

PANHANDLE CHAPTER

Florida Government Finance Officer's Association

<http://panhandlefgfoa.info/>

CGFO DVD Policy

The Certified Government Finance Officer (CGFO) Program offered by the Florida Government Finance Officers Association (FGFOA) is intended to encourage a level of knowledge and professionalism in the field of government finance. It is also intended to encourage development and maintenance of professional competence for practicing governmental finance officers. For purposes of the CGFO program, a finance officer is any individual occupying a professional level position that includes oversight and/or supervision of one or more financial functions in a government entity.

Candidates for the certification must successfully pass five exams in a three-year period. Exams cover the following topics:

- Accounting & Financial Reporting
- Municipal Budgeting
- Treasury Management
- Debt Administration
- Financial Administration

For complete information about the CGFO program, please visit <http://www.fgfoa.org/cgfo/default.aspx>. The FGFOA offers a reading list, review classes, and review DVD's to assist candidates in preparing for the exams.

Active Panhandle Chapter members (i.e. current year dues have been paid) may checkout the review DVD's from the Secretary/Treasurer. DVD's may be checked out for a period of four weeks. A maximum of two DVD's may be checked out at a time. The checkout period will be reduced to two weeks if there is someone else waiting. Checkout renewals (add'l 4 weeks) are permissible so long as there is no one waiting. It is the responsibility of the person forwarding the DVD's to the next person or returning them to the Chapter to pay postage (if necessary). In the event a DVD is lost, damaged, or otherwise not returned in the same condition as received, a replacement fee of \$10 per DVD will be imposed.

DVD's available for checkout:

- Accounting & Financial Reporting
- Municipal Budgeting (Part 1)
- Municipal Budgeting (Part 2)
- Treasury Management
- Debt Administration (Part 1)
- Debt Administration (Part 2)
- Financial Administration (Part 1)
- Financial Administration (Part 2)

To checkout a DVD, forward a completed CGFO DVD Checkout form to the current Secretary/Treasurer.

It is the responsibility of the Secretary/Treasurer to ensure member dues are current, obtain a signed checkout form, and ensure the DVD's are returned on time. The FGFOA Panhandle Chapter will pay the postage to send the DVD's to the member in the event waiting until the next chapter meeting is not feasible.

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CGFO DVD Checkout Form

To be completed by person checking out the DVD's:

Date: _____

Name: _____

Organization: _____

I hereby request to checkout the following CGFO review DVD's (two maximum at a time):

- Accounting & Financial Reporting
- Municipal Budgeting (Part 1)
- Municipal Budgeting (Part 2)
- Treasury Management
- Debt Administration (Part 1)
- Debt Administration (Part 2)
- Financial Administration (Part 1)
- Financial Administration (Part 2)

I understand and agree to abide by the following rules for checking out CGFO review DVD's:

- The checkout period is four weeks. However, it will be reduced to two weeks if there is someone else waiting. Checkout renewals (additional 4 weeks) are permissible by contacting the Secretary/Treasurer so long as there is no one waiting.
- It is my responsibility to forward the DVD's to the next person or return them to the Chapter at the end of my checkout period. Any associated expense (e.g. postage) will be my responsibility.
- In the event a DVD is lost, damaged, or otherwise not returned in the same condition as received, I will be responsible for a replacement fee of \$10 per DVD.

Signature: _____

To be completed by the Chapter Secretary/Treasurer:

Current Year Membership Paid? _____ Yes _____ No

Date DVD's Mailed: _____

Date DVD's Returned: _____

Replacement Fee Needed? _____ No _____ Yes (Amt \$_____, Date received: _____)

This form may be destroyed once the DVD's have been returned in their original condition or replacement fee has been received.