And, remember that the online course for exam 1 – Governmental Environment – continues to be available at www.agacgfm.org.

Key Budget Issues Confronting NY State

Continued from page 1.

Issue #5: Government employment

The number of State and local government jobs is about 14 percent above what it would be if we matched the national average per capita—and they cost taxpayers an extra \$14 billion a year.

Issue #6: Spending restraint works

The current budget crisis would be far worse, had not Governor Pataki insisted on building up reserves in the past few years.

Issue #7: State aid doesn't cut local taxes

Local taxes, especially property taxes, are by far New York's biggest competitive disadvantage. But increasing State taxes and spending won't cut local taxes—in fact, in the past local taxes have risen fastest just when State taxes were also increasing.

Issue #8: Debt is far too high

State and local debt in New York now totals \$9,357 per capita—second highest in the nation behind Alaska, and fully 81 percent above the national average.

Issue #9: Higher education

Higher education is a bargain for taxpayers in New York. Partly because of our large and healthy independent sector, taxpayer spending on higher education is actually next-to-last among the states. But that doesn't mean we can take higher ed for granted. And yes, it looks like it's time to increase SUNY tuition.

Issue #10: Health care, on and off budget

Not only is spending on Medicaid growing rapidly—the State is using other devices to pump more money into the health-care sector. And a lot of this money is even off-budget.

Issue #11: The tax gap

Here is some good news: New York's tax "gap" in comparison with the rest of the country, while still large, has started to shrink in recent years.

Former AGA National President Charles Harrison was accidentally shot in the upper thigh as he stood on the street corner preparing to cross! An off duty security guard was showing his gun to someone and it accidentally went off and the bullet hit Charles in the upper thigh. He is going to be fine. He is at home recuperating. On crutches, of course.

Off-duty security guard accidentally shoots state employee downtown, police said

by Brad Schrade, The Tennessean

An off-duty security guard showing his gun to a downtown hot dog vendor accidentally shot a state employee this morning outside the Andrew Jackson State office building.

The security guard, who police would not identify, was being questioned this morning inside a Metro police patrol car at the corner of 5th Avenue North and Deaderick Street, where the shooting occurred.

No one else was injured.

Police credited downtown pedestrians for assisting the victim get medical assistance.

A bloody blanket lay on the sidewalk at the site of the shooting. Police did not know what charges might be filed.

The state employee was walking to work when he was hit in the upper leg, said Metro Police Lt. Mitch Fuhrer. Police were not releasing the name of the state employee, but his injuries did not appear to be life-threatening, Fuhrer said.

However, Charles Bilbrey, assistant director of management services for the state Comptroller's Office, said that reports from the hospital are that the victim, Charles Harrison, will be okay.

"Our people out at the hospital have informed us that he's going to be OK."

Harrison, in his mid-50s, is the director of management services and a member of the Nashville Thermal Transfer Board.

Police said the shooting occurred at 8 a.m. The area of 5th and Deaderick was cleared of crime scene tape about 9:30 a.m.

The hot dog vendor, who was selling for Mikey's Chargrilled Red Hots, would not identify himself, but said he was Mikey's uncle. He said "I don't know nothing; I just sell hot dogs; I'm from New York."

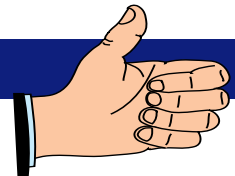
He said he was selling a hot dog to a customer when the gun went off.

"Member Items"

Jerry Barber has been appointed Assistant Comptroller in the Division of State Services at the Office of the State Comptroller.

Marty Chauvin has taken the leadership of the Professional Development Unit in the State Audit Bureau at the Office of the State Comptroller.

Thomas Goodfellow of the Department of Transportation, **Robert Attmore** of the State Comptroller's Office and **Jack Solodow** of the Division of Housing and Community Renewal have retired.



**Is it too early to think about golf? Never!
Wipe the dust of your clubs and get ready for the greens.**

When: June 13, 2003

You're Invited...

... to participate in a charity golf tournament to benefit the Albany Medical Center Children's Hospital and you are all invited to participate.

