

2015-2016 GFOA EXECUTIVE BOARD MEMBER MANUAL



(Proposed October 9, 2015)
(Edited 5/2/16 – GM)

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GOVERNMENT FINANCE OFFICERS ASSOCIATION OF NJ’S BY LAWS

ARTICLE I
NAME AND PURPOSE

A. The name of this organization shall be the Government Finance Officers Association of New Jersey.

B. The purpose of this Association shall be to:

1. Train governmental finance professionals pursuant to the certification program as established by the State Legislature.

2. Study problems affecting governmental finance and make recommendations for their solutions.

3. Review legislation affecting the financial administration of governmental units.

4. Promote in-service training programs for government finance employees.

5. Cooperate fully with the projects and aims of the Government Finance Officers' Association of the United States and Canada.

C. Definitions: Notification – Any method of communication including but not limited to electronic transmission, fax, telephone, e-mail, web-site, mail by the U.S. Postal Service, or newsletter.

At Large – Any place in the State of New Jersey

ARTICLE II
MEMBERSHIP AND DUES

A. Regular Membership may be granted to all public officials regularly engaged in the area of governmental finance. Each regular member present at the Annual Meeting shall be entitled to one vote.

B. Retired Membership may be granted to all regular members who have retired or spouses of deceased regular members. Such members shall have all rights and privileges in the Association except to hold office or be entitled to vote. A member is considered retired if they collect a state pension.

C. Associate Membership may be granted to persons engaged in providing services or products necessary to the financial management of governmental jurisdictions. Such members shall have all rights and privileges in the Association except to hold office or be entitled to vote.

D. Honorary Membership may be granted for life by the Association at its annual meeting on recommendation of the Executive Board to persons who have made an outstanding contribution to the advancement of government finance or accounting so that their efforts deserve public recognition. Such members shall not be required to pay annual dues or registration fees to the annual conference.

Not more than two membership shall conferred in any one year and the total number shall not exceed ten at any one time. Each honorary member present at the Annual Meeting shall be entitled to one vote.

E. Special Life Membership may be granted by majority vote of the Executive Board to retired past presidents of this Association who have made a contribution to the purpose of this Association so that their efforts deserve public recognition. A recommendation will be presented to the Executive Board for a Special Life Membership, thirty (30) days prior to the next Executive Board meeting upon which the recommendation will be vote upon. Such members shall not be required to pay annual dues or registration fees to the annual conference. Not more than one membership shall be conferred in any one year and the total number shall not exceed twenty at any time. Each special life member present at the annual meeting shall be entitled to one vote.

F. Annual Dues for each class of membership shall be established by the Executive Board. Any change to the existing structure shall be presented to the membership at the Annual Meeting for approval or disapproval by majority vote. Annual dues shall be payable on application for membership and as of January first in each year thereafter.

G. Student Membership may be granted to all students whether full or part-time currently matriculating in a course leading to a degree in Accounting, Finance or any related field and not qualifying in any of the other membership categories.

ARTICLE III

OFFICERS

A. The elected officers of this Association shall be: President, First Vice President, Second Vice President, Third Vice President, Treasurer and Recording Secretary.

B. The President shall preside at all meetings, appoint all committees and supervise all activities of the Association. The President shall nominate an Executive Director to perform such duties as may be required subject to approval of the Executive Committee.

C. The Vice Presidents, in the order of rank, shall preside at all meetings in the absence of the President, supervise all standing committees, and perform such duties as assigned by the President.

D. The Treasurer shall receive and deposit all monies, disburse same as authorized, by check, and present a report of such activity at the Executive Board Meetings and the Annual Meeting.

E. The Recording Secretary shall keep the minutes of all meetings and send copies to Executive Board members with the notice of such meetings in addition to such other ordinary duties of the office.

F. The term of office of the President, First Vice President, Second Vice President and Third Vice President shall be one year, and they may be elected for one additional one year term. The terms of office of the Recording Secretary, and Treasurer shall be one year, and they may be elected for additional one year terms without limitation. All officers shall be elected at the annual meeting of the Association.

G. Officers may be replaced for cause by at least two thirds vote of the full voting membership of the Executive Board.

H. The elected officers of this Association shall only be nominated by the Nominating Committee or may be nominated by the Regular Membership at least 60 days in advance of the Annual Meeting. Nominations shall be sent to the Executive Director who shall notify the membership at least 30 days prior to the Annual Meeting. All nominations shall follow the Executive Board nomination policy which shall set forth the forms, information and process to be used by the membership to evaluate the candidates.

ARTICLE IV

EXECUTIVE BOARD

A. The Executive Board shall consist of the elected officers, all past presidents still eligible for regular membership, three at large members, and up to four representatives from each of three geographical areas designated as follows:

North shall consist of the following counties: Bergen, Essex, Hudson, Morris, Passaic, Sussex and Warren.

Central shall consist of the following counties: Hunterdon, Mercer, Middlesex, Monmouth, Somerset and Union.

South shall consist of the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem.

