



Georgia Government Finance Officers Association

P.O.Box 543 | Suwanee, GA 30024 | <https://ggfoa.org/>

Government Finance Professionals Week



March 16-20, 2026

Participation Toolkit 2026



About GGFOA

The Georgia Government Finance Officers Association (GGFOA), founded in 1985, is a professional organization dedicated to promoting excellence in government finance and supporting public finance professionals across the state. Today, GGFOA serves more than 1,200 professionals working in state, county, city governments, school districts, authorities, public entities, colleges and universities, special districts, and private firms.

Our members represent a diverse network of finance leaders who are committed to financial stewardship, transparency, accountability, and continuous improvement in public financial management.

GGFOA provides:

- Training and professional development
- Networking opportunities
- Information and resources related to government finance
- Fellowship

Through initiatives such as Government Finance Professionals Week, GGFOA works to elevate the visibility of public finance, support employee recognition, and highlight the essential contributions that finance professionals make to communities across Georgia.

What is Government Finance Professionals Week?

The Georgia Government Finance Officers Association (GGFOA) invites your organization to join a statewide effort to recognize **Government Finance Professionals Week** during the week of **March 16-20, 2026**.

Government Finance Professionals Week is a statewide recognition event dedicated to honoring the individuals who safeguard Georgia's public resources and ensure financial transparency, accountability, and stability in our local and state governments.

From budgeting and financial reporting to auditing, payroll, procurement, revenue management, and long-term planning, government finance professionals support all the essential services communities rely on. This week highlights their essential—but often behind-the-scenes—contributions to strong, well-managed, and trustworthy government.

We encourage Georgia cities, counties, and municipalities to issue local proclamations, celebrate their finance teams, and share photos and stories that highlight the essential work of



public finance professionals. This toolkit provides sample language, step-by-step guidance, and communication resources to help make participation simple and meaningful for your organization.

2026 Government Finance Professionals Week Theme

“The People Behind Public Trust”

This year’s theme highlights the heart of public finance: the people whose commitment to excellence, integrity, and stewardship strengthen public confidence in government and ensure taxpayer dollars are managed responsibly.

Why GGFOA is launching it statewide?

The Georgia Government Finance Officers Association (GGFOA) is launching Government Finance Professionals Week to shine a spotlight on the critical role finance professionals play in maintaining public trust.

Across Georgia, finance teams work daily to ensure that public funds are used wisely, transparently, and in accordance with the highest professional standards. By recognizing these teams statewide, GGFOA aims to:

- Elevate the visibility of the government finance profession
- Celebrate the people whose expertise strengthens public confidence in government
- Support morale and retention within finance departments
- Create a unified message about the value of financial stewardship
- Align Georgia with a growing movement of states recognizing finance professionals
- Encourage public understanding of how finance contributes to community well-being

This statewide recognition reinforces a simple but powerful truth: public trust is built on sound public finance.



Purpose of This Toolkit

This Participation Toolkit is designed to make it easy for any Georgia public entity to join the statewide celebration of Government Finance Professionals Week.

The toolkit provides ready-to-use resources so organizations can celebrate their finance teams without needing to create their own materials from scratch. Inside, you will find:

- Instructions for requesting local proclamations
- Sample language for proclamation request letters and emails
- Sample proclamation
- Social media posts, hashtags, and communications tips
- Ideas for internal and external recognition activities
- A checklist for simple, streamlined participation

Whether your organization hosts an event, issues a proclamation, posts on social media, or simply shares a note of appreciation, this toolkit supports a consistent and impactful celebration statewide.



President's Letter

Dear Colleagues and Partners,

It is my honor, as President of the Georgia Government Finance Officers Association, to invite you to join us in celebrating Government Finance Professionals Week, taking place March 16-20, 2026. This week offers a meaningful opportunity to shine a light on the dedicated individuals who safeguard public resources, support our elected officials, and ensure the fiscal stability that keeps Georgia's communities strong.

Every day, government finance professionals work behind the scenes to maintain transparency, accountability, and trust in our public institutions. They balance budgets, strengthen financial reporting, uphold professional standards, improve processes, and provide the insights that help our governments plan for the future. Their work is essential—often unseen, yet deeply reflected in every service our citizens rely on.