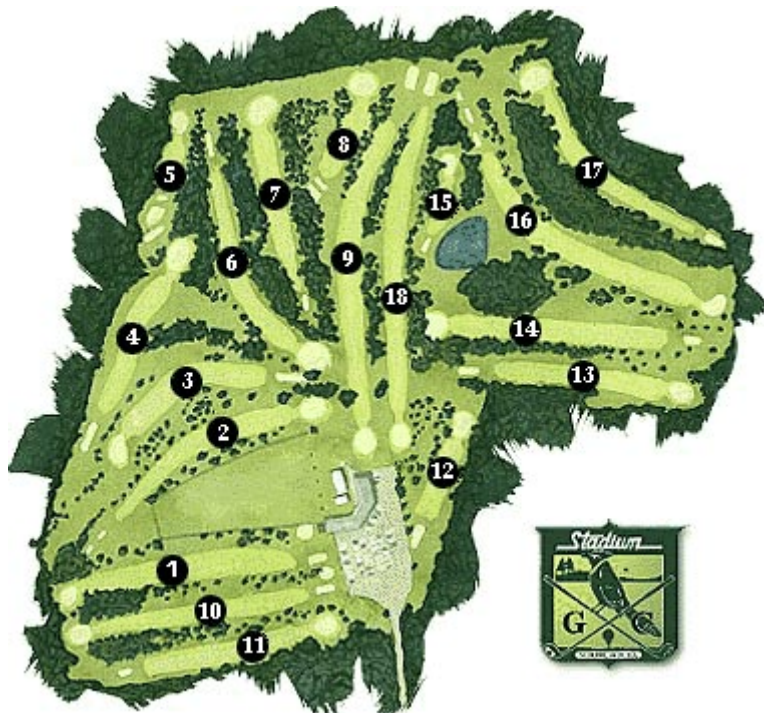
The day will include 18 holes of golf at Stadium Golf Course in Schenectady as well as food on the turn, and an awards ceremony with complimentary hors-d'oeuvres. The cost of this event will be \$55.00 per person with a portion of this cost to benefit the Albany Medical Center's Children's Hospital.

Please join us for a day of golf and to support the wonderful accomplishments of the Children's Hospital. We will compete in a best ball scramble with four-person teams. Have less than four? Go ahead and register and we will round out your team with other participants (we'll contact you about your groupings prior to the event).

This event is open to the public so sign up today at the Chapter's web site www.aganycap.org on the Community Service page contact Ken Evans at Kevans@dot.state.ny.us for additional information.

Thanks for your support:

Ken Evans
Vice President of
Early Careers



Early Careers Center

Avoid the Top 5 Resume Mistakes



Over the years as a recruiter, career coach and resume writer, I've seen the consequences of poorly written resumes. Unfortunately, many don't seek professional career help until they experience the frustration of a long and fruitless job search. For most, their problems began by committing the top five resume mistakes: lack of focus, absence of marketing strategy, no accomplishments, lack of keywords and incorrect format. Avoid those mistakes by following these five simple resume rules.

1. Start with a clear focus.

The most effective resumes leave no doubt as to the job seeker's career objective. I learned early in my recruiting days that employers turn down perfectly qualified candidates when the resume's focus is diluted. A one-size-fits-all resume gives the impression that the job seeker is uncertain of his career goal. An employer once told me that if a candidate is interested in two completely different positions, he must not be very good at either. If you have more than one career objective you need more than one resume.

2. Think like a marketing professional.

Job seekers rarely see their search for what it is—a sales campaign. The best sales people use powerful marketing materials to help gain access to top decision makers. Think of your resume as marketing material designed to create a powerful first impression leading to a multitude of job interviews.

To translate your career history into an effective marketing piece, first consider your reader's buying motives. Every word on the page should demonstrate how you can solve their problems, save them time or money, increase their net profit or improve customer relations. Once you understand your resume as a marketing piece, you are a long way toward fulfilling the third resume rule.

3. Include accomplishments that demonstrate your selling points.

On any major job board, 95% of all resume lack accomplishments. These all-important statements allow employers to visualize your contribution to their organization. Accomplishments motivate employers to call you before their competition finds you. For top effectiveness, state accomplishments quantifiably as dollars, percents or raw numbers. Quantified statements are more credible, concrete and objective. Time spent developing strong impact statements yields bargaining power at salary negotiation since you have dollarized your worth.

