



VLGAA NEWSLETTER

Summer 2005

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VLGAA Officers:

- President Kathy Seay
 (804) 365-6403 Hanover County
- First Vice President. Kimberly M. Taylor
 (804) 717-6674 Chesterfield County
- Secretary Drew Harmon
 (540) 853-2644 City of Roanoke
- Treasurer Chris Pietsch
 (703) 324-4212 Fairfax County
- At-large Board Member ... Gretchen Hudome
 (757) 426-5873 City of Virginia Beach

Committee Chairs:

- Audit Sharlene Wrenn
 Henrico County Public Schools
- Bylaws John Doren
 Chesapeake Public Schools
- CPE Yolanda Tennessee
 Richmond Public Schools
- Membership Tasha M. Owens
 Chesterfield County
- Newsletter Jay Poole
 City of Chesapeake
- Nominating Joan Turnbull
 Chesapeake Public Schools
- Fall Program Chris Pietsch
 Fairfax County
- Quality Assurance Lance Kronzer
 City of Richmond

Welcome New Members

- Emmie Boley City of Lynchburg
- Dawn Hardman Hanover County
- Michael Helmke City of Chesapeake
- Paul Kolar Frederick County
- Donna Winn City of Chesapeake



VLGAA First Vice President, Kimberly Shaw was married on July 1. Her new name is **Kimberly M. Taylor** and her new e-mail address is TaylorKM@chesterfield.gov.

The VLGAA is trying to re-organize its Quality Assurance activities to assist audit shops in preparing for peer reviews. If you are interested in serving on this committee, please contact Joan Turnbull at (757) 548-0650 or turnbjma@cps.k12.va.us.

Conference recognitions were discussed at the July VLGAA Board meeting. At our fall conference, the audit offices with the highest percentage of members attending the conference will be eligible for a drawing to win an office lunch! For more details, contact Tasha Owens at (804) 748-1249 or OwensTM@chesterfield.gov.

This fall the VLGAA will begin quarterly roundtable conference calls for the membership to exchange ideas on topics of interest and receive one CPE credit. Please contact Kathy Seay at (804) 365-6403 or email ktseay@co.hanover.va.us with any topics that you are interested in discussing. We will notify members by email when a date is selected for the first conference call.

E-mail articles to Wanda Joyner at wjoyner@mail.city.chesapeake.va.us or fax to (757) 382-8860. Articles for the Fall Newsletter must be received by September 30, 2005.

Proposed Changes to the By-Laws of the VLGAA

The Executive Committee is recommending the following five changes to the By-Laws (changes noted in bold italics). These will be voted on at the fall meeting:

I. Add Website Committee as a formal committee:

WEBSITE COMMITTEE

Objective: To develop, coordinate, and maintain a website for the Association and its members as a promotional and informational tool.

Structure: The committee shall be appointed by the President of the Association.

Responsibilities:

- ***Facilitate maintenance and operation of website.***
- ***Approve items for inclusion***
- ***Maintain general VLGAA information, upcoming conference information, conference history, newsletters (past and current), membership information, and other information supplied by VLGAA Board and others.***
- ***Add new information, remove old, and update when changes occur.***
- ***Develop and recommend website policies for Executive Committee approval and oversee compliance with approved policies.***

II. Revise Program Committee wording

PROGRAM COMMITTEE

Objective: To coordinate and organize the semi-annual programs for the membership by providing the highest quality training in the most cost effective and efficient manner possible.

Responsibilities:

- Prepare a program budget. The Executive Committee has developed a standardized form.
- ***Recommend*** program speakers, facilities, food, etc. ***for approval by VLGAA Board.***

- Establish guidelines to ensure compliance with the Procedures for the Continuing Professional Education Programs contained in the Operations Manual. A draft of the program flyer needs to be provided to the Continuing Professional Education Committee Chair for review to ensure accuracy of the CPE earned prior to distribution to the membership.
- ***Develop conference program and registration form.*** The registration form should state that no refunds will be given, but substitutes are allowed.
- ***Handle advertising and promotion of the conference.***
- Prepare a list of attendees ***as received from the Treasurer.*** Notation should be made for no shows, substitutes, last minute additions, and late arrivals.

III. Revise Treasurer's Responsibilities

Add: Ensure that conference program attendees are paying the proper fee (member vs. non-member, and no fee for speakers).

IV. Revise Continuing Professional Education Committee Responsibilities

Add: Obtain a list of conference program attendees from the Treasurer or Program Committee.

V. Revise Quality Assurance Committee wording

QUALITY ASSURANCE COMMITTEE

Objectives: To offer a quality review on an informal basis to aid member audit shops in preparation for the N.A.L.G.A. peer review. The quality review offered by VLGAA does not substitute for the N.A.L.G.A. peer review and is offered as a service to its members. No formal letter will be issued stating an opinion of the review status; however, the requestor will receive feedback from the review team.

Structure: The committee shall be appointed by the President of the Association. The chairperson of the committee shall be assigned as the administrator of the quality review program.

Responsibilities:

- ***Administer the review process***
- ***Coordinate and assign review teams***
- ***Train team members***
- ***Maintain written documentation of quality review policies and procedures***

2005 VLGAA Spring Conference

The Spring Conference was held at the new Hilton Virginia Beach Oceanfront Hotel. The Conference was well attended with 55 attendees coming from as far away as Phoenix, Arizona. Despite a severe Nor'easter that curtailed our sunbathing time on the beach, everyone seemed to enjoy the conference and benefitted from the presentations on Risk-Based Audit Planning and Evolving Roles of Auditors in Performance Measurement presented by Steve Morgan, City Auditor of Austin, Texas. We were also treated to a luncheon address on the first day of the conference by Mayor Meyera E. Oberndorf of Virginia Beach, and a reception sponsored by Cherry Bekaert & Holland, L.L.P.



Conference presenter Steve Morgan makes a point as he stands in front of a window showing the Atlantic Ocean.



Reception sponsor Bob Bielat shares a laugh with conference host Gretchen Hudome.



VLGAA President Kathy Seay and VLGAA member Dawn Hardman discuss the seminar during a break.



VLGAA member Darren Padilla congratulates conference host Joanne Griggs on a great event.

Watch the VLGAA web site for a new *Upcoming Events Calendar*. The calendar will list regional and national training as well as VLGAA meetings and conferences. Please contact Sherry Ariail or Kathy Seay if you have training opportunities to share with other members.