Using the FGFOA List Serves

Benefits of Using the List Serves

- Obtain answers to technical inquiries
  - Legal, accounting, auditing, financial reporting
- Determine best practices
  - Is what I'm doing okay?
  - Is there a better way to do it?
- Survey others about various topics
  - Have you heard about . . . ?
- Disseminate/receive information to/from others that could be useful

Example List Serve Postings
Accounting and Auditing

- How are you accounting for red light ticket revenues collected and the portion paid to the State?

- Do you have sample fixed asset disposal procedures and forms you could share?

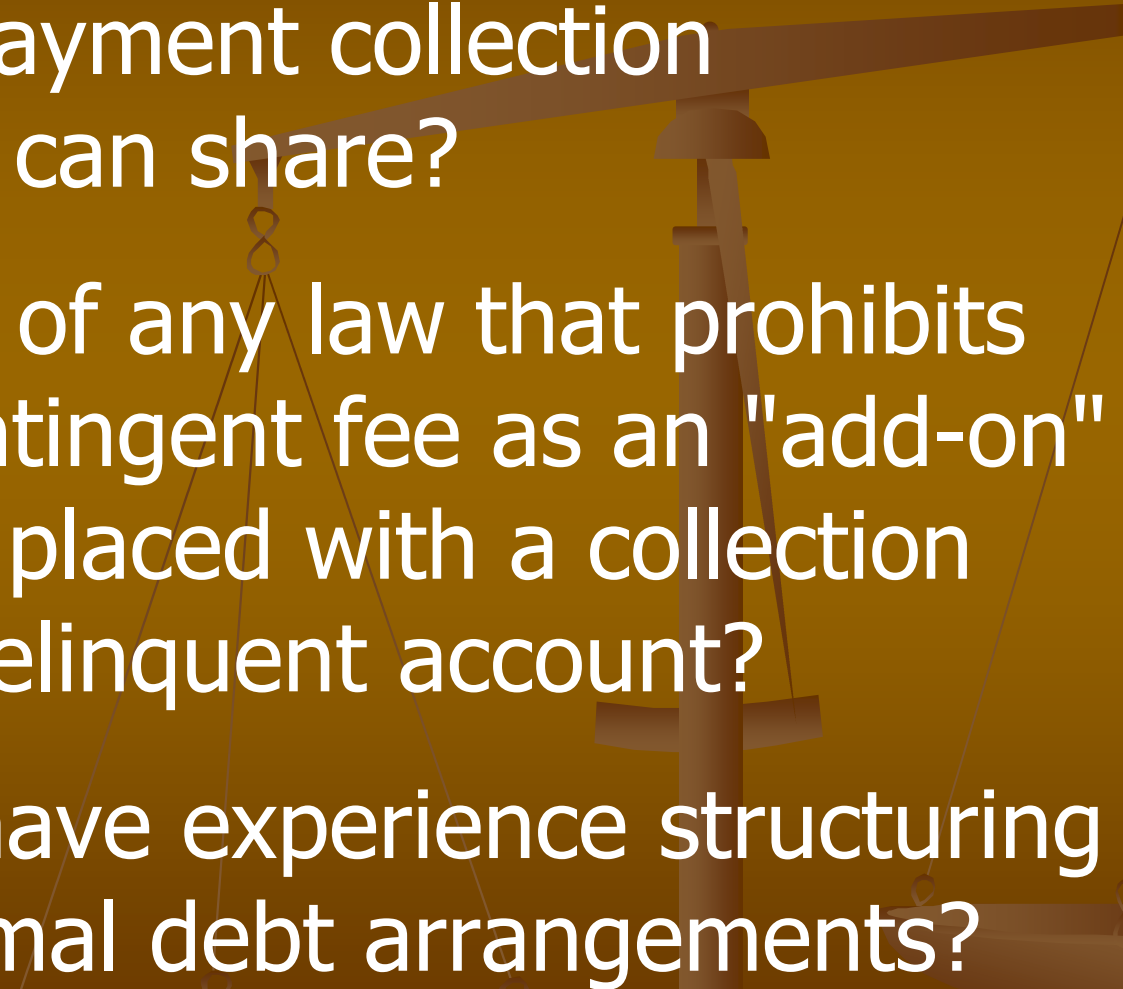- How do your internal auditors maintain and document their independence?