4. Use appropriate key words.

Resumes are read by both humans as well as computers. A resume lacking in key words runs the risk of being read by neither. Those who write the job description also screen resumes. In the 15 seconds they give each resume, more attention is paid to resumes using the same words found in the job description. It's only human nature.

The high volume of resumes that employers receive make candidate tracking software essential. More often than not, a submitted resume

is stored electronically and retrieved later by key words. Even the best candidates miss out on excellent opportunities due to lack of resume key words.

To ensure your resume includes important key words, find 7-10 job descriptions off any major job board that fit your career focus. Don't consider geographic location, you're only using these as examples. Next, identify and highlight the recurring key words. Sprinkle these words liberally throughout your resume wherever appropriate. By including the right words, you'll catch their attention more often and get interviews quicker.

5. Use correct resume format.

Basically, there are three resume formats; chronological, functional and hybrid. Once you understand which format best supports your career objective, you'll know which to use.

The chronological is best known and easiest to write. It allows the reader to quickly identify the "what" "where" and "when" of your work experience. This format works well if your objective is to remain in the same industry or occupation and when your most recent experience demonstrate your best accomplishments.

The chronological is not the best for showcasing transferable skills. If you wish to cross industry or occupational lines, a better format is the functional which places transferable skills and relevant accomplishments at the beginning of your resume allowing a stronger first impression. One problem with the functional is that, if not carefully crafted, the resume is confusing; causing the reader to believe the candidate has something to hide.

A solution to the sometimes confusing functional format and the often limiting chronological format is the hybrid format which combines the best of both. It allows the best showcase for skills and accomplishments while maintaining ease of reading. This is no doubt the best format for job seekers of all levels, however, the most difficult to write.

Once your resume is focused with marketing strategy using powerful accomplishments and keyword and showcased in the most effective format, you are well on your way to gaining your career objective quicker and with greater confidence.

*Article by Deborah Walker, CCMC; Resume Writer and Certified Career Management Coach; 888-828-0814 or Deb@AlphaAdvantage.com
Receive FREE resume critique*

AGA Plans Second Annual Community Service Week— Nationwide Effort to Give Something Back

Community Service Corner

Did you know that AGA is once again sponsoring a National Community Service Week? This gives our chapter a chance to show our community how much we care by sharing our talents. This year's week is scheduled for April 27 – May 3, 2003 to coincide with the nationally recognized National Volunteer Week. To celebrate start the week we will be participating in:

March of Dimes WalkAmerica



One of every eight babies in the U.S. is born prematurely, some so tiny they can't even cry. We all dream of the day when every baby is born healthy. The March of Dimes is working to prevent birth defects, premature birth, low birthweight, and other threats to infant health.

Through WalkAmerica, the March of Dimes raises funds to support cutting edge research and innovative programs that save babies' lives. There are 1,200 walks in the nation. The Albany walk is approximately three miles and will be the 1st walk to go over the Hudson Riverway Bridge.

Date: Sunday, April 27, 2003

Place: Hudson Riverway Bridge (Downtown Albany, Broadway)

Time: 9:00 a.m. (registration); 10:00 a.m. (walk starts)

Please volunteer to take a big step in the fight against prematurity by joining WalkAmerica to help save babies! For more information or to volunteer, contact Jim Cox at 518-437-9399 or jcox@os.dhhs.gov.

WMHT Membership Drive



The New York Capital Chapter will also participate in WMHT's spring membership drive, the Capital Regions local public broadcasting station. The membership drive enables PBS stations to provide quality television programs. We will be answering the phones for callers wishing to subscribe to the PBS station.

Date: June 3, 2003

Times: Evening; exact times to be announced

For more information or to volunteer, contact Ann Marsh at 518-473-2020 or amarsh@mail.nysed.gov.

Want to join us at an event? Remember - Friends and family are also welcome.

