



Newsletter

JUNE 2020

EDITION 2

WFOA Newsletter is published quarterly for members and friends of the Washington Finance Officers Association.

WFOA OFFICERS

2019 - 2020

CRAIG WARNER, President
Yakima County
509-574-1313
craig.warner@co.yakima.wa.us

DALE HOUGH, President-Elect
Lacey Fire District 3
360-528-2310
dthough@laceyfire.com

JACK BROYLES, Vice President
Woodinville Water District
425-487-4106
jbroyles@woodinvillewater.com

DAN LEGARD, Treasurer
City of Kennewick
509-585-4477
dan.legard@ci.kennewick.wa.us

STACIE TELLERS, Secretary
State Auditor's Office
360-725-5557
tellerss@sao.wa.gov

JANA BROWN, Past-President
City of Olympia
360-753-8473
jbrown2@ci.olympia.wa.us

INSIDE THIS EDITION

- *New WFOA Code of Ethics* 2
- *COVID 19 Fraud Schemes* 3
- *Update on GASB Standard* 4
- *New Awards Program* 5
- *What's It Like to Be on Board* 6
- *Crossword Puzzle* 7



Craig Warner

PRESIDENT'S MESSAGE

Has this been a spring to remember or forget? It seems so long ago that I was sitting at the Oregon GFOA spring conference in Ocean Shores, but it was only the first week of March, when several of the vendors and attendees got recalled to their home offices immediately for concerns over the coronavirus. Now at this point, I thought the coronavirus was something one caught from over-indulging the night before, but to my surprise, "The Rona" was real and has changed all of our lives forever. You see, I had attended a few webinars and had used the virtual meetings capability of my computer only a handful of times. Little did I know, that by today, all of my meetings and trainings would be virtual, and I doubt that this will go away any time soon for most of us.

We have seen the annual GFOA Conference, scheduled for New Orleans, moved to a virtual platform. The WFOA quarterly Board Meeting in April, was also moved to a Zoom meeting, and although we had a limited agenda, feedback was overall very positive. WFOA has also canceled all non-conference training that was scheduled through September and anticipate moving the popular BARS training classes to a virtual setting in the near future. Emails will be sent out notifying our membership when these classes are scheduled.

2020 WFOA Annual Conference

With a very heavy heart, the WFOA Board of Directors decided to change the 2020 WFOA Annual Conference, planned for Tacoma, to a virtual conference. Your WFOA Board, led by our Education Committee Co-Chairs, Beth Wright and Debbie Booher, along with our Conference Committee Chair Sandy Roberts and President-Elect Dale Hough, are hard at working selecting the best virtual platform for our conference, along with planning for the same great educational excellence our annual conference has delivered in the past. WFOA has excellent Conference Planners in Misty Slagle and Suzanne Hankins who are helping to set our direction as we transition. As more details are ironed out, we will make sure to pass this information along to everyone.

Code of Ethics

The WFOA Board, at its April meeting, reviewed and recommended for approval by our general membership, a new WFOA Code of Ethics, which will be presented at the Annual Business Meeting during the virtual conference in September.

Scholarships

As "the Rona" has debilitated many of our local government training budgets, I want to make sure that everyone remembers that scholarships for the annual WFOA Conference are available. Please go online to WFOA [scholarship application](#) and apply today if your ability to attend will be impaired by funding challenges in your entity. Scholarships are taken in order of request so make sure you submit your request as soon as possible.

Final Thoughts

I want to thank each and every one of our hard working WFOA members for their essential work during these unprecedented times. Just because some areas of government can be suspended, there is always a need to pay the bills, pay our employees, and make sure we keep the public's finances our top priority. Most of us worked through this virus and worked many more hours to stay on top of our daily responsibilities and the new challenges the virus has delivered. We are rarely recognized for our work and sacrifices we put forward, but our governments would grind to a halt without us.

Please be safe and care for yourself and your families. We will beat this together. Thank you once again for being part of WFOA!