This year, GGFOA is excited to support your celebrations with a comprehensive Government Finance Professionals Week Toolkit, which includes sample proclamation, communications templates, social-media content, and ideas for staff recognition. Our goal is simple to make it easy and enjoyable for your organization to recognize the finance professionals who keep your operations running smoothly and responsibly.

I encourage every city, county, authority, school system, and state agency to participate. Whether you host a recognition event, issue a proclamation, highlight staff on social media, or simply take a moment to express appreciation, your efforts help elevate the value of our profession and the people who dedicate their career to serving Georgia's communities.

Let's celebrate the expertise, integrity, and commitment that define government finance in Georgia. Together, we can make Government Finance Professionals Week a proud annual tradition across our state.

Thank you for your continued leadership and for all you do to strengthen public finance in Georgia.

Warm regards,

Ashlan Webb

President, Georgia Government Finance Officers Association



Participation Checklist

If you do nothing else, do these three things!

To help your organization celebrate Government Finance Professionals Week and ensure GGFOA recognizes your efforts, make sure to complete these key actions.

1. Request a Proclamation

- a. Ask your mayor, city manager, or governing body to issue an official proclamation recognizing Government Finance Professionals Week
- b. Proclamation template is included in this toolkit

2. Post on social media

- a. Share at least one post highlighting your finance team and their work
- b. Use the official hashtags: #GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA
- c. Include photos or stories of your staff in action whenever possible
- d. Social media samples are included in this toolkit

3. Send GGFOA a photo

- a. Capture your team celebrating the week (decorations, awards, meetings, or social gatherings)
- b. Email your photo and social media posting to GGFOA1985@gmail.com so we can showcase your efforts!

Optional extra (if you want to do more):

- Recognition at a staff or council/commission meeting
- Invite local media to cover your celebration
- Internal appreciation event
 - Host a small breakfast, coffee break, donut, or lunch for the finance team
- Spotlight communications
 - Feature finance staff in a newsletter, intranet story, or email from the City/County Manager
- “Day at Work” feature
 - Share a short profile or quote from a finance team member about why they work in public service



How to Get a Proclamation

Step 1. Identify the Appropriate Contact

- Identify who issues proclamations in your jurisdiction (e.g., Mayor, Commission Chair, City/County Council/Commission)
- Find the appropriate administrative contact (e.g., City/County Clerk, Mayor's Office Staff, County Administration, Public Affairs/Communications)

Step 2. Review Local Requirements

- Check your city or county website or contact the Clerk's Office to confirm:
 - Any forms required
 - Lead time (often 2-4 weeks in advance)
 - Whether the proclamation will be presented at a meeting or signed administratively

Step 3. Prepare Your Request

- Use GGFOA sample request email/letter (included in this toolkit)
- Attach the sample proclamation language (included in this toolkit) provided by GGFOA
- Include key details:
 - Proposed dates: third week of March (March 16-20, 2026)
 - Requesting department and contact person
 - A brief explanation of Public Finance Professionals Week (included in this toolkit)

Step 4. Submit the Request

- Send your request to the identified contact (Clerk, Mayor/Chair, Administrator)
- If required, complete any online or internal forms
- Note the date you submitted and any deadline for council/commission agendas
- Forward the information to the GGFOA Staff (ggfoa1985@gmail.com)

Step 5. Follow up

- After 5-7 business days, if you have not heard back, follow up politely to:
 - Confirm receipt
 - Ask about next steps or anticipated timeline
- Offer to revise language or provide more information if needed



Step 6. Confirm the Proclamation Date and Format

- Confirm whether the proclamation will be:
 - Read and presented at a formal meeting, or
 - Signed and provided directly to your department
- Ask if there will be an opportunity for finance staff to attend or take a photo with elected officials

Step 7. Plan Your Internal Celebration

- Coordinate with your team to:
 - Attend the meeting, if applicable
 - Weather any GGFOA or organizational promotional items
 - Take a group photo with the proclamation