Big Brothers Big Sisters



Recently the chapter participated in the Big Brothers Big Sisters Bowl For Kids Sake. This event raises funds, through amounts pledged for participating bowlers, for the Big Brothers Big Sisters organization. Due to the past success of the BFKS, Big Brothers Big Sisters has been able to provide hundreds of children, from their waiting list, with the friendship and guidance of a Big Brother or a Big Sister. This year we had seven bowlers and raised \$515 to benefit BBBS.

CGFMo
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by Joan
Schwartz
AGA Deputy Executive
Director, Professional
Certification

What a Great Way to Begin the New Year



Congratulations and thanks to all of you who have helped to promote and support the CGFM designation! Our statistics reflect your advocacy of the CGFM Program. From providing CGFM ribbons for your members' name tags at monthly meetings, to providing rebates for individuals taking their CGFM exams, to celebrating a member's passing the CGFM examination, you have brought to the attention of your membership the value of the CGFM Program.

During the last nine months of fy 2002-03 the number of applicants for the CGFM Program has increased by 20% and the number of CGFM holders has increased 100% over the numbers for all of fy 2001-2002. And, most importantly, our CGFM renewal rate for 2002 is 95%!

We look forward to your continued support of the CGFM Program - it will continue to grow and prosper only if you continue your advocacy and support. We want to especially thank the individuals who took the leadership roll along with the AGA chapter leadership in Idaho, Washington, and Missouri. Their persistence and hard work resulted in successfully having state departments and/or legislators formally recognize the CGFM designation. Those of you who are interested in following in your colleagues' footsteps can

call them for information and support – Ms. Angie Billings in Idaho (208.334.2882 or abillings@dfm.state.id.us), Ms. Vandee DeVore in Missouri (573.522.5863 or devorv@mail.ia.state.mo.us), and Ms. Tracy West in Washington (360.357.2634 or sunset@hctc.com).

At the federal level we began to see the results of the 2002 government legislation permitting government agencies to use appropriated funds to pay for examinations to obtain professional certification credentials. Two departments have issued professional certification policies — the EPA's IG office and the Defense Finance and Accounting Service (DFAS) of the Department of Defense (both can be found on the AGA website).

Each of us can make a difference - Do you have a colleague in the human resources department of your division who can give you updates about revisions to job classifications, or how to go about obtaining recognition for a certification? Do you have colleagues who are considering a job promotion or a change in jobs and want to know what will place them above the rest of the applicants? Do you use your CGFM designation on your business cards and after your name on business letters? All of these small acts add up to gaining greater recognition for the CGFM!

Benefits of Earning the CGFM, Do You Agree?

by Joan Schwartz

Question: What are the most common benefits of certification as reported by applicants and certificate holders?

Answer: Although many organizations emphasize job promotion and higher salaries when promoting their certification programs, the reality is that these tangible benefits usually fall at the bottom of the list. What comes out at the top? Intangible benefits such as increased knowledge, enhanced credibility, and personal satisfaction in attaining a goal. Interestingly, this pattern holds true across a wide variety of professions, including those for which possessing the credential is tied directly or

indirectly to increased income. It appears, then, that much of the value derived from the credential stems from: (a) the visibility and image of the credential and (b) the degree to which participation in certification and re-certification enhance professional development. This question was excerpted from *Certification Navigator*, copyright 2003, Knapp and Associates International, Inc. Fall 2002.

The CGFM Regional and Chapter Coordinators continue to work energetically and diligently to inform the financial management profession about the many benefits of earning the Certified

Government Financial Manager (CGFM) designation. We appreciate each and every AGA member's contribution to informing others about the CGFM - from wearing a CGFM ribbon at AGA meetings and seminars, to offering chapter scholarships to those members who are planning to take the CGFM exam, to gaining state government recognition for the CGFM. Every action, however small or large, helps to raise the visibility and image of the CGFM designation. Those who have earned their CGFM indicate the increased confidence and knowledge they bring to their jobs. From our anecdotal experience, we find that our holders mirror the reasons cited in the answer above.

Membership News

by Jill Flinton

Welcome and Thanks

Welcome to the following new member:

Marianne Boyer - NYS Office of State Comptroller

Thanks to the following sponsor:

Eric Swanson – NYS Office of State Comptroller

As of April 4, 2003

	<u>National Goal</u>	<u>Actual Number</u>	<u>Percent of Goal</u>
Current Members	410	377	91%
New Members	75	38	50%
Retained Members	336	339	100%

Membership questions? Contact Jill Flinton at jflinton@oig.hhs.gov or 518-437-9390 extension 241.

