

Financial Reporting Standards Board

Minimum Qualifications for all NEW GAAP Coordinators

30 ILCS 30/15(A) authorizes the Financial Reporting Standards Board (Board) to establish minimum qualifications for all new GAAP coordinators.

The minimum qualifications as described in section C shall become effective for all new GAAP Coordinators hired on or after the effective date.

Individuals designated as GAAP Coordinator for a “Tier 2” agency, as defined in section B, prior to the effective date, may be designated as GAAP Coordinator upon transfer to another “Tier 2” agency subsequent to the effective date of these requirements, without being subject to minimum qualification requirements, provided that it is determined that the individual possesses adequate experience in GAAP package preparation.

A. **GAAP Coordinator – Defined**

GAAP Coordinator, as defined by 30 ILCS 30/5, means “a designated representative, employed by a State agency or component unit of the State, who is responsible for submission to the Office of the Comptroller all required documentation, as determined by the Office of the Comptroller, necessary for the preparation of the Comprehensive Annual Financial Report.”

It has been noted that some agencies may use the personnel job title of “GAAP Coordinator” or “GAAP Accountant” for multiple employees; however, for purposes of establishing qualifications for the GAAP Coordinator, the Board determined that each agency or component unit shall have one “designated representative”, and that the defined minimum qualifications shall apply only to that one “designated representative” of the state agency or component unit.

B. **Segregation of Agencies/Component Units**

As State agencies and component units of the State vary widely in size and complexity, it is necessary to define the minimum qualifications of the GAAP Coordinator based on three levels:

a. **Tier 1 agencies**

Tier 1 agencies would include those agencies that are required to submit departmental financial statements for audit. In addition, the Board may choose in the future to designate additional agencies as Tier 1 agencies if deemed warranted.

b. **Tier 2 agencies**

Tier 2 agencies would include those agencies that are required to submit GAAP packages to the Office of the Comptroller, that are not classified as Tier 1 or Tier 3 agencies.

c. **Tier 3 agencies**

Tier 3 agencies would include those agencies that are required to submit fewer than 5 GAAP packages to the Office of the Comptroller, have no federal grant revenue, and are not classified as Tier 1 agencies. Tier 3 agencies would also include those agencies that are not required to submit GAAP packages to the Office of the Comptroller, as the agency's GAAP packages are prepared by staff at the Office of the Comptroller. Those agencies whose GAAP packages are prepared by the Comptroller's Office are required to have a designated contact person to gather necessary documentation for the Office of the Comptroller.

C. **Minimum Qualifications**

Tier 1 agencies – All new GAAP Coordinators for Tier 1 agencies shall be a registered or licensed CPA, or possess other relevant certification, such as CPFO (Certified Public Finance Officer as designated by the GFOA). In addition, three years of experience in financial statement preparation, preferably governmental, shall be required.

Tier 2 agencies – All new GAAP Coordinators for Tier 2 agencies shall be a registered or licensed CPA, or have a bachelor's degree in accounting, or a bachelor's degree in a related field with a minimum of 15 hours of college credit in accounting. Although discouraged by the Board, if an agency chooses to hire a new GAAP Coordinator who does not meet the requirement above, that agency will be required to obtain assistance by an accountant(s) in the preparation of all financial information submitted to the Office of the Comptroller (e.g. contract with CPA firm).

Tier 3 agencies – Although GAAP Coordinators for Tier 3 agencies will not have specific educational requirements, they are expected to fully cooperate with the staff of the Office of the Comptroller in the preparation of the agency GAAP packages.

D. **Exception Process**

Exceptions to the established minimum qualifications should be fully documented and approved by the head of the agency and filed with the Financial Reporting Standards Board.

Exceptions as noted in section D above or any questions about these minimum qualifications should be submitted to:

Bill Crowley or Don Templeman, Co-Chairpersons, Financial Reporting Standards Board
 c/o Katie Madonia, Director of Financial Reporting
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 Springfield, IL 62704
 217-782-2052
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