B. Three at large members and a Chairperson for each area shall be appointed by the President, and said Area Chairperson shall appoint the other three members from the regular membership in his/her area. Each time a new President is elected, each area shall have at least one new member, who shall not have served on the immediate preceding Executive Board.

C. The Executive Board shall manage the affairs of the Association, and should a vacancy occur in any elected office, shall by majority vote appoint a successor to fill the office for the unexpired term.

D. Members may be replaced for cause by at least two thirds vote of the full voting membership of the Executive Board.

E. Any member of this Association who has heretofore been distinguished by service as a member of the Executive Board of the Government finance Officers Association of the United States and Canada shall serve on the Executive Board of this Association after retirement, but shall not be entitled to vote.

F. Notwithstanding Article IV A. any Executive Board member duly elected or appointed whose place of employment changes during the year of Executive Board membership shall be entitled to remain as a member of the Executive Board until the Annual meeting.

ARTICLE V

EXECUTIVE DIRECTOR

An Executive Director after being duly nominated by the President and approved by the Executive Committee, shall be contracted by the Association to perform such duties as the Executive Committee and/or Board shall designate. The Executive Director may participate in meetings of the Association but will not be permitted to vote on any issue brought before the Executive Board or the general membership.

ARTICLE VI

COMMITTEES

A. The President may appoint from among the active members such committees required for the best interests of the Association in addition to the following standing committees:

1. Executive Committee - Consisting of the officers of the Association who may meet on call of the President to authorize emergency expenditures, establish legislative positions or adopt other necessary actions under emergency situations. Any such actions shall be reported and subject to approval of the Executive Board at the meeting next following the meeting of the committee.

2. Nominating Committee - Consisting of three past presidents of the Association, who meet the attendance requirement as established by the Executive board, with a minimum of one such member from each membership area, except that if there is no active past president in any membership area, any active member from that area may be appointed. A slate of officers shall be recommended for election at the annual meeting. Notification, using the most current listing of membership, of the proposed slate shall be sent to the membership at least thirty days prior to the annual meeting. No member of the nominating committee shall be eligible for nomination.

3. Finance Committee - Consisting of the Treasurer and two other members to prepare the annual budget for approval by the Executive Board at the first meeting following the annual meeting.

4. Fall Conference Committee - At least half of the members including the Chairperson shall be from the Executive Board and an effort will be made by the Chairperson to make appointments of up to one half from the regular membership. This Committee may establish a separate bank account for the receipt of conference fees and payment of conference expenses. A financial report shall be submitted to the Executive Board within ninety days following the conclusion of the conference.

5. Settlement Committee - Consisting of all active past presidents and the First Vice President to review all requests for financial aid or grievances from the membership, and to review charges of unethical conduct against any member of this Association. This committee shall be chaired by the most immediate active past president and shall prepare recommendations for the Executive Board within forty days of referral of any matter by the President.

B. A majority of each committee shall constitute a quorum for the transaction of business. Each committee shall appoint from among its members a Chairperson unless the president in appointing such designates a Chairperson.

ARTICLE VII

MEETINGS

1. The Annual Meeting of the Association shall be held at the same time and place as the Fall Seminar, or after notification of the membership at least 30 days in advance at a time and place designated by resolution of the Executive Board. Fifty members shall constitute a quorum for the transaction of business.
2. Regular Executive Board Meetings, at least six annually, shall be on call of the President, and all members entitled to be present shall be notified in writing by the Recording Secretary at least one week in advance of the agenda to be transacted at such meetings. Ten voting members shall constitute a quorum for the transaction of business.
3. Special Executive Board Meetings may be called by the President, a quorum of the Executive Committee or Executive Board, or upon the written request of at least fifteen members of the Association. No special meeting shall be held without at least twenty four hours' notice and shall be limited to the transaction of business for which the special meeting has been called.
4. Robert's Rules of Order shall be the final authority on all questions of procedure not covered by these by-laws.

ARTICLE VIII

AMENDMENTS AND DISSOLUTION

1. These by-laws may be altered, amended or repealed by a two third vote of members present at the regular Annual Meeting providing a copy of the proposed amendment is sent to the members in a newsletter preceding the meeting or by other means deemed appropriate at least thirty days prior to the meeting.
2. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue code, or corresponding section of any future Federal Tax Code.

OATH OF OFFICE

To be used at the Annual Meeting

Raise your right hand. Repeat after me. I [STATE YOUR NAME] do solemnly swear to uphold the bylaws of the GFOA of NJ/ and to serve the association to the best of my ability/ so help me God./Congratulations

2015-2016 GFOA CHECKLIST

(Check off when complete)

RESPONSIBLE OFFICIAL

- Budget
- 2015 Audit – GFOA/Scholarship
- Treasurer Monthly Report
- FILE 990 - GFOA
- FILE 990 SCHOLARSHIP
- FILE 1096 - 1099'S
- ISSUE 1099'S
- ISSUE W-2'S
- FILE 941
- File Corporate Annual Report GFOA
- File Corporate Annual Report Scholarship
- Insurance Policies