Team REAP Results

Chapter Membership Chairs (6 prizes in total) – *2 airline tickets to anywhere in the Continental US*. One chapter membership chair from each of the six chapter size groupings has a chance at winning a prize. The prize goes to the membership chair whose chapter has the highest percentage of growth for the program year.

We are close if not at the top.

Chapter Presidents (6 prizes in total) – *An upgraded room at the 2003 PDC to the concierge level or a complimentary PDC registration*. One chapter president from each of the six chapter size groupings has a chance at winning a prize. The prize goes to the president whose chapter has the highest percentage of growth for the program year.

We are close if not at the top.

New Dues Structure

After extensive debate, AGA National has approved a new dues structure. The new rates are effective for all renewals for the next year.

Comparison of Dues Amounts:

<u>Member Type</u>	<u>Current</u>	<u>New</u>	
Full Government	\$70	\$90	
Private Sector	\$70	\$150	new category
Early Career	\$35	\$45	
Student	\$15	\$30	first year of employment
Retired	\$14	\$30	
Group	\$51	\$70	

CGFM renewal amounts are not affected by this change.

Group Discounts

Did you know that if your organization has 8 or more full members you can qualify for a group discount? Currently we have group discounts for the following:

- U.S. Department of Health and Human Services
- NYS Office of State Comptroller
- NYS Education Department
- NYS Department of Taxation and Finance

We are pursuing group discounts for:

- NYS Department of Health
- NYS Department of Transportation

Do you belong to any of these organizations? Or do you think that your organization qualifies for a group discount? If you believe that you are entitled to a group discount, please contact Jill Flinton at 518-437-9390 ext 241 or at jflinton@oig.hhs.gov

Chapter Executive Committee

January 14, 2003
Minutes

The Chapter Executive Committee (CEC) held its seventh meeting of the program year on January 14, 2003 at the Department of Transportation on the State Campus in Albany. In attendance were: Ray Harris, Rosemary Ellis Johnson, Marcella Junco, Ann Marsh, Brian Mason, Roger Mazula, James Nellegar, John Samaniuk, Kirk Schanzenbach, Dan Tworek, Lori Vaccaro (via phone), and Linda Zinzow.

Minutes were adopted for the December 10, 2002 meeting.

Finance

The CEC discussed the Chapter's financial condition and ways to save money.

TCTC

The TCTC 2003 program brochures were mailed to members of the three sponsoring organizations and to other groups who may have an interest. Electronic copies of the brochure were also e-mailed to numerous groups. The TCTC Committee is looking for room monitors and is asking for three volunteers from each of the sponsoring organizations to do this task for one day each. The CEC acknowledges that most of the attendance at the TCTCs is State employees. Recognizing the State's financial condition, the CEC expressed concerns regarding TCTC 2004. There was a consensus that the TCTC maintain its high quality educational program, but there should be some financial flexibility when planning TCTC 2004 (e.g., speakers, facilities, food).

CGFM Raffle

The Chapter will raffle off one registration to each of the three CGFM examinations. The raffle tickets will be available at the February and March Chapter events (or directly from Lori Vaccaro). The winning ticket will be drawn on the last day of TCTC 2003. Ann March will send the raffle announcement to Chapter members on her e-mail list.

National Dues Increase

The CEC discussed the AGA National dues increase that was recently enacted and ways to attract and retain Chapter members. The Membership Committee needs to be very active in recruiting and retaining members.

Business Meeting

A venue for the June 10, 2003 Annual Business and Awards Meeting has been secured: The Quality Inn on Watervliet Avenue (just off Everett Road) in Albany.

Programs and Education

The Programs and Education Committee had decided to postpone the State and Local Government Financial Manager's Seminar, originally scheduled for May 2003, to the Fall of 2003. The Committee is also trying to finalize arrangements for luncheon speakers in April (State Comptroller Alan G. Hevesi) and May (Siena basketball coach Rob Lanier).