Washington Finance Officers Association Code of Ethics Update

WFOA BOARD MEMBERS & COMMITTEE CHAIRS

SANDI ROBERTS
2020 Conference Chair
253-798-3722
Sandi.Roberts@piercecountywa.gov

MICHELLE HUGHES
2021 Conference Chair
509-625-6320
mhughes@spokanecity.org

CAMILLE TABOR
Professional Development &
Sustainability Committee Chair
360-282-3965
CTabor@snofire7.org

BETH WRIGHT
Education Co-Chair
425-888-7632
bwright@northbendwa.gov

DEBBIE BOOHER
Education Co-Chair
360-394-9720
Dboohier@cityofpoulsbo.com

BRET BRODERSEN
Professional Rules and Operational
Standards Chair
360-623-8283
bbrodersen@cityofcentralia.com

MICKIE COOPER
Member Communications/
Scholarship Chair
425-334-8588
mickie.cooper@lkssd.org

KELLY COLLINS
State Auditor Rep.
360-902-0091
collinsk@sao.wa.gov

TONI NELSON
MRSC Rep.
206-625-0916 Ext. 109
tnelson@mrsc.org

STACI ASHE
State Treasurer Rep
360-902-9017
staci.ashe@tre.wa.gov



by **DALE HOUGH**
President Elect

The WFOA Board has reviewed the new GFOA Code of Ethics and is proposing that the WFOA consider adopting it for the Association. Many of us were in Los Angeles at last year's GFOA conference (when they were live and not virtual) and heard about the thoughtful and thorough research that had gone into producing the new code. In the February 2020 edition of the GFOA Finance Review there is a good article describing how the new code reimagines and updates previous codes from one of policy and directive, i.e. telling people what to do and what not to do, rather to a code that focuses in on building trust. GFOA says that trust is demonstrated through having integrity and being honest, being able to produce results for our communities, always treating people fairly, embracing and practicing diversity and inclusion and always being reliable and consistent. The WFOA Board concurs with this direction.

Below is a copy of our proposed new Code of Ethics as adopted from GFOA. We will be asking for a vote to adopt this at the business meeting during our virtual 2020 Conference in September.



WFOA Code of Ethics

We, the members of the Washington Finance Officers Association, have a deep and abiding desire to show that we are worthy of the special trust that the communities we serve have placed in us. As a member of my government's finance office, I commit to living the following values to show that I am worthy of that trust.

INTEGRITY AND HONESTY

Integrity and honesty are the foundation on which trustworthiness is built. It means people can believe what I say, I act in accordance with my deepest values, I put principle ahead of my own ego, and I do the right thing even when it is hard.

PRODUCING RESULTS FOR MY COMMUNITY

Public finance offices have an important job. Doing that job well honors the trust the public has placed in me.

TREATING PEOPLE FAIRLY

Local governments depend on trusting relationships. Therefore, I will treat people fairly and develop processes and procedures that are fair.

DIVERSITY AND INCLUSION

Embracing diversity and fostering inclusiveness helps finance offices cultivate organizations and promote policies that reflect the communities they serve. When people feel included, they see that I am concerned for their wellbeing. That shows I am worthy of their trust.

RELIABILITY AND CONSISTENCY

When I consistently apply my standards – especially to myself – I honor my commitment to the community I serve and make it easier to do the right thing even when faced with challenging circumstances.

- Adapted from the GFOA Code of Ethics

**THANK YOU TO OUR
2020 CONFERENCE DIAMOND
LEVEL SPONSOR**



THANK YOU TO OUR 2020 CONFERENCE PLATINUM LEVEL SPONSORS



COVID-19 Related Fraud Schemes

By **MITCH HANSEN**, CPA, CMA, CFE, CIA
Clark Nuber

The coronavirus pandemic has given rise to a host of fraud schemes attempting to profit off the crisis. According to the Federal Trade Commission (FTC), consumer complaints for COVID-19 related scams topped 7,800 in early April, totaling \$5 million, with an average loss of \$598. U.K. victim losses are currently at just over \$1 million.

These scams tend to fall into one of three categories. The first is your typical “snake oil salesman” type, where the fraudster is selling false promises in the form of goods or services. The second category revolves around computer-related scams that target networks and mobile phones in an attempt to gain access to sensitive data. The third category is social engineering scams that involve manipulating targets into divulging confidential information.

