

*Institute for Professional Development*  
**BUDGET, PROCUREMENT and ETHICS WORKSHOP**  
**HANDS-ON IN PREPARING YOUR 2017 BUDGET**

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**October 28, 2016 NJ LAW CENTER, NEW BRUNSWICK, NJ**

- \*Approved by DCA for 4 CEUs for CMFOs-2 Budget, 1 Ethics & 1 Financial Debt Mgt.
- \*Approved by DCA for 4 CEUs for CCFOs 2 Budget, 1 Ethics & 1 Financial Debt Mgt.
  - \* Approved for 4 CPEs for CPAs, RMAs, PAs –4 Accounting
  - \*Approved by DCA for 4 CEUs for RMCs 3 Finance & 1 Ethics
- \*Approved by DCA for 4 CEUs for QPAs – 2 Office Administration/General Duties, 1 Procurement Procedures & 1 Ethics
- \*Approved by Rutgers – RPPO & RPPS for 4 CEUs– 1 Public Purchasing, 1 Ethics & 2 Office Adm/Gen Duties
  - \*Approved by DCA for 1 CEU for CTC – 1 Ethics

**9:00am – 9:30am Registration & Full Breakfast Buffet – Seminar 9:30am-12:50pm**

**Staff of the Division of Local Government Services will give a current update from the Division regarding the status and the many changes to the Budget for both the CY and SFY.**

- \* Procedures for submitting C-159 resolutions \*Local Examination
- \* Levy Cap Workbook \*Municipal Information Sheets
- \* Requirement of Posting Budget on Website
- \* Special Emergencies for Uncompensated Absences
- \* Reserve for Uncollected Taxes Calculation Adjustments
- \* Pension Contribution Cap Exception \*Library Surplus Transfers
- \*Filing of Shared Service Agreements \*User Friendly Budget
- \*Purchasing Update \*Ethics Update

**Joseph Valenti, Former Chief, Procurement Specialist will review procurement hot topics:**

**\* Legislative Update of the Local Public Contracts Law and Regulations as well as other local public procurement legislation. \* The New Color Green - Green Product, Green Purchasing, Green Product Purchasing and the Local Public Contract Laws. \* The Impact of the New Published Code of Federal Regulations, 2 CFR Part 200, Subpart D, Post Federal Award Requirements, Procurement Standards for Non-Federal Entities**

**Susan Jacobucci, Esquire, Former Director of Local Government Services will review Ethics Law.**

- \*Effects of new Technology (Tweeting, Facebook, Instagram, etc)
- \* Creating an Ethical Environment-Is your jurisdiction in compliance?
- \* What are the values that drive your Municipality/School District?
- \* Does your jurisdiction have a Code of Ethics?
- \* What and to Whom do I report a possible Ethical Violation?
- \* Social networking – Does your jurisdiction have a Policy in place?
- \* Making Ethical Decisions – Courage and Integrity

**TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT**

**Mail Checks to: Institute For Professional Development  
P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200**

**No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # \_\_\_\_\_**

**\_\_\_\_ I wish to register for the October 28, 2016, Budget Workshop  
FAX YOUR REGISTