

2010 Registration Form

Basic Training for Elected Auditors

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Course Locations:

Please be sure to mark the session you wish to attend.

- August 19/ Cumberland County
- August 24/ Butler County
- August 25/ Chester County
- August 25/ Lackawanna County
- August 26/ Clearfield County
- August 27/ Lycoming County

Registration Fee:

(includes tuition, materials, breaks and lunch)

\$80

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to PSATS) to:

**Pennsylvania State Association
of Township Supervisors
4855 Woodland Drive
Enola, PA 17025**

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HARRISBURG, PA
PERMIT NO. 996

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

**Governor's Center for
Local Government Services**

TRAINING PROGRAM

Finance Series



Basic Training for Elected Auditors

August 2010

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



Basic Training for Elected Auditors

Reduce errors in your audit! Official audits submitted to the state have revealed a high error rate in coding and terminology. This basic auditor training course is designed specifically for all elected borough and township auditors. Instructors will teach auditors how to prepare and submit an accurate audit, reduce errors, and save time and effort. During this intensive course, auditors will become familiar with:

- Legal requirements for municipal audits
- Audit preparation and work plan
- Auditing procedures for specific funds
- Newly revised Chart of Accounts for local government
- Procedures for auditing the accounts of municipal officials

Instructors will lead participants through the entire audit process, allowing plenty of time for questions and several practice exercises to hone auditing skills. The course will include tips for preparing the required Annual Audit and Financial Report Form and completing audit forms.

BE SURE TO BRING YOUR CALCULATOR!

Instructors

- **Diana Dorman**
Treasurer
Herrick Township, Bradford County
- **Michael Foreman**
Local Government Policy Specialist
Governor's Center for Local Government Services
- **Marita Kelley**
Local Government Policy Specialist
Governor's Center for Local Government Services
- **Greg Primm**
Township Manager
Allegheny Township, Westmoreland County

Who Should Attend

This training course is designed for elected auditors and elected controllers who perform the annual audit, municipal secretaries and managers.

Outline

During this course, instructors will engage attendees in discussion regarding the following subject areas:

- **Planning the audit process**
- **Evaluating existing internal controls**
- **Surcharging: When is it warranted and what is the process?**
- **Accounts to be included in the audit**
- **Preparing the report for publication**
- **How to reduce the errors on your Annual Audit and Financial Report**
- **Electronic filing of DCED Annual Audit and Financial Reports**

Schedule

- **8:30 a.m.** Registration
- **9:00 a.m.** Program Begins
- **NOON** Lunch (provided)
- **1:00 p.m.** Program Resumes
- **4:00 p.m.** Adjournment

Dates & Locations

If you need directions to any of the locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **August 19, 2010**
CUMBERLAND COUNTY
PSATS Educational Center
4855 Woodland Drive
Enola, PA 17025
(717) 763-0930
www.psatsmeetingcenter.com
- **August 24, 2010**
BUTLER COUNTY
Cranberry Township Public Works Building
20729 Rt. 19
Cranberry Township, PA 16066
(724) 776-4806
www.cranberrytownship.org
- **August 25, 2010**
CHESTER COUNTY
Holiday Inn West Chester
943 S. High Street
West Chester, PA 19382
(610) 692-1900
www.holiday-inn.com
- **August 25, 2010**
LACKAWANNA COUNTY
The Inn at Nichols Village
1101 Northern Blvd.
Clarks Summit, PA 18411
(570) 587-5967
www.nicholsvillage.com
- **August 26, 2010**
CLEARFIELD COUNTY
Best Western Inn and Conference Center
82 N. Park Place
DuBois, PA 15801
(814) 371-6200
www.bestwesternpa.com
- **August 27, 2010**
LYCOMING COUNTY
Holiday Inn Downtown Williamsport
100 Pine Street
Williamsport, PA 17701
(570) 327-8231
www.thejameswilliamsport.com

Registration Information

The registration fee for this course is \$80 per person, which includes tuition, materials, breaks and lunch.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellation/No-Show Policy

A cancellation received less than 10 business days before the session you are registered for, is subject to a \$20 processing fee for refunds. Those who cancel within 48 hours of the session date or do not attend, forfeit the full registration fee and if unpaid, will be invoiced.

Accessibility & Other Needs

All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.