How to Protect Yourself and Your Organization from COVID-19 Scams

Follow these simple steps to protect yourself, your friends and relatives, your employees, and your organization from COVID-19 related scams:

- For any email or text requesting sensitive information (such as credit card, bank account, or social security numbers); requesting funds be sent by wire, Bitcoin, or check; requesting a change to direct deposit bank routing; or requesting changes in IT security settings – always confirm the request by calling the sender directly. This control is essential in a work-from-home environment.
- Require two-factor authentication to access work networks. (This means a second step, beyond just entering the password, is required to grant access.)
- Never click on links from unknown sources or in suspicious looking messages.
- For the latest information on the coronavirus, go directly to trusted sources such as WHO, CDC, local news stations, or state and local government websites.
- Educate your employees, friends, and relatives on these current scams.
- Shop with reputable online retailers, and make sure the site is secure. (If secure, the website URL will start with “https://”)
- Direct texts from unknown senders to a separate tab on your phone (a setting in your phone can accomplish this).
- When using Zoom, use meeting passwords and restrict screen sharing to just the host.
- Make sure you have strong IT controls over your system.
- Help others by reporting coronavirus scams to the State Attorney General’s Office.
- Check the legitimacy of charities through your state’s public charities division, guidestar.org, justgiving.com, or in Publication 78 on IRS.gov. Be wary of requests to wire funds, use bitcoin, or provide gift cards. Also, send money directly to a charity rather than in response to an email or text.
- Scammers prey on fear, and there is plenty of that in world now. If you are being pressured into something due to a sense of urgency, this should be a “red flag” to call a time out and think before acting. Scammers target people they can pressure into action. Verify the source of the information through another means.
- And finally, remember the old adage, if it sounds too good to be true, it probably is.

If you’d like further information on anything covered in this article, please contact a Clark Nuber professional.

WASHINGTON FINANCE OFFICERS ASSOCIATION MISSION STATEMENT

“To promote excellence in governmental finance through leadership, education and communication for the public benefit.”

THANK YOU TO OUR 2020 CONFERENCE GOLD LEVEL SPONSORS



Important Update Regarding Delay Of GASB Standard



By **PAT McCARTHY**
Washington State Auditor

I want to share an important update with you. The Governmental Accounting Standards Board (GASB) voted on May 7 to delay implementation of several new accounting standards. The decision by GASB takes effect immediately and comes in response to requests by governments across the country as they grapple with the coronavirus pandemic.

At the Office of the Washington State Auditor, we were pleased to support the proposal circulated by GASB in an exposure draft. The decision postpones for 18 months the lease statement and implementation guide. It also postpones for one year the effective dates of all other statements and implementation guides that were due to be implemented by state and local governments for fiscal years 2019 and later. We know that governments of all sizes and types face unique challenges at this time, and we are committed to being responsive to this situation. For more information on how the GASB decision affects BARS Manuals (both GAAP and Cash) and your fiscal report for 2019, visit the [Accounting Delays](#) page on our website.

And because we know that you are receiving a lot of information regarding the pandemic, we also have created a [COVID-19 Accounting and Reporting](#) page on our website to centralize all of our BARS-related communications.

As you know, for the past several weeks we have sought an extension of at least one month to Washington's annual financial report filing deadline. In the event a legislative extension is not achieved, and your government cannot meet the statutorily set deadline, we recommend that you document the challenges you faced and the reasons for the delay in filing your financial report. This documentation will be invaluable to our auditors in the future.

In the meantime, I encourage all local governments to start the process of filing their annual reports. SAO staff are prepared to help you with any filing questions. Our website's [About Filing Online](#) page has many helpful filing resources, including the [library of online filing videos](#). It's a testament to the culture of accountability in Washington that half of all local governments in the state have already filed with us or have begun the process. Thank you all for your efforts on the public's behalf, and for your continuing commitment to government transparency.

CPE Training Opportunities Will Continue Despite Pandemic

From your Education Committee Co-chairs

Due to the current COVID-19 event hitting worldwide, it has provided an opportunity to think about the way we work and explore different opportunities to accomplish our job and accessing tools necessary to complete their job. WFOA's Board has made the hard decision to cancel many of our live training opportunities but would still like to offer the high level of training and education we have worked hard to create. We will be working to provide educational opportunities while maintaining safety and supporting reduced budget expectations.