Step 8. Share Your Story

- Send a copy of the signed proclamation and group photos to GGFOA Staff (GGFOA1985@gmail.com)
- Share on your website and social media using suggested language/hashtags from this toolkit
- Consider including a brief message from your CFO/Finance Director to staff



Tips for Communicating About Government Finance and Public Finance Professionals

Key Audiences

- Elected Officials (Mayor, Council, Commissioners)
- City/County Manager or Administrator
- Department heads and internal staff
- Residents and community stakeholders
- Local media and community organizations

Practical Communications Tips

- Use plain language. Avoid jargon; say “city budget,” “financial reporting,” and “audit” in simple terms
- Connect to everyday services. Explain how finance supports things people see daily
- Highlight teamwork. Frame finance as a partner to all departments, not just a compliance function
- Include real examples. Mention recent achievements such as clean audits, improve credit ratings, awards, or successful capital projects
- Use multiple channels. Combine emails, intranet posts, staff meetings, newsletters, social media, and website updates



Who to Include in This Initiative

You may include the following as a short stakeholder list ***at your discretion***. We also encourage members to form a small internal team (Finance + Administration + Communications) to coordinate the proclamation, celebration, and photo sharing.

Key Roles to Involve

- **Finance Department**
 - Finance Director/CFO
 - Budget staff
 - Accounting, payroll, purchasing, and revenue staff
- **Executive Leadership**
 - City/County Manager or Administrator
 - Assistant Manager/Deputies
- **Elected Officials**
 - Mayor
 - Councilmembers/Commissioners
 - Board Chairs (for authorities)
- **Clerk/Administration**
 - City Clerk/County Clerk
 - Commission/Council staff
- **Communications & Public Information**
 - Communications/Public Affairs staff
 - Social media and website managers
- **Human Resources**
 - For internal recognition, staff engagement, and employee communications



Sample Formal Request Letter

[Date]

[Mayor/Commission Chair's Name]

[Title]

[City/Conty Name]

[Address]

Dear [Mayor/Chair Name],

I am writing to request an official Proclamation recognizing Public Finance Professionals Week, observed during the third week of March (March 16-20), 2026. Our finance team plays a key role in supporting transparency, accountability, budgeting, reporting, and the financial stewardship of [City/County Name], and this proclamation would help their important contributions to our community.

Attached is draft proclamation language provided by the Georgia Government Finance Officers Association (GGFOA). We would appreciate having the proclamation issued in time for the recognition week, and we welcome the opportunity to participate in a brief acknowledgement or photo if appropriate.

Thank you for considering this request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Title]

[Affiliation – City/County/Authority Name]

[Phone Number]

[Email]



Sample Formal Request Emails

Subject: Request for Proclamation – Public Finance Professionals Week (March 16-20, 2026)

Dear [Mayor/Chair/Clerk Name],

I would like to request a proclamation recognizing Public Finance Professionals Week during the third week of March (March 16-20), 2026. Public finance professionals play an essential role in supporting transparency and finance stewardship of [City/County Name], and this proclamation would help recognize their important contributions to our community.

Attached is draft proclamation language provided by the Georgia Government Finance Officers Association (GGFOA). Please let me know if any adjustments are needed. We would appreciate having the proclamation issued in time for the week of March 16-20, and we welcome any opportunity to participate in a meeting acknowledgement or photo if your schedule allows.

Thank you very much for your consideration. Please let me know if you need additional information.

Kind regards,

[Your Name]

[Your Title]

[Affiliation – City/County/Authority Name]

[Phone Number] | [Email Address]



Sample Proclamation

Designating the Third week of March as
Government Finance Professionals Week
[March 16-20, 2026]

CITY/COUNTY OF _____

STATE OF GEORGIA

WHEREAS, government finance professionals perform essential services that ensure the effective, transparent, and responsible management of public funds for the benefits of residents throughout the State of Georgia; and

WHEREAS, government finance professionals serve their communities through their expertise in budgeting, accounting, treasury management, procurement, debt administration, auditing, fiscal reporting, and long-range financial planning, thereby supporting the lawful and efficient operation of state, county, and municipal governments; and