Internet Website

Jim Nelligar has redesigned the Chapter's Internet website, has asked the CEC members to review the web pages relating to their areas, and targets full release January 31, 2003.

Schedule of Chapter Executive Committee Meetings 2002 - 2003

September 10, 2002
October 8, 2002
November 12, 2002
December 10, 2002
January 14, 2003
February 11, 2003
March 11, 2003
April 8, 2003
May 13, 2003

All meetings will be held from 3:30 p.m. to 5:00 p.m. at the State Office Campus, Building 4, Ground Floor, classroom 1

Parking is available in Lot D right behind building 3, the cafeteria. Any time after 3:00 p.m., parking is available in any of the adjacent lots such as C or E. Classroom 1 is on the ground floor on the South end of the building (Western Ave Side).

Community Service

The following community service events are scheduled: VITA Income Tax assistance (starting in January), Big Brothers Big Sisters Bowl-A-Thon (in March), WMHT Membership Drive (probably in May).

Officer and Committee Structure

President-Elect Kirk Schanzenbach proposed a revised Chapter officer and committee structure for 2003-04. He expects to see numerous active committees (chaired by an officer or vice president). The new structure will be printed in the newsletter, as Kirk seeks volunteers to participate in Chapter leadership.

National Education Award

National President Bill Anderson honored our Chapter with the first National Education Award in recognition of our continued success in bringing quality educational opportunities to our members at very reasonable cost.

Chapter Executive Committee

February 11, 2003
Minutes

The Chapter Executive Committee (CEC) held a meeting on February 11, 2003 at the Department of Transportation on the State Campus in Albany.

In attendance were: Jim Cox, Ken Evans, Denise Grebert, Ray Harris, Rose Johnson, Marcella Junco, Brian Lotz, Francine Marzinsky, Roger Mazula, Dan Tworek, Lori Vaccaro (via phone), Nancy Varley, and Linda Zinzow.

Minutes were adopted for the January 14, 2003 meeting with approved changes.

Meeting note format

We will use this format for meeting notes, which will be more concise, follows NEC's format, and fit in the newsletter better.

TCTC

To date, registration for 2003 event seems good; however, total registration is expected to be less than last year due to state financial issues. The Board decided to co-sponsor a post-TCTC reception on Tuesday, March 18.

AGA relies on TCTC to be profitable to help fund chapter programs all year long. Next year, the chapter will not rely on TCTC revenues as we have in the past, due

to expected decreasing registrations and a worsening state finances. Committee members from AGA, IIA, and ISACA are exploring a number of ways to reduce the costs – reduced speaker costs, sponsors for coffee breaks, attendee fee increases, etc. The chapter will research cancellation insurance costs for 2004. The amount of the insurance would protect our chapter from a facilities cancellation penalty. We will ask to review a list of those attending for free.

Finances

The January Technology Conference brought a loss of approximately \$2,500. Until our share of the TCTC revenue is received, a chapter loss will remain. In the future, a cash analysis will be prepared.

Website

Because the list of CGFM holders does not include private information such as contact information, the names will

AGA TOPICS Goes Electronic

AGA's TOPICS newsletter has become totally electronic with the April issue. AGA will no longer mail the newsletter. If you are already on the TOPICS subscription list, you may download the electronic version. If you are not on the TOPICS subscription list, please register at www.agacgfm.org/publications/form_topics_request.htm. If you have a colleague or friend who does not have access to the Internet at home or at work, please have them call AGA's Customer Satisfaction Center at 800.AGA.7211.

remain on the website. CGFM holders who would prefer their name to be removed from the website could always ask us to remove it.

If a user sends email to an officer, the user is not able to view the specific email address. Therefore, there were no concerns.

Jim Nellegar sought additional suggestions for ways to draw people to the website, such as classified ads. This could be reviewed by a specific Committee at a later date.

The Board decided to email members that the new website is available, consider purchasing and distributing business cards (magnetic or paper) at events to promote the website, and include a flyer in TCTC handouts.

Membership

There are 34 new members and 372 active members. Group memberships are currently on hold.

Future Events

Comptroller Hevesi has confirmed for 4/29 joint event with IIA. The Crown Plaza, Downtown Albany, will most likely be the location. In order to not lose money, the cost of the lunch will not be subsidized by the chapter. We must plan ahead to get on the incoming National President's calendar for the June business meeting, if we'd like him to attend.