Treasurer, Paula Doll
 Christabel Valladares, CPA
 Treasurer, Paula Doll
 Nisivoccia
 Nisivoccia
 Treasurer/Review by Auditor
 Treasurer/Review by Auditor
 Nisivoccia
 Treasurer/Review by Auditor
 Nisivoccia
 Nisivoccia
 David Hollberg

OVERSIGHT:

RESPONSIBLE OFFICIAL

(Check off when complete and date)

- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____
- Date Filed _____

File 990 GFOA
 File 990 Scholarship
 Treasurer's Monthly Budget Reports
 GFOA Audit
 Scholarship Audit
 File 1099's
 File Corporate Annual Report GFOA
 File Corporate Annual Report Scholarship
 Report-GFOA File 1096
 File Corporate Annual Issue W-2's
 File 941
 Budget
 Insurance Polices

Douglas A. Petix
 Roxanne Tosto
 Paula Doll
 Douglas A. Petix
 Roxanne Tosto
 Douglas A. Petix
 Paula Doll
 Paula Doll
 Douglas A. Petix
 Douglas A. Petix
 Douglas A. Petix
 Douglas A. Petix
 David Hollberg

EXECUTIVE BOARD MEMBERSHIP

| OFFICERS | 2014-2015 | 2015-2016 |
|--------------------------------|-----------------|---------------------|
| President | Jason Gabloff | Douglas Petix |
| 1 st Vice President | Douglas Petix | Cynthia Lindsay |
| 2 nd Vice President | Joanne Louth | Jon Rheinhardt |
| 3 rd Vice President | Cynthia Lindsay | John Antonides |
| Treasurer | John Antonides | Paula Doll |
| Secretary | Jon Rheinhardt | Catherine Henderson |
| Immediate Past President | David Hollberg | Jason Gabloff |

NORTHERN AREA

| | | |
|------------------|----------------------|-----------------------|
| Area Chairperson | Joseph Kovalcik, Jr. | Joseph Kovalcik, Jr. |
| Board Member | Gabriela V. Simoes | Gabriela V. Simoesgab |
| Board Member | Roy Riggitano | Roy Riggitano |
| Board Member | Catherine Henderson | OPEN |
| Past President | Alan Negreann | Dave Hollberg |
| Past President | William Homa | Alan Negreann |
| Past President | N/A | William Homa |

CENTRAL AREA

| | | |
|------------------|-----------------|-----------------|
| Area Chairperson | Sandra Webb | Joseph Monzo |
| Board Member | L. Mason Neely | L. Mason Neely |
| Board Member | Joseph Monzo | Natasha Turchan |
| Board Member | Natasha Turchan | Lori Russo |

SOUTHERN AREA

| | | |
|------------------|--------------------|----------------|
| Area Chairperson | Christian Johansen | Gerry Seneski |
| Board Member | Roxanne Tosto | Roxanne Tosto |
| Board Member | Paula Doll | Sharon Smith |
| Board Member | OPEN | Thomas Merchel |

AT LARGE

| | | |
|--------------|---------------|--------------|
| Board Member | Gerry Seneski | Dave Miller |
| Board Member | Dave Miller | Joanne Louth |
| Board Member | OPEN | Sandra Webb |

2015-2016 GFOA EXECUTIVE BOARD MEMBERS – OFFICERS

PRESIDENT

Douglas A. Petix, CFO
City of New Brunswick
78 Bayard Street
New Brunswick NJ 08903
Phone (732) 745-5045
Fax (732) 246-7806

FIRST VICE PRESIDENT

Cynthia Lindsay, Comptroller/Assistant CFO
City of Atlantic City, N.J.
1301 Bacharach Blvd, Room 707
Atlantic City, NJ 08401
Phone (609) 347-5800

SECOND VICE PRESIDENT

Jon Rheinhardt - CFO/Administrator
Wharton Borough
10 Robert Street
Wharton, NJ 07885
Phone (973) 361-8444 ext. 2711
Fax (973) 361-5281

THIRD VICE PRESIDENT

John D. Antonides
CFO/CTC/QPA
Township of Colts Neck
124 Cedar Drive
Colts Neck, NJ 07722
732-462-5470 x106

TREASURER

Paula G. Doll, CFO
Sea Isle City
4501 Park Road
Sea Isle City, NJ 08243
Phone (609) 263-4461

IMMEDIATE PAST PRESIDENT

Jason Gabloff, CFO
Millburn Township
375 Millburn Avenue
Millburn, NJ 07444
Phone (973) 564-7079
Fax (973) 564-5238

RECORDING SECRETARY

Catherine S. Henderson, CFO
Borough of Emerson
146 Linwood Avenue
Emerson, NJ 07630-1839
Phone (201) 262-6086 x211
Fax (201) 262-2802

EXECUTIVE DIRECTOR

Michael K. Drulis
GFOA of New Jersey
308 West State Street
Trenton, NJ 08618
Phone (973) 423-3415
Fax (973) 778-0270

2015-2016 GFOA EXECUTIVE BOARD MEMBERS - NORTHERN AREA

AREA CHAIRPERSON

BOARD MEMBER

Joseph A. Kovalcik Jr., CCFO, CMFO
County Treasurer
County of Morris
PO Box 900
Morristown, NJ 07963
Phone (973) 285-6085
Fax (973) 285-0986