Example List Serve Postings
Budgeting

- Has anyone found a good software for budgeting, financial planning, or cash flow?

- If you are a city or county with multiple taxing districts, do you apply the 200.065(5)(a)1 limitation (less than 110%, 2/3 vote) to each individual millage or to the aggregate of operating millages?

- What process do you use to develop a capital project idea into an adopted project on the CIP plan? Who is responsible for creating the CIP?

5

Example List Serve Postings
Debt and Treasury Management

- Do you have payment collection procedure you can share?

- Are you aware of any law that prohibits including a contingent fee as an "add-on" to the amount placed with a collection agency for a delinquent account?

- Does anyone have experience structuring short-term formal debt arrangements?

Example List Serve Postings
Financial Administration

- What suggestions do you have for contracting with an ambulance service provider?

- Has anyone developed a checklist for contracts & grants (e.g., reporting, CFDA numbers, due dates)?

- Do you have a minimum unreserved fund balance policy you could share?

Example List Serve Postings
Personnel and Payroll

- Does anyone have any guidelines regarding a paperless payroll (i.e., all direct deposit, no paper checks) that they can share?

- What is your cap on accrual of sick and vacation hours for management employees?

- For supplemental payrolls for leave hour buy backs, annual allowances, bonuses, etc., do you allow employees to distribute these earnings across various accounts or are they restricted to one account?

How do I get started using the List Serves?

List Serve Information

To join, simply send an email to the following:

FGFOA-ACCOUNTINGAUDITING-subscribe-request@listserv.fgfoa.org
FGFOA-BUDGETING-subscribe-request@listserv.fgfoa.org
FGFOA-DEBTTREASURYMANAGEMENT-subscribe-request@listserv.fgfoa.org
FGFOA-FINANCIALADMINISTRATION-subscribe-request@listserv.fgfoa.org
FGFOA-PERSONNELPAYROLL-subscribe-request@listserv.fgfoa.org *NEW*

Your registration will require verification of FGFOA membership and approval. You will receive notification once you have been approved for the List Serve and are subscribed.

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Sign up today!

The FGFOA has established five new List Serve's to allow the membership to communicate on important issues.

What are List Serves? List Serves are email based communication where you become a member. As a member, you can ask the other members of the List Serve a question by sending an e-mail to that List Serve email address. Members of the List Serve can choose to get the emails as they are sent or get them all at once at some scheduled time. You will receive all emails sent to that List Serve address. You can unsubscribe at any time. There are five List Serves. You can sign up for one or all of them, depending on your interest.

Please **click here** to view a PowerPoint on how to use the List Serve.

You can also visit the website directly at: **http://listserv.fgfoa.org/** and register.
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List Serve Category Guidelines

(topics are sample only - other topics may be posted)
All submissions will be reviewed prior to being posted

Accounting and Auditing
Accounting methods
Auditing
CAFR Preparation
Capital Assets
Financial Reporting
Fund balance
GFOA CAFR award
Internal Controls
State of Florida Policies and Regulations

Debt and Treasury Management

Budgeting
Budget Preparation
Budget Types
Capital Improvement Program
Fiscal Policies - Best Practices
GFOA Budget Award
Long Range Planning
Performance Measurements
Revenue Analysis
Revenue Forecasting

Financial Administration

To... FGFOA-FINANCIALADMINISTRATION-subscribe-request@listserv.fgfoa.org

Cc...

Subject: Subscribe to List serve

I would like to subscribe to the Financial Administration List Serve.