Looking forward, we are working to offer web/virtual training at a lower cost to members and provide CPE opportunities statewide. Continue to visit our website for upcoming training opportunities.

THANK YOU TO OUR 2020 CONFERENCE SILVER LEVEL SPONSORS



New Awards Program Recognizes Outstanding Public Finance Officers

By **MIKE BAILEY**

The Washington Finance Officers Association has a new awards program – and we wanted to make sure you know about it. Upon the recommendation of the “Professional Development and Sustainability Committee” (PDASC), the WFOA Board created the WFOA Member Award for Excellence with 2020 being the inaugural year. The Board anticipates awarding recipients of the award at its fall 2020 conference. The award will be granted based on nomination received by the end of 2019. There were only three nominations submitted – and all three came from committee members. As a result of a lack of nominations the committee wanted to remind members about the award and the opportunity to nominate an outstanding WFOA member for the next round of consideration.

Background on the Award Program

The WFOA Board and the PDASC know that there are many excellent state and local government finance officers here in Washington serving their communities and the profession in impressive ways. We hear stories, see examples and observe this all the time. The annual conference is often a time where WFOA members can share their expertise, learn from each other and observe the great work that is going on in our profession. As a result, the Board asked the committee to research, consider and develop an awards program that recognizes this work. Over the course of 2019, the committee reviewed similar awards programs in other states, the GFOA and in other local government professional associations in Washington State. The committee and the Board considered all the ideas that went into these programs and how they might fit into the Board’s vision for the WFOA. The result is the Member Award for Excellence. The Board approved the program last year and set the initial deadline for nomination submissions at the end of 2019.

Criteria

In developing the program, the committee and Board settled on the following criteria:

The award is to recognize outstanding accomplishments and contributions by a public finance officer. Nominees must have made significant contributions or performed outstanding service to WFOA, to the profession of public finance, or to their individual entity in any one or more of the following areas:

- Leadership, organization, administration and communications
- Financial management
- Commitment to professional development and contribution to the public finance profession
- Special projects, significant community activities, and volunteerism
- Innovative ideas

In developing this criteria, the Board wanted to enable recognition of a finance officer who contributed to either their entity’s well-being, the profession, or both. In some of the other programs reviewed by the committee, the criteria were more focused on contributing to the association itself. The Board wanted to reach beyond just contributing to the association and extend the options for recognition to those who have contributed to the profession or to their entity as well.

The nominee must also:

- Be a public finance professional and an active member of WFOA (as defined in WFOA’s Bylaws Article 1, Section 1).
- Be in good standing (fully paid dues) for the preceding two consecutive years.
- Anyone can make the nomination (elected official, supervisor, colleague, co-worker).
- Members who currently sit on the Board of Directors are not eligible for nomination.

Nomination Process

Anyone can nominate a WFOA member for this award. The nomination process and forms are on the WFOA website. See [nomination forms](#). The criteria encourage the nomination be accompanied by supporting letters from elected officials, appointed officials, a supervisor or colleague that can collaborate the benefits of the nominee’s efforts.

Conclusion

In creating this award, the Board and the committee are hopeful that some of the outstanding efforts and accomplishments of WFOA members can be recognized and honored by their peers. Again, we know there is some impressive work being done by outstanding WFOA members. Take the time to nominate a candidate and let us recognize the nominees and the work they are doing. We’d love to have dozens of nominations that represent this outstanding work and the role of public sector finance officers making the world a better place.

THANK YOU TO OUR 2020 CONFERENCE BRONZE LEVEL SPONSORS

FRIENDS OF WFOA

What Does It Mean to be a WFOA Board Member? (Part 2)



Compiled By MICKIE COOPER

Member Communications and Scholarship Chair

Are you looking to get more involved with WFOA? Over the next few newsletters I will be sharing some information from our Board members, from their perspective, on what it means to a Board member

Past President - Written by Jana Brown

What does it mean to be a Board member?