BOARD MEMBER

Roy Riggitano, CFO
Elmwood Park Borough
182 Market Street
Elmwood Park, NJ 07407
Phone (201) 796-1438
Fax (201) 796-1612

PAST PRESIDENT

Alan P. Negreann, Adm/CFO
River Edge Borough
705 Kinderkamack Road
River Edge, NJ 07661
Phone (201) 599-6304
Fax (201) 599-0997

Gabriela V. Simoes Dos Santos, CFO
Town of Harrison
318 Harrison Avenue
Harrison, NJ 07029
Phone (973) 268-2433

PAST PRESIDENT

David W. Hollberg, CFO/Manager
Pequannock Township
530 Turnpike
Pompton Plains, NJ 07444
Phone (973) 835-5701
Fax (973) 835-1152

PAST PRESIDENT

William M. Homa, CFO
Cedar Grove Township
525 Pompton Avenue
Cedar Grove, NJ 07009
Phone (973) 239-1410 x233
Fax (973) 239-0762

2015-2016 GFOA EXECUTIVE BOARD MEMBERS - CENTRAL AREA

AREA CHAIRPERSON

BOARD MEMBER

Joseph Monzo, CFO/Dep. Twp. Manager
Township of South Brunswick
540 Ridge Road
Monmouth Junction, NJ 08852
Phone (732) 329-4000 x7307

BOARD MEMBER

Lori Russo, CFO
Marlboro Township
1979 Township Drive
Marlboro, NJ 07746
Phone (732) 536-0200

L. Mason Neely, CFO
East Brunswick Township
P.O. Box 1081
East Brunswick, NJ 08816
Phone (732) 390-6860
Fax (732) 390-6995

BOARD MEMBER

Natasha S. Turchan, CFO
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
Phone (908) 725-6300 x5110

2015-2016 GFOA EXECUTIVE BOARD MEMBERS - SOUTHERN AREA

AREA CHAIRPERSON

Gerry Seneski, CPA, RMA, CFO,
Treasurer
Cumberland County
790 E. Commerce Street
Bridgeton, NJ 08302
Phone (856) 453-2135
Fax (856) 451-0967

BOARD MEMBER

Roxanne B. Tosto, CFO
City of Brigantine
1417 West Brigantine Ave
Brigantine, NJ 08203
Phone (609) 266-7600 x213
Fax (609) 266-3823

BOARD MEMBER

Thomas Merchel, CFO
Township of Moorestown
111 West Second Street
Moorestown, NJ 08057
Phone (856) 914-3003
Fax (856) 914-3077

BOARD MEMBER

Sharon Smith, Assistant Controller
Township of Cherry Hill
820 Mercer Street
Cherry Hill, NJ 08002
Phone (609) 472-4318
Fax (856) 488-8870

2015-2016 GFOA EXECUTIVE BOARD MEMBERS - AT LARGE

BOARD MEMBER-AT LARGE

Joanne R. Louth, CFO
West Windsor Township
271 Clarksville Road, PO Box 38
West Windsor, NJ 08550
Phone (609) 799-2400 x235
Fax (609) 799-6799

BOARD MEMBER-AT LARGE

David Miller, CFO/Treasurer
County of Mercer
McDade Administration Building
640 South Broad Street, P.O. Box 8068
Trenton, NJ 08650-0068
Phone (609) 989-6694

BOARD MEMBER-AT LARGE

Sandra Webb, CFO
Princeton Borough
1 Monument Drive
Princeton, NJ 08542
Phone (609) 497-7655
Fax (609) 924-9714

**GFOA OF NJ MEETING ATTENDANCE POLICY AND
PROCEDURE**

Purpose:

This policy is intended to apply to and support the full contribution of all Officers and Executive Board Members. It is intended to ensure that a quorum is present so that the business of the Association can be accomplished in a timely manner.

Policy:

A meeting attendance problem occurs if any of the following conditions exist in regard to an Officer's or Executive Board Members attendance at Regular Executive Board Meetings.

1. The Officer or Executive Board Member has three absences in a row, or
2. The Officer or Executive Board Members misses half of the total number of Regular Executive Board Meetings in the Fiscal Year Period.

Procedure:

The Secretary shall be responsible for keeping an attendance roster showing all Officers, Executive Board Member's attendance for each fiscal year. A report shall be provided by the Secretary at each Regular Executive Board Meeting.

If a meeting attendance problem exists regarding an Officer or an Area Chair the President or their designee will promptly contact the member to discuss the problem. The response of the Officer or the Area Chair will be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's future membership on the board. Article IV (D) of the Bylaws provides a procedure for termination.

If a meeting attendance problem exists regarding an Executive Board Member than their respective area Chair will promptly contact the member to discuss the problem. The response of the Executive Board member will be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's future membership on the board. Article IV (D) of the Bylaws provides a procedure for termination.