Awards

There are a number of national awards listed on the national AGA website that our chapter could pursue. For example, the deadline for submitting a nomination for the Chapter Service Award is April 4. Packaging of award information will be discussed

Community Service Update

March – Bowl a Thon, April – March of Dimes Walkathon, May 30 – June 8 – WMHT membership campaign.

Early Careers

Ken is conducting a survey to select a golf course for our charity event. Survey results will be shared with Board members. Although another event at Jillian's was budgeted for, the Board will forgo that and focus on a picnic instead.

Chapter's 25th Anniversary

On behalf of the National AGA President, Ray Harris presented Linda Zinzow with a framed certificate celebrating our chapter's anniversary.

AGA New York Capital Chapter Chapter Recognition Program As of March 11, 2003

<u>Section</u>	<u>Earned</u>	<u>Maximum</u>
Chapter Leadership	3,675	3,000
Education/Professional Dev	5,750	4,000
Certification	2,700	4,000
Communication	5,280	3,000
Membership	1,050	3,000
Community Service	3,300	2,000
Awards	<u>1,200</u>	<u>1,000</u>
Total	<u>22,955</u>	<u>20,000</u>

AGA New York Capital Chapter Financial Condition As of March 11, 2003

Assets		
Checking/Savings		\$2,569.85
Accounts Receivable		910.00
Other Current Assets		<u>2,531.86</u>
Total Assets		<u>\$6,011.71</u>
Liabilities and Equity		
Accounts Payable	\$261.36	
Other Current Liabilities	<u>0.00</u>	\$261.36
Equity		
Reserve for PDC	\$6,400.00	
Retained Earnings	17,084.36	
Net Income	<u>-17,734.01</u>	<u>5,750.35</u>
Total Liabilities and Equity		<u>\$6,011.71</u>

New York Capital Chapter Schedule of Events: 2002-2003

September	17	Lunch / Seminar	<i>Luncheon and Civil Service Exam Preparation Seminar</i> Alan Stern , NY SED Jack's Oyster House, 42 State Street, Albany, NY 11:30 a.m. - 1:00 p.m. - Registration and Lunch 1:00 p.m. - 3:00 p.m. - Seminar
September	18	Early Careers Event	<i>Networking with Other Early Careers Members</i> Jillians, 59 North Pearl Street, Albany, NY 4:30 p.m. - 7:30 p.m. - Networking
October	22	Seminar CPE: 4	<i>The New Yellow Book - and - Where Did We Miss the Boat?</i> Marcia Buccanan , GAO; Rick Hannmann , KPMG; David R. Hancox , NYS OSC Century House, Route 9, Latham, NY 11:30 a.m. - 1:00 p.m. - Registration and Lunch 1:00 p.m. - 4:45 p.m. - Seminar
October	22	25 th Anniversary Dinner	<i>Celebrate the 25th Anniversary with Your Friends and Colleagues</i> Century House, Route 9, Latham, NY 5:00 p.m. - 7:30 p.m. - Reception and Awards 7:30 p.m. - 9:00 p.m. - Dinner
November	26	Conference CPE: 8	<i>Fraud Prevention and Investigation</i> Arthur A. Hayes , State of Tennessee; Ronald R. Stevens and William Mosher , NY State Police Century House, Route 9, Latham, NY 7:45 a.m. - 8:30 a.m. - Registration 8:30 a.m. - 4:45 p.m. - Conference
December	10	Luncheon	<i>Holiday Luncheon - Health and Wellness</i> Benita Zahn , WNYT, Channel 13 Wolfert's Roost Country Club, Van Rensselaer Boulevard, Albany, NY 12:00 p.m. - 12:45 p.m. - Lunch 12:45 p.m. - 1:30 p.m. - Presentation
January	29	Conference CPE: 8	<i>3rd Annual Technology Conference</i> Carmella Carnevale , NYS OFT; Diane Taylor , NYS OSC; John Sennett , FBI; John Beveridge , Massachusetts State Auditor Office Empire State Plaza, Meeting Room 6, Albany, NY 7:45 a.m. - 8:30 a.m. - Registration 8:30 a.m. - 4:45 p.m. - Conference
February	25	Seminar	<i>Professional Certification Information Seminar</i> Holiday Inn Turf, Wolf Road, Colonie, NY 3:00 p.m. - 5:00 p.m. - Registration and Workshop 5:00 p.m. - 6:00 p.m. - Networking
March	17-19	Conference CPE: 21	<i>The Conference That Counts 2003</i> Joint Conference with IIA and ISACA Holiday Inn Turf, Wolf Road, Colonie, NY 8:30 a.m. - 5:00 p.m. - Conference (each day)
April	29	Luncheon	<i>Meet the New State Comptroller</i> Alan G. Hevesi Crowne Plaza Hotel State and Lodge Streets, Albany, NY 11:30 a.m. - 12:00 p.m. - Registration 12:00 p.m. - 1:30 p.m. - Lunch and Presentation
May		Seminar CPE: 8	<i>State and Local Government Financial Managers' Seminar</i> State and Local Government Representatives to Be Announced RESCHEDULED to Fall 2003
June	10	Luncheon	<i>Annual Business Meeting and Awards Luncheon</i> Quality Inn, Everett Road, Albany, NY 11:45 a.m. - 2:00 p.m. - Luncheon and Awards Presentation

