



Government Finance Officers Association

Policy Development Exercise

Exercise Timeline

Final Instructions		3:15 - 3:20
Group discussions	Section A	3:20 - 3:30
Group work	Section B	3:30 - 3:45
Report out		3:45 - 4:25
Wrap up		4:25 - 4:30

The Setting

- The CEO and elected head of the governmental organization are discussing the need for a capital projects program. At this time they are brainstorming ways to pay for the projects.
 - They have not decided on what the cost is or how to pay for it.
 - They feel they need financial policies to guide them and your team has been asked to draft policies for their consideration
 - The policies will eventually be taken to the elected body for action.

The Exercise

- We will designate teams
 - A. Each team will have general questions to discuss and share their conclusions with the class
 - B. Each team will be asked to create specific policies in an assigned topic area, then share them with the class
- The teams will receive feedback from the other members of the class.

Exercise: Section A

- A – General questions for your team-please be prepared to report out on:
 - How will you explain to the CEO and elected official what kind of polices will be needed and why?
 - How will you go about developing them?
 - Who would you involve in the development process?
 - What are the key items you feel should be included?
 - How will you bring the policies forward so that you have the greatest chance for success?

Exercise: Section B

- Prepare draft policies in your assigned area and be prepared to report out on them – include
 - Why this specific policy?
 - Strategically - How will the policies help your organization?