Message   Developer

Reply Reply Forward   Delete Move to Create Other   Block   Not Junk   Categorize Follow Mark as   Find
       to All   Folder Rule   Actions   Sender Safe Lists   Up   Unread   Related
Respond   Actions   Junk E-mail   Options   Find   Select

Extra line breaks in this message were removed.

From: LISTSERV.FGFOA.ORG LISTSERV Server (15.5) [LISTSERV@LISTSERV.FGFOA.ORG]   Sent: Wed 4/29/2009 4:09 PM
To: TED SAUERBECK
Cc:
Subject: Re: SUBSCRIBE FGFOA-FINANCIALADMINISTRATION

Your request to join the FGFOA-FINANCIALADMINISTRATION list has been forwarded to the list owner for approval. If
you have any question about the
list,   then   you   can   reach   the   list   owner   at
FGFOA-FINANCIALADMINISTRATION-request@LISTSERV.FGFOA.ORG.

"To reduce the chance of servers blocking incoming listserv emails, we recommend that user's have their email administrator white list, at minimum, the following IP addresses:

209.119.0.145 [lychee.ease.lsoft.com]
209.119.0.170 [loquat.ease.lsoft.com]
209.119.0.189 [louvi.ease.lsoft.com]
67.94.7.99   [listserv.fgfoa.org]

All of our mail is sent from various servers in the following address blocks:
209.119.0.0/24
209.119.1.0/24
69.94.7.0/24

(We own all three blocks, and have outbound servers in each.)"

Now that I'm Registered, how do I post a message to a List Serve?

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FGFOA-PERSONNELPAYROLL-subscribe-request@listserv.fgfoa.org *NEW*

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to get the emails as they are sent or get them all at once at some scheduled time. You will
receive all emails sent to that List Serve address. You can unsubscribe at any time. There
are five List Serves. You can sign up for one or all of them, depending on your interest.

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GFOA CAFR award
Internal Controls
State of Florida Policies and Regulations

Debt and Treasury Management
Banking
Bond Insurance
Bond Issuance

Budgeting
Budget Preparation
Budget Types
Capital Improvement Program
Fiscal Policies - Best Practices
GFOA Budget Award
Long Range Planning
Performance Measurements
Revenue Analysis
Revenue Forecasting

Financial Administration
Contract maintenance
Deferred Compensation Plans
Disaster Recovery

File   Message   Insert   Options   Format Text   Review

To...   FGFOA-FINANCIALADMINISTRATION-subscribe-request@listserv.fgfoa.org

Cc...

Subject: Computer software

Where can I find guidance regarding capitalization of computer software?

Extra line breaks in this message were removed.

From: FGFOA - Listserve - Accounting, Auditing & Financial Reporting [FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG] on behalf of Eichinger, Kathie [keichinger@CITYOFNSB.COM]

Sent: Mon 6/30/2008 1:24 PM

To: FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG

Cc:

Subject: Re: Building Dept Accounting

The City of New Smyrna Beach started accounting for the Building Dept in a special revenue fund in 2005 and continues to record those operations in that fund.

-----Original Message-----
From: FGFOA - Listserve - Accounting, Auditing & Financial Reporting [mailto:FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG]
On Behalf Of Kusek, Pat
Sent: Saturday, June 28, 2008 1:54 PM
To: FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG
Subject: Building Dept Accounting

Florida Statute 553.80 (7) requires building fees, fines and investment earnings related to the fees, be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. It also requires any unexpended balances to be carried forward to future years. Also, "the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual costs of allowable activities."

How are other cities handling their Building Department? Ours is one division of the General Fund. Is any one using a Special Revenue or Enterprise Fund to account for their Building Department revenues and expenditures?

Thanks.

How do I search
the archives for postings
about a particular topic?