To register for any Chapter event, except TCTC, please contact Barbara Wampole at bwampole@wojeskico.com or call (518) 477-1102

AGA THE ASSOCIATION FOR ACCOUNTABILITY PROFESSIONALS

The Association of Government Accountants was founded in 1950 and has grown into an international organization embodying the professional efforts of more than 18,000 distinguished members representing all forms and levels of government. AGA is a professional organization dedicated to the enhancement of public financial management and the safeguarding of the public trust by ensuring compliance and accountability for public funds and efficient and effective delivery of services.



AGA has the tools necessary for you to succeed in the government financial management arena.

Continuing Professional Education

AGA sponsors comprehensive programs that allow participants to earn needed continuing professional education (CPE). AGA's national conferences offer as many as 32 CPE hours, and additional CPE options include regional and chapter events.

Current Financial Management Information

Stay informed with AGA's periodicals, *The Journal of Government Financial Management and Government Financial Management TOPICS*, as well as task force reports on current issues.

Access to Government Financial Management Expertise

Access AGA's 18,000-member network and consult with the best in the field. Learn from your colleagues who have dealt with the same challenges you are facing.

Networking Opportunities

Your local AGA chapter puts you in contact with other government financial management professionals. You'll have the chance to participate in educational seminars, business meetings and social events.

Discounts! Discounts! Discounts!

Members save up to 25 percent off registration fees for AGA conferences, seminars and workshops.

Membership Application

Name <input type="radio"/> Mr. <input type="radio"/> Ms.		Employer	
Job Title			
Employer Address		City	State Zip
Home Address		City	State Zip
Work ()	Home ()	Fax ()	
Preferred mailing address		<input type="radio"/> Business	<input type="radio"/> Home
Sponsor's Name (if applicable)		Membership# (if known)	
Employer: <input type="radio"/> Federal <input type="radio"/> State <input type="radio"/> County <input type="radio"/> City <input type="radio"/> Private <input type="radio"/> Academia			
Field: <input type="radio"/> Accounting <input type="radio"/> Auditing <input type="radio"/> Budgeting <input type="radio"/> Systems <input type="radio"/> Financial Management <input type="radio"/> Other			
Education: Highest degree attained		Year	Accreditation & Certificates:
Please list any other financial management or accounting associations you are a member of:			
Dues: AGA dues (full member \$70/early career member \$35/special early career member \$15) \$			
Chapter dues \$ -0-		Chapter: 77 - New York Capital Chapter (contact the National Office for chapter information)	
Payment Method: <input type="radio"/> Check enclosed (payable to AGA, including Chapter dues)			
<input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> AMEX <input type="radio"/> Discover		Card number:	
Signature		Expiration date:	

Please return with your payment to:
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 2208 Mount Vernon Avenue
 Alexandria, VA 22301-1314
 703.684.6931/800.AGA.7211
 Fax 703.548.9367
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