CONFLICT OF INTEREST POLICY

Article I
Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. **Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all

CONFLICT OF INTEREST POLICY- Continued

material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. **Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. **Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

CONFLICT OF INTEREST POLICY- Continued

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in increment, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

DRAFT

**GFOA OF NJ ANNUAL CONFLICT OF INTEREST POLICY
STATEMENT**

I, _____ do attest and affirm that I am a member

[Print Name]

of the Executive Board of the Government Finance Officers Association of New Jersey for the fiscal year October 1, 2015 to September 30, 2016 and to the best of my belief and knowledge do acknowledge that:

- a. I have received a copy of the conflict of interest policy,
- b. I have read and understand the policy,
- c. I have agreed to comply with the policy, and
- d. I understand that the organization is exempt and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Certified by _____, GFOA Executive Board Member this:
[Print Name]

[Enter Date] [Signature]

DRAFT

GFOA CODE OF PROFESSIONAL ETHICS

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of

governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit respect, trust, and confidence of governing officials, other public officials, and the public.

They shall devote their time, skill, and energies to their office both independently and in cooperation with other professionals.

They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

Government finance officers shall recognize and be accountable for their responsibilities as officials in the public sector.

They shall be sensitive and responsive to the rights of the public and its changing needs.

They shall strive to provide the highest quality of performance and counsel.

They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

GFOA Code of Professional Ethics- Continued

IV. Professional Integrity – Information

Government finance officers shall demonstrate professional integrity in the issuance and

management of information.

They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.

They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.

They shall respect and protect privileged information to which they have access by virtue of their office.

They shall be sensitive and responsive to inquiries from the public and the media, within the framework of government policy.

V. Professional Integrity – Relationships

Government finance officers shall act with honor, integrity, and virtue in all professional relationships.

They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.

They shall not knowingly be a party to or condone any illegal or improper activity.

They shall respect the rights, responsibilities, and integrity of their colleagues and other public officials with whom they work and associate.

They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.

They shall promote equal employment opportunities and, in doing so, oppose any discrimination, harassment, or other unfair practices.

VI. Conflict of Interest

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.

They shall not, directly or indirectly, seek or accept personal gain which could influence, or appear to influence, the conduct of their official duties.

They shall not use property or resources for personal or political gain.

GFOA OF NJ PRESIDENT'S ORIENTATION

1. The Bylaws – They state that “the President shall preside at all meetings, appoint all committees and supervise all activities of the Association. The President shall nominate an

Executive Director to perform such duties as may be required subject to the approval of the Executive committee. “

2. The Executive Director -You should at your first meeting nominate the Executive Director.
3. The First Meeting -It is advisable to hold a meeting with your Officers and Area Chairs and the Executive Director at the Annual Conference. The agenda for that meeting would be to set the calendar of meetings, and their location, as well as who will book it for you, you can discuss the budget of which a draft should be presented at the first board meeting and committee assignments. Of course, any other topics can be added as well
4. The Presidents Program- You should have ideas as to what you would want to achieve during your tenure. At your first board meeting you should inform the board as to your goals and objectives. The committee structure may reflect these through the creation of new ones or the restructuring of old ones. Some of my goals and objectives were: An awards program, the Next Generation of CFO's (Marketing the profession, web link to schools, a student membership rate), an alternate nominating procedure, revision of the Good and Welfare Policy, A letter to the Governor asking him to support more DLGS staff, Legislation-Modification of the Levy Cap, a Fall Conference Handbook, New committees on Affiliates and Technology, Reestablish area seminars, Honorary membership for DLGS retired employees, a Presidents Handbook or Orientation Outline. You may not accomplish all of them, maybe none, but your job is to lead and by providing your ideas to the board you will give them direction.
5. The Appointments- I would recommend that you do these as soon as possible. I let my potential Area Chairs know that they would have the appointment as soon as I was elected. I encouraged them the search for their appointments before the annual conference and use the conference to interview the potential new board members. Likewise, since you have at-large appointments as well you can use the conference to meet with them and tell them of the appointment. All appointments that were made by me were confirmed in written form, either via letter, a listing or e-mail. Remember “there is never a question when you put it writing. “ Your appointment list should be circulated at the first full board meeting. Revisions can be made then and redistributed by the Secretary. Another new practice has been that each new board member receives and orientation from the President and the Executive Director. This means that they sit down with the new member, hand them a copy of the board manual and explain its contents, how we operate and answer any questions.
6. The Committees- This listing of assignments should be distributed at the first full board meeting. It is always a good idea to contact the board member to see if the board members want the same assignment or if they want a change. New board members should be given something that they feel comfortable with and that is not critical to the association unless it can be shown that they have experience and expertise in the area. The committee list can be e-mailed to the board beforehand for comment and concerns. Read the bylaws for assignments to the Nominating Committee and the Settlement Committee as the appointments for them must follow the bylaws.
7. The Face of the Association- As I like to say in many instances you will represent the state association. You can expect to speak after your election, giving thanks and telling the membership what you programs are. You can expect to speak at seminars providing introductions to speakers, act as a moderator or just a few words of welcome. You can expect to be recognized by others at their functions. You may have to speak on behalf of the association at state Legislative subcommittee meetings, or meetings with the League of

Municipalities. You should also be prepared to present plaques for retirements, or special honors and the scholarship awards. You may even attend funerals and wakes.