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Revenue Forecasting

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Banking
Bond Insurance
Bond Issuance
Bond Proceeds

Financial Administration
Contract maintenance
Deferred Compensation Plans
Disaster Recovery
Grants Administration

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List Name	List Title
DISASTERRECOVERY	FGFOA Listerve - Disaster Recovery (192 Subscribers)
FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (534 Subscribers)
FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (449 Subscribers)
FGFOA-DEBTMANAGEMENT	FGFOA - Listserve - Debt Management (340 Subscribers)
FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (386 Subscribers)
FGFOA-TREASURY	FGFOA - Listserv - Treasury Management (356 Subscribers)

Lists per Page: 50   Update

Access Unlisted Lists

[   ] Search

Options

Log Out
Change Password

Search Archives

Preferences

Resources

About LISTSERV
LISTSERV Documentation

Register LISTSERV Password

Register LISTSERV Password

Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.

Email Address:

Password:

Password (Again): _(Verification)_

[Register Password]

LISTSERV.FGFOA.ORG

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Access Unlisted Lists

Search

Options

Log Out

Change Password

Search Archives

Preferences

Resources

About LISTSERV

LISTSERV Documentation

LISTSERV.FGFOA.ORG

Archive Search

Search For

⁇ String: [_____]   ⁇ Substring ☐

Advanced Search

⁇ Subject Contains: [_____]   ⁇ Author's Address: [_____]

⁇ Since: [_____]   ⁇ Until: [_____]

Search Options

⁇ Sort By: [Date/Time, Desc. ▼]

⁇ Complete Search ☑

[Search]

LISTSERV.FGFOA.ORG (6 Lists)

Check All | Uncheck All

	List Names
☑	**DISASTERRECOVERY** FGFOA Listserve - Disaster Recovery
☑	**FGFOA-ACCOUNTINGAUDITING** FGFOA - Listserve - Accounting, Auditing & Financial Reporting
☑	**FGFOA-BUDGETING** FGFOA - Listserve - Budgeting
☑	**FGFOA-DEBTMANAGEMENT** FGFOA - Listserve - Debt Management
☑	**FGFOA-FINANCIALADMINISTRATION** FGFOA - Listserve - Financial Administration
☑	**FGFOA-TREASURY** FGFOA - Listserv - Treasury Management

⁇ Lists per Page: [50]   ⁇ Show Lists: [_____]   [Search]

LISTSERV.FGFOA.ORG

LISTSERV.FGFOA.ORG (65 Matches)

Item #	Date	Time	Lines	Subject
000868	2009-04-29	09:24	489	Re: Health Insurance Questions
000867	2009-04-29	07:49	448	Re: Health Insurance Questions
000866	2009-04-28	15:38	641	Health Insurance Questions
000299	2009-04-24	10:19	83	Re: Self funded health plans
000298	2009-04-24	08:31	48	Re: Self funded health plans
000291	2009-04-23	18:43	74	Re: Self funded health plans
000290	2009-04-23	17:07	51	Re: [QUARANTINE BYPASSED] Self funded health plans
000285	2009-04-13	14:06	146	Health and Property Insurance
000281	2009-04-09	13:12	115	Re: Requesting Information from Other Cities on Health and Property Insurance
000282	2009-04-09	12:48	140	Re: Requesting Information from Other Cities on Health and Property Insurance
000280	2009-04-09	12:23	130	Re: Requesting Information from Other Cities on Health and Property Insurance
000010	2009-04-09	12:09	74	Re: Inquiring regarding Health and Property Insurance
000278	2009-04-09	12:03	33	Insurance
000277	2009-04-09	11:14	109	Re: Requesting Information from Other Cities on Health and Property Insurance
000276	2009-04-09	11:04	115	Re: Requesting Information from Other Cities on Health and Property Insurance
000275	2009-04-09	11:01	88	Re: Requesting Information from Other Cities on Health and Property Insurance
000009	2009-04-09	10:41	62	Inquiring regarding Health and Property Insurance
000274	2009-04-09	10:40	63	Requesting Information from Other Cities on Health and Property Insurance
000759	2009-02-23	18:25	172	Dock Fund - losing money?
000747	2009-02-18	16:31	45	Re: Police Dept Gym
000734	2009-02-18	09:30	35	Dock Fund - losing money?
000003	2009-02-16	14:48	23	Opt Out of Health Insurance Policy
000671	2009-01-28	10:23	83	Re: OPEB funding
000141	2009-01-14	11:02	209	FW: CDARS Program
000639	2009-01-12	09:38	740	Re: Chapter 119.071(5) - Social Security Numbers