WHEREAS, these dedicated professionals uphold the highest standards of ethics, integrity, accuracy, and accountability, fostering public trust and safeguarding the fiscal health of local government institutions; and

WHEREAS, the Georgia Government Finance Officers Association (GGFOA) represents finance professionals statewide and advances excellence in government financial management through education, training, and leadership development; and



WHEREAS, GGFOA and its member jurisdictions have established and sponsored Government Finance Professionals Week to acknowledge and celebrate the contributions of public finance professionals, and to increase awareness of the vital financial services they provide that benefits all Georgians; and

WHEREAS, it is fitting and proper to recognize, honor, and express appreciation for the dedication, professionalism, and public service of government finance professionals whose expertise supports the fiscal stability and long-term success of Georgia's local governments;

NOW, THEREFORE, I, _____, [**Title: Mayor/ Commission Chair/ City Council President**] of _____, do hereby proclaim the **third week of March** as:

GOVERNMENT FINANCE PROFESSIONALS WEEK

in the (City/County) of _____, and encourage all residents, elected officials, and community organizations to join in recognizing and expressing appreciation for the dedicated government finance professionals across our community and the state of Georgia.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of _____ to be affixed this ____ day of _____, 2026.

[Name]

[Title]

(City/County) of _____

(SEAL)



Sample Social Media

1. General Announcement

Public Finance Professionals Week is here!

This week, we celebrate the finance teams across Georgia who ensure accountability, transparency, and responsible stewardship of public resources. Thank you for all you do!
#GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA

2. Proclamation Announcement

Today, [City/County Name] proudly issued a proclamation recognizing Public Finance Professionals Week!

We are grateful for our finance team's dedication to transparent budgeting, financial reporting, and stewardship of taxpayer dollars. Thank you for keeping our community strong!
#GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA

3. Recognition of Local Finance Team

Happy Public Finance Professionals Week!

We celebrate the outstanding work of our [City/County/Authority] Finance Department, whose expertise keeps our services running and our community thriving. Thank you for your commitment to excellence! #GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA

4. For Organizations Sharing Group Photos

Celebrating Public Finance Professionals week with our amazing team!

Thank you to your finance professionals for your dedication to accountability, transparency, and responsible management of public funds. We appreciate you!
#GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA

5. Proclamation Photo Post (with City Council/ Commissioners)

[City/County Name] is proud to join communities across Georgia in recognizing Public Finance Professionals week through an official proclamation.

We are thankful for the Finance Department's commitment to transparency, accountability, and sound management of public dollars. Help us thank our finance professionals for their service to [community name]! #GovernmentFinanceProfssionalsWeek #PublicFinance #GGFOA



FAQ (Frequently Asked Questions)

1. Do we have to issue a proclamation to participate?

No. A proclamation is encouraged but not required. You can still participate with internal recognition, social media posts, or a group photo of your finance team.

2. Is there a cost to participate?

No fee is required by GGFOA. Any cost would be local (e.g., refreshments, printing, or optional promotional items).

3. How far in advance should we request a proclamation?

Many jurisdictions need 2-4 weeks. GGFOA recommends submitting 4-8 weeks before Government finance Professionals Week.

4. Who should we contact to request a proclamation?

Typically, the Mayor's Office, Commission Chair's Office, or City/County Clerk. If unsure, start with the Clerk or City/County Manager's Office.

5. Can we edit the sample proclamation language?

Yes. The sample is a template. Your jurisdiction may adjust wording to fit local style and policies.

6. What if our governing body cannot schedule a proclamation in March?

You can still recognize Public Finance Professionals Week with internal activities and communications, or schedule the proclamation at the closest available meeting.

7. How do we share our proclamation and photos with GGFOA?

Email your signed proclamation and group photos to ggfoa1985@gmail.com. GGFOA may feature your organization in social media, newsletters, or other recognition.

8. Can non-member organizations participate?

Yes. Any Georgia city, county, or public entity may participate. We also welcome finance professionals to consider joining GGFOA. <https://ggfoa.org/join>