Board members have been chosen due to their expertise and/or leadership skills. The recruitment process requires both “vetting” of a candidate and “cultivating” the interest of a potential future Board member until he or she is ready to accept. It is best if potential candidates first serve on a committee or volunteer for WFOA in some capacity first to assure a good fit.

Board members have three primary duties:

1. Duty of Care: Take care of WFOA by ensuring prudent use of all assets; including funds, members, and authority;
2. Duty of Loyalty: Ensure WFOA activities and transactions are, first and foremost, advancing its mission; recognize and disclose conflicts of interest; and make decisions that are in the best interest of WFOA; not in the best interest of the individual Board member (or any other individual or entity)
3. Duty of Obedience: Ensure WFOA obeys applicable laws and regulations; follows its own bylaws; and adheres to its mission.

Besides these very defined duties, the Board member also is a contributor in providing guidance in establishing policy, culture and strategic planning; as well as helping to network and serve as an advocate for the association. But most importantly the Board member is expected to represent WFOA in a professional and ethical manner.

What are the expectations?

1. Board members must allocate adequate time to accomplish the objectives of each position. Time commitments vary based on the scope and nature of each committee and its responsibilities. Committee members should anticipate dedicating a minimum of five hours per month to committee duties. Additional time would be required for the three board meetings (Jan., April, July), the annual Conference (Sept.), educational programming, and networking engagements.
2. Work with fellow Board members.
3. Prepare for meetings in a timely manner.
4. Regularly attend all meetings.
5. Keep informed.

What are the costs/benefits to the organization?

- Receive relevant and timely content that will enhance job performance.
- Develop leadership skills.
- Network with peers and with individuals of authority and influence.

Description of position: Past-President

- The direct resource/advisor to the president, assisting in transition.
- Oversee and be directly involved in the nomination process of future Board members

Vice President - Written by Dale Hough

To me, being on a Board, on this Board in particular, means that I have been recognized as someone in our field who has the credibility, trust and skills necessary to represent members of the Association and has the support of my District to perform WFOA tasks in conjunction with regular required work. While the long-term time commitment is fairly substantial, at least three to 10 years, the rewards of membership are great. The Board allows you to grow using your leadership skills outside of your normal workspace. It allows you to network with others and to gain new ideas and contacts throughout our field. Being a Board member allows us to celebrate our career and create opportunities through workshops and conferences to be successful.