FGFOA-ACCOUNTINGAUDITING Archives

Subject:	Health Insurance Questions
From:	Cheryl Miller <cmiller@PALMETTOFL.ORG>
Reply-To:	FGFOA - Listserve - Accounting, Auditing & Financial Reporting
Date:	Tue, 28 Apr 2009 15:38:59 -0400
Content-Type:	multipart/mixed
Parts/Attachments:	📎 **text/plain** (21 lines) , **City of Palmetto - Health Ins Questions.doc** (26 kB)

To all:

The City of Palmetto is in the process of looking for Health Plan
Information and our committee would like to gather a general idea of
what type of information is out there.   Please review the attached list
of questions our committee has generated. We welcome any additional
information that would help our city come up with the best economical
health plan.

Thanks,

Cheryl A. Miller, MBA
Sr. Account Analyst
City Hall x111
F: 723-4576
E: cmiller@palmettofl.org

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in a public
public records request, do not send electronic e-mail to this entity, contact this office by phone or writing.

How do I search
the archives using
Subscriber's Corner?

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Lists per Page: 50

Update

Access Unlisted Lists

Search

Options

Log Out

Change Password

Search Archives

Preferences

Resources

About LISTSERV

LISTSERV Documentation

LISTSERV.FGFOA.ORG

LISTSERV 16.0

Subscriber's Corner

Report Format

Report Format: On Screen ▼

Search Options

Show Lists: [   ]

Show All Lists: Show All Lists ▼   [Search]

| My Lists | My Settings |

LISTSERV.FGFOA.ORG (6 Lists)   [Submit]

Check All | Uncheck All

	List Names ▲	List Descriptions
☐	**DISASTERRECOVERY [Settings] [Post]** FGFOA Listerve - Disaster Recovery	
☐	**FGFOA-DEBTMANAGEMENT [Settings] [Post]** FGFOA - Listserve - Debt Management	
☐	FGFOA-ACCOUNTINGAUDITING FGFOA - Listserve - Accounting, Auditing & Financial Reporting	
☐	FGFOA-BUDGETING FGFOA - Listserve - Budgeting	
☐	FGFOA-FINANCIALADMINISTRATION FGFOA - Listserve - Financial Administration	
☐	FGFOA-TREASURY FGFOA - Listserv - Treasury Management	
	-- ▼	

Lists per Page: 50   Send email notification of changes ☐

[Submit]

FGFOA-ACCOUNTINGAUDITING List

FGFOA-ACCOUNTINGAUDITING@LISTSERV.FGFOA.ORG

FGFOA - Listserve - Accounting, Auditing & Financial Reporting

Options: **Log Out | Change Password**
             Join or Leave FGFOA-ACCOUNTINGAUDITING
             Post New Message
             Search Archives

FGFOA-ACCOUNTINGAUDITING Archives

- **July '09**
- **June '09**
- **May '09**
- **April '09**
- **March '09**
- **February '09**
- **January '09**
- **December '08**
- **November '08**
- **October '08**
- **September '08**
- **August '08**
- **July '08**
- **June '08**
- **May '08**

ATOM   RSS1   RSS2

LISTSERV.FGFOA.ORG

FGFOA-ACCOUNTINGAUDITING Archives

July 2009

Options: Show Author | **Hide Author**
Show Table of Contents | Hide Table of Contents
Join or Leave FGFOA-ACCOUNTINGAUDITING
Post New Message
Search Archives

