

November/December 2016 Newsletter Update

Fall Peer Group Meeting

Date: Thursday, February 23, 2017

Time: 2:00 – 4:30 PM

Location: Keller, Inc.

Address: N216 State Road 55, Kaukauna, WI 54130

[Click here](#) to register!



Denise Kitzerow
Peer Group Chair

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You always have input into the Peer Group Agenda! Join your fellow financial executives for an afternoon of sharing information about such topics as:

- Insurance trends – coverages and rates
- Banking and financing trends – rates, terms, services and conditions
- Hourly employee vs. salaried employee vs. independent contractor – what are the trends?
- Health care and wellness incentive trends including what companies are doing to ensure compliance with the Affordable Care Act (ACA)
- Economic outlook and general business climate
- Expected payroll increases
- Any topic **you** want to discuss

FEI Peer Group is an opportunity for our members to share ideas and thoughts on topics important to each of us and our businesses. All chapter members are welcome to share and gain information used daily in our financial positions. Specific discussion topics are determined by the members attending.

We keep the discussions **confidential** so participants can feel free to get into the specific details of issues they are facing in their professions. To give you a better idea of what subjects might be covered, below is a sample list of agenda items from previous Peer Group Meetings. The discussion topics for each meeting are determined by the member participants.

Sample List of FEI Peer Group Discussion Topics

- Human Resources:
 - HR Policy Manuals
 - Employee Benefit Statement
- Administration:
 - Cell Phone Usage Policy:
 - Do you let employees use their own personal smart phones to download work emails?
 - Do you have a wiping policy if the employees leave employment?
 - Has anyone used a firm to audit payables to see if you are paying too much in sales & use tax?
 - Has anyone used a firm to audit utility bills?
 - What pay range is used for Accountants and Accounting Supervisors?
 - Structure of Accounting area
 - Information Technology Consultants – any recommendations?
 - Recruiting
 - Anyone using JobBoss?
 - Acquisition Integration
 - Pay Increases for coming year
 - Internal Compliance or use of outside professional providers?

Sample List of FEI Peer Group Discussion Topics (Continued)

- Banking/Financing:
 - Banking & Financing Trends
 - Ideas for improving cash flow
 - Financing Terms/Arrangements
 - Anyone using Purchasing Cards – positives/negatives
 - Hedging Interest Rates – anyone looking at a SWAP?
 - Direct Deposit for payroll required? Are bonus payments also direct deposited?

- IT:
 - Internal IT department structures versus external IT vendors.

- Insurance:
 - Wellness Programs
 - What is everyone doing?
 - Do you use a Third Party to help with Wellness Programs?
 - Planning for Obamacare
 - Property and other Insurance pricing trends
 - Fees paid to consultants for group benefit plans (health, dental, STD, LTD, vision, etc.)
 - Overhead cost Absorption Allocations & Methods
 - Special instructions for handling claims for General Liability or other insurance
 - Prevention Training in Employee Practices Liability or Fiduciary/Fraud
 - Coverage for Cyber Liability/Pollution

- Retirement Plan Administration:
 - Does your company offer a Profit Sharing Plan or 401(k) Plan with a match?
 - Criteria to payout – do you need to attain certain profit goals?
 - How much does the company contribute?
 - How do your employees react?
 - Retirement Plan third party administrative fees and services – any creative ideas for low money market rates?

- Taxes:
 - Highlights and lowlights of recent income or sales tax audits
 - State Nexus issues
 - Tax Trends

- General:
 - Business risks, does anyone define and actively manage?
 - Economic outlook and general business climate