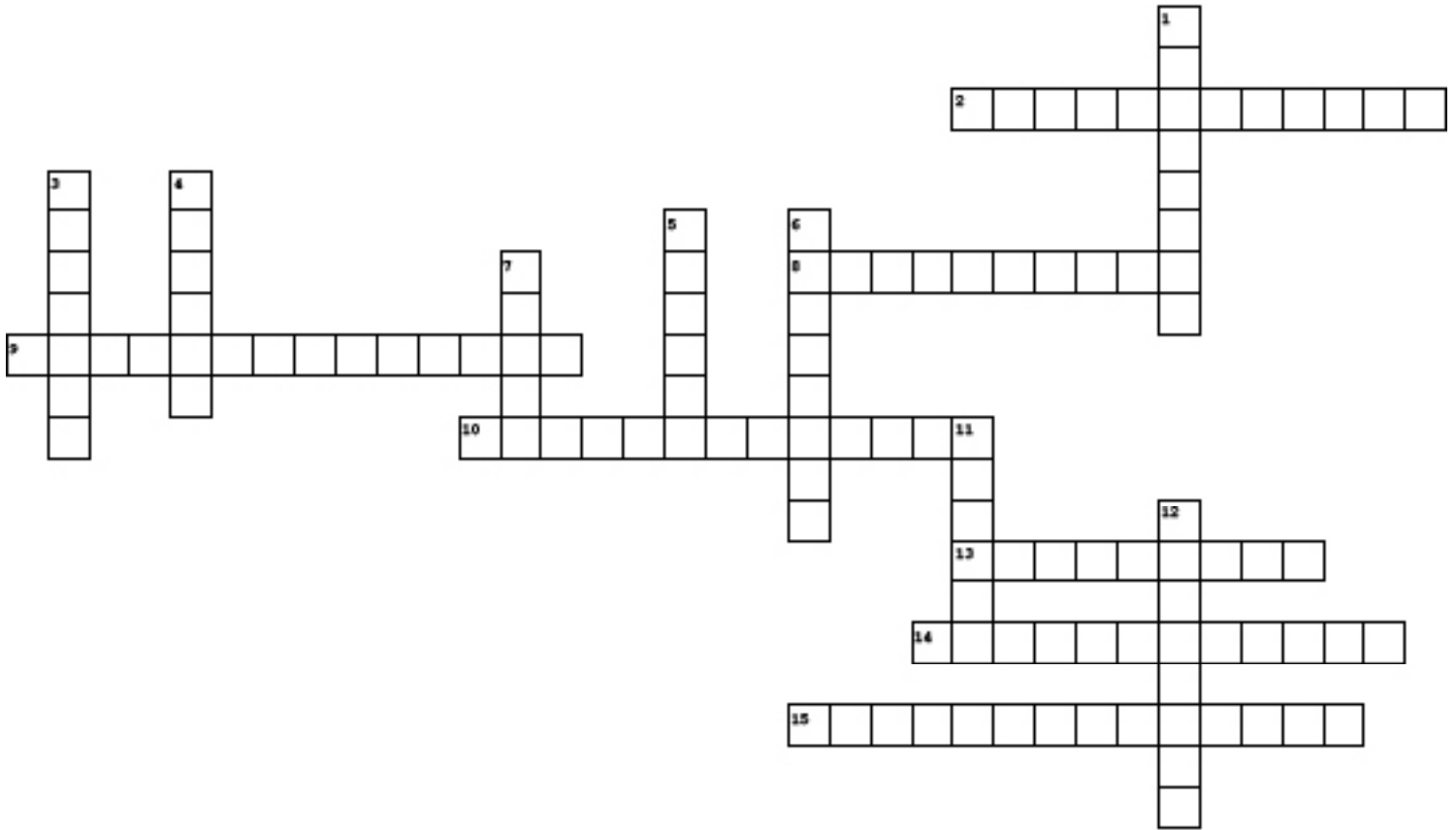
As the vice-president, the position requires the incumbent to be nimble, flexible and knowledgeable of WFOA business in order to support the president and president-elect as well as guide the new treasurer. Additionally, there are three key functions the VP must accomplish during the term.

- Select and confirm a site for the upcoming Annual WFOA Conference and work with the local conference chair in planning for the conference.
- Work with the firm hired to audit the books of the association.
- Manage all quarterly Board meeting logistics (venue, lodging, food, program) for the year.

Per the Bylaws the vice-president shall:

- a) Serve in the absence of the president and president-elect.
- b) Be responsible for the annual conference advance site selection including the reporting of the responsiveness and willingness of the host cities finance office to support.
- c) Be responsible for arranging facilities for Board of Director’s meetings and executive committee meetings.
- d) Perform other duties as assigned by the president.
- e) Be responsible for the audit contract.

2020 Summer Newsletter Crossword



Across

- 2. WFOA provides these to help with training
- 8. Federal Trade
- 9. Two-factor
- 10. The Vice President needs to be _____ of WFOA business
- 13. Foundation on which trust is built
- 14. Board members provide guidance in _____ policy
- 15. What does the S stand for in PDASC?

Down

- 1. May 31st is the filing _____
- 3. The 2020 Conference will be
- 4. _____ Award of Excellence
- 5. We are facing _____ challenges
- 6. They prey on fear
- 7. current WFOA Past President
- 11. Code of
- 12. Continue to visit our website for upcoming

Here's the puzzle phrase (below). Send your answer (just the phrase, I don't need to see the whole puzzle) within 2 weeks to mickie.cooper@lkssd.org for your chance for the fabulous prize... a \$5 Starbucks gift card. A = Across, D = Down, L = Letter

_____ ?

3DL1 13AL7 7DL2 14AL3 5DL5 2AL6 1DL5 9AL10 7DL5 14AL1 10AL4 12DL5 8AL9 4DL6 6DL5 15AL8 2AL5