Subject ▼	From	Date	Size
Accessing the Listserve Archives	Jeannie Garner <JGarner@FLCITIES.COM>	Fri, 10 Jul 2009 12:13:57 - 0400	47 lines
Capital Asset Tagging	Cale Curtis <CCurtis@CI.HIGHLAND-BEACH.FL.US>	Thu, 2 Jul 2009 11:31:40 - 0400	39 lines
Re: Capital Asset Tagging	Jim McInnis <JMcInnis@CI.GREENACRES.FL.US>	Thu, 2 Jul 2009 16:18:10 - 0400	96 lines
Re: Capital Asset Tagging	Denise Barstis <dbarstis@PUTNAMSHERIFF.ORG>	Thu, 2 Jul 2009 15:27:29 - 0400	60 lines
Emergency water supply	Kathy Hankins <khankins@NAPLESGOV.COM>	Mon, 13 Jul 2009 15:08:40 - 0400	31 lines
FW: Utility Account Ownership	Kathy Hankins <khankins@NAPLESGOV.COM>	Wed, 8 Jul 2009 16:13:38 - 0400	82 lines
Golf Course Benefits	Brandy Wunker <bwunker@FWB.ORG>	Thu, 9 Jul 2009 18:19:03 - 0500	59 lines
Re: Golf Course Benefits	Michele Ennis <mennis@MELBOURNEFLORIDA.ORG>	Mon, 13 Jul 2009 14:20:26 - 0400	68 lines
Re: Golf Course Benefits	Atwood, Barry <AtwoodB@BBFL.US>	Mon, 13 Jul 2009 16:13:53 - 0400	166 lines
		Mon, 13 Jul 2009 16:52:23 -	

Internal Controls
State of Florida Policies and Regulations

Revenue Analysis
Revenue Forecasting

Debt and Treasury Management

Banking
Bond Insurance
Bond Issuance
Bond Proceeds
Bond Sale
Broker/dealers
Capital Financing
Cash Flow Forecasting
Cash Management
Collections
Credit Assistance
Custodians
Debt Structuring and Financing methods
Derivatives
FDIC Insurance
Financial Advisors
Investment Advisors
Investments
Leasing
Lines of Credit
Rating Agencies
Refunding
Secondary Market disclosure
Underwriting

Financial Administration

Contract maintenance
Deferred Compensation Plans
Disaster Recovery
Grants Administration
Health Care Plans
Information Systems – Software
Management Principals
Procurement/Purchasing
Purchasing
Retirement Plans and Deferred Compensation Plans
Risk Management

Personnel and Payroll

Benefits

Deferred Compensation Plans
Fringe Benefits - Taxable and nontaxable
Health Care Plans
Other Post Employment Benefits
Overtime
Retirement Plans
Sick and Vacation Time
Unions
W-2 Reporting
Wage and Hour Law

PLEASE NOTE:

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· The postings will be reviewed and approved prior to submission. This is to ensure the integrity of the List Serve.
· The Technical Resources Committee and the FGFOA Board of Directors will be participating in the List Serve to make sure that questions are responded to.

List Serve Policies
List Serve Etiquette
List Serve Information
List Serve Policies
List Serve Tips

If you have any questions about the List Serve, please contact **Jeff Blomeley** at (850) 701-3614.

Examples of Improper Categories

Message	Category Used	Correct Category
Has anyone used zero based budgeting? How would you compare to line item budgeting?	Accounting & Auditing	Budgeting
Does anyone have procedures regarding calculation of taxable fringe benefits they could share?	Accounting & Auditing	Financial Administration
How do you determine what rates to charge for rental of your facilities?	Budgeting	Financial Administration

List Serve Usage - Things to Remember

- Use correct List Serve category

- Email Jeff Blomeley at jblomeley@flcities.com about email changes

- Don't respond to questions that have already been answered correctly

- Check sample documents on FGFOA web site before using List Serve to ask for a sample policy, contract, RFP, etc.

- Don't send a thank you to responder