8. The League of Municipalities and Other Affiliates- First, you should notify the League that you are the new President and provide them with contact information so that you get their notices and requests. Below are some examples of league invitations and requests all of which you will have to respond to:
 - In June a request will come to ask whether the Association wants to have a consulting table at the annual conference.
 - There may be a request to attend a luncheon at the annual conference.
 - They will ask who will serve on behalf of the association on the League Legislative Committee.
 - Conference information will be forwarded to you.
 - The league runs an affiliates advisory meeting in April to discuss affiliate issues and the annual conference.
 - Requests to include information in your newsletter.
 - Requests to submit league resolutions.
 - Requests to serve on league legislative subcommittees.

With regard to other affiliates you may be invited to attend and or speak at their luncheons, seminars or conferences. Remember, you may or may not be able to satisfy these requests but if you can't that's why we have Vice-Presidents.

9. The Dealing with the Division of Local Government Services and the State Government- You can expect to have a working relationship with the Director of the Division and the staff. This means that you will attend meetings, exchange correspondence and have conversations when the Association business calls for this to take place. Likewise, you may have to speak with State Legislators, other state agency or department heads, or the Governor if necessary.
10. The Newsletter & Other Correspondence- The board may direct you to send out letters on behalf of the association. It is always a good idea to start the letter with "On behalf of... In some cases other board members or the Executive Director may do the drafting of the letter for your signature. In the past there was a board committee assignment to be the editor of the Newsletter. It has been difficult over the last several years to find someone to fill that position. The Executive Director, a Past President, and you should be prepared to get the Newsletter out with the required ads, articles, notices etc. I appointed the Vice Presidents to act as the editor for one issue but you may want to entertain other ideas, such as making each area and its chair responsible for an issue. In any case, there is "Presidents Corner" in each Newsletter and you should be prepared each issue to submit your regards to the membership. Copies of some examples are at the end of this handbook.
11. The Supervising of the Association- There are various viewpoints on this. There are Presidents who have or will micromanage each of the committees. There are those who have or will monitor the progress of the committees and provide input and guidance when required. There are those that have or will delegate sole responsibility to the committees. Whichever style you assume you should include the Executive Director as an ad hoc member of every committee. This means that the Executive Director should be informed as to all that goes on so that he/she can monitor the committee's progress and offer suggestions, information or raise important questions which should be addressed.

12. The Get Organized part- An agenda should be prepared for each meeting and distributed by the Secretary prior to the meeting. In the past it has been an alphabetical listing of the committees with the reports of the officer's first leaving room at the end for old and new business. If you want to reorganize that listing, take things out of order, or have special presentations made, feel free to do so, it's a flexible agenda. There is a lot of information that will come to you between meetings. Whether you use folders, or a notebook, it doesn't matter. You should find a way to file the information so that you can summarize for the board as part of your report, copy it for them to hand out at the meeting, or just use it to keep tabs on the committees and their activities.
13. The Miscellaneous – There may be some things missing from this document and I will give a copy to Past President's Angelo and Carnevale and the Executive Director Mike Conti for their additional comments. Items under this category would include but not be limited to:
 - Fall Conference- You may have to write an invitation to speakers. A registration reminder should go out under your signature and that of the Executive Director. You may introduce the key note speaker. As the incoming President you are responsible for getting the Past Presidents Plaque and presenting same.
14. The Meeting – Article III, Paragraph B states that “the President shall preside at all meetings”, Article VII Meetings, Paragraph 7 of the By-Laws states that “Robert's Rules of Order shall be the final authority on all questions of procedure not covered by the by-laws.”
 - To preside means to act as the president and to exercise authority or control. As a new president you may find it helpful to review the attachments on parliamentary procedure, the agenda, motions and how to chair a meeting. It has been the past practice of the association's board meeting to keep the process semi-informal, using a simple format, and leaving the strict use of Roberts Rules only when clarification of procedure is required.

RECORD RETENTION POLICY AND PROCEDURE

Definitions

Record- Any document whether hard copy, electronic or other that is of interest to the GFOA of New Jersey.

Policy

1. The Officers and Executive Board of the GFOA do hereby adopt by reference the State of New Jersey, Department of State, Division of Archives and Records Management, schedule for Municipal Agency General Records Retention Schedule, with the following exceptions.
2. Any record subject to continuing education of the State of New Jersey Division of Local Government Services, shall be subject to the rules and regulations of the Division of Local Government Services.
3. Any record subject to continuing education of the State of New Jersey State Board of Accountancy, shall be subject to the rules and regulations of the New Jersey State Board of Accountancy.
4. Any record determined to be of a historical nature by the Officers and Executive Board of the G.F.O.A. of New Jersey shall be maintained as a permanent record.
5. The Officers and the Executive Board shall have the authority to determine a duration of maintenance different than the above for any other record determined by them to have this need. They Officers and the Executive Board shall also have authority to determine on a case by case basis any other matters of record retention or destruction which they determine to be necessary and in the best interest of the GFOA of New Jersey.

Procedure

1. The Custodian of the record(s) who seeks the disposition of it shall file a form with the Officers, Executive Board and the Executive Director, detailing what records are under review.
2. The Officers and Executive Board shall determine at a regularly scheduled executive board meeting which records are approved for disposal and those that shall be maintained by the Association. A record of the review and the determination shall be included in the minutes of the meeting. The form as reviewed shall be maintained by the Executive Director.
3. Upon review of the Officers and the Executive Board the custodian of the record(s) shall have the authority to shred or destroy in an approved manner by the Officers and the Executive Board those records approved for destruction. Those records to be maintained shall be turned over to the custody of the Executive Director for storage.

ELECTRONIC ELECTION POLICY AND PROCEDURE

The GFOA of NJ Executive Committee voted to approve the following guidelines for implementation of electronic elections:

1. As described in the minutes of 12/16/2005 and approved via the minutes of 2/17/2006 the Nominating Committee recommended and the Executive Board accepted a new procedure whereby all applicants would fill out an "Executive Board Officer Resume" form, providing GFOA service information, disclosure of any appearance or actual conflict of interest and a signature. All applicants would also be interviewed.
2. The By-Laws provide the elected officers may be nominated by the Nominating Committee or by the regular membership at least 60 days in advance of the Annual Meeting. The Executive Director must notify the membership 30 days prior to the annual meeting. Thus, there is a need to inform the membership of their ability to nominate.
3. The Nominating Committee has in the past made a report to the Executive Board as to their slate. This is a practical matter so that the board can be assured that the Executive Director is informed and can make the necessary arrangements to carry of the election as per the By-Laws.
4. Roberts Rules of Order provide for the following for Absentee Voting. This is taken from the section "A Vote by Mail", page 35 and deals with a vote that is not secret. Since our election has been by a voice vote or a show of hands, it has not been by secret ballot. I would think an electronic vote would likewise not be considered a secret process.
5. "If the vote is not to be secret, the following items should be sent to each qualified voter: (1) a printed ballot containing a space for the voter's signature, to ensure against votes being cast by other than legal voters, together with full instructions for marking and returning by the required date; and (2) a specially recognizable, self, addressed return envelope with the name and address of the secretary, the chairman of tellers, or other person designated to receive the marked ballot. If qualifications of the nominees may not be widely known to the membership, it is permissible to allow each nominee to furnish for enclosure a brief factual statement of his service and qualifications, provided that all nominees are accorded equal opportunity and space. Electronic mail and other means of electronic communication can be tailored to comply with these requirements (see footnote, p. 2)."

CASH MANAGEMENT PLAN OF THE GFOA OF N.J.

I. Statement of Purpose

This Cash Management Plan (the "Plan") is prepared in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain funds for the GFOA of N.J.,

pending the use of such funds for the intended purposes. The Plan is intended to assure that all funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

The plan is intended to provide a structure for the management of funds including but not limited to the prescribed duties of the Treasurer, procedures for the receipt and disbursement of funds, reporting and internal controls.

II. Identification of Funds and Accounts to be Covered by the Plan

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the GFOA of N.J.:

Operating Fund, and Scholarship Fund, any other fund created by the Executive Board of the GFOA.

III. Designation of Officials of the GFOA of N.J. Authorized To Make Deposits and Investments Under the Plan

The Treasurer of the GFOA of N.J., the Executive Director and any other individual designated by the Executive Board of the GFOA of N.J. are hereby authorized and directed to make deposits. The Treasurer of the GFOA of N.J. and the Executive Director are hereby authorized to invest the funds referred to in the Plan.

IV. Designation of Depositories

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any Certificates of Deposit which are not otherwise invested in Permitted investments as provided in this Plan:

TD Bank, Sun National Bank, Investors Bank, Ocean First Bank, Valley National Bank, JP Morgan Chase Bank, Sovereign Bank, PNC, Hudson United Bank, Wells Fargo, Columbia Bank, Lakeland Bank, North Fork Bank, Bank of America.

CASH MANAGEMENT PLAN-continued

V. Designation of Brokerage Firms and Dealers with Whom the Designated Officials May Deal

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials(s) of the GFOA of N.J. referred to in this Plan may deal for

purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. The Bank of America Securities LLC

VI. Authorized Investments

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligations that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part of within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investments by Local Units;

For purposes of the above language, the terms "government money market mutual fund" and shall have the following definitions:

Government Money Market Mutual Fund An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government Securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and the repurchase of agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for the least the most recent past 60 months and with assets under management in excess of \$500 million.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

CASH MANAGEMENT PLAN-continued

VII. Safekeeping Custody Payment

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the GFOA of N.J. then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State

of New Jersey. Such institution shall provide for the designation of such investments in the name of GFOA of N.J. to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the GFOA of N.J. or by a third party custodian prior to or upon the release of the GFOA's funds.

VIII. Reporting Requirements

At any Executive Board meeting during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall provide to the Executive Board of the GFOA of N.J. a written monthly report of any Deposits, Receipts, Expenditures or Permitted Investments made pursuant to this Plan, which shall at a minimum, be in the following form:

- A. The report shall follow the model form of budget, bill list, cash proof, and bank reconciliation attached hereto and made a part herewith.
- B. A separate report shall be made for the operating fund, the scholarship fund and any other fund adopted by the GFOA of N.J.
- C. A copy the monthly report shall be filed with the Executive Director.
- D. All other information which may be deemed reasonable from time to time by the Executive Board of the GFOA of N.J.

IX. Duties of the Treasurer and Internal Controls

Financial Records

Receiving, depositing and recording all cash receipts.

Verifying and paying all claims on a timely basis.

Maintaining all correspondence files including information on signature cards, contracts, and bank resolutions.

Maintaining historical files of bank and investment statements.

Establish and maintain a sound, accurate accounting system.

Reconciling all bank accounts on a timely basis.

Request and receive all bank statements with a cutoff at the end of the fiscal year and at December 31.

Turns over all records to new Treasurer.

Maintains all W-9's for all independent contractors.

CASH MANAGEMENT PLAN-continued

Financial Statements

Prepare monthly cash receipt and disbursement report.

Prepare monthly list of bills to be paid for review and ratification by the Executive Board.

Prepare a projection of accounts payable at the fiscal year end.

Prepare monthly investment, budget and other reports as required by the Executive Board.
Prepare financial reports on certain special events and income producing projects, i.e. fall conference and seminars.

Budget and Monitoring Financial Issues

Prepares annual budget for review and ratification by the Executive Board.
Monitors cash and investment balances.
Makes recommendations for investment and financial policy changes.
Anticipates and communicates to the Executive Board significant deviations from the budget.

Safeguarding of Funds

Investment decisions shall be guided by cash flow projections by the Treasurer.
Deposit fund within 48 hours (business days) of receipt.
Monitors bank relationship.
Reviews and maintains insurance coverage as directed by the Executive Board.

Federal and State Reporting

Maintains information required for all independent contractors employed.
Prepare and file 1099's where appropriate.
File Form 990 with the assistance of the accountant.
Respond to all public inspection agency inquiries.
Responsible for reporting to the NJ Division of Consumer Affairs.
Responsible for filing the corporate annual report.

Miscellaneous

Monitors the effectiveness of subcommittees or individuals who are responsible for the billing and collection of areas including but not limited to: dues, ad revenue, event and conference revenue.

Internal Controls

Invoices presented for payment shall bear the date when an elected officer of the association has reviewed the invoice and affixed their signature indicated approval for further consideration by the Executive Board for payment.

Original bank statements shall be forwarded directly from the bank to the Executive Director. The Executive Director shall review the statements to any and all information prepared by the Treasurer for accuracy and completeness.

CASH MANAGEMENT PLAN-continued

Original investment confirmations and investments statements shall forwarded directly to the Executive Director. The Executive Director shall review the confirmations and statements to any and all information prepared by the Treasurer for accuracy and completeness.

The Executive Director shall supply the Treasurer with duplicate copies of all bank statements, investment confirmations and investment statements on a monthly basis.

A second signature of an elected officer of the association shall be required for checks greater than \$5,000.00.

The Executive Board will decide annually whether a compilation, review or an audit shall be performed by a Certified Public Accountant of the association's financial records.

X. Disclosure

Any Executive Board member or official involved in the designation of depositories or in the authorization of investments permitted by Section III and IV, or in the selection of an entity seeking to sell securities to the local unit, who has a material business or personal relationship with the organization, shall disclose that relationship to the Executive Board. The Executive Board member or official shall submit a letter to the Secretary who shall list this as correspondence received at the next Executive Board meeting and shall forward a copy to the President.

XI. Term of Plan

This Plan shall be in effect from October 1, 2011 to September 30, 2015. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Executive Board, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

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2015-2016 Budget [SEE ATTACHED]

2015-2016 GFOA of N.J. Important Dates

December 11, 2015 - Executive Board Meeting at 10:00 AM
February 12, 2016 - Executive Board Meeting at 10:00 AM
April 22, 2016 (Tentative) – Annual Spring Mini-Conference & Executive Board Meeting
June 10, 2016 – Executive Board Meeting at 10:00 AM
June 22, 2016 – Golf Outing, Pebble Creek (AM START)
July 22, 2016 – Executive Board Meeting at 10:00 AM
September 14-16, 2016- GFOA of NJ Annual Fall Conference
October 7, 2016 – Executive Board Meeting at 10:00 AM
December 2, 2016 – Executive Board Meeting at 10:00 AM

*Executive Board Meetings to be held at Jumping Brook Country Club
210 Jumping Brook Road, Neptune, NJ 07753*

Future GFOA International Annual Conferences

GFOA International 110th Annual Conference-May 22-25, 2016, Metropolitan Toronto Convention
Centre in Toronto, Ontario, Canada. Registration will open in late fall.

**GFOA EXECUTIVE BOARD COMMITTEES
[SEE ATTACHED]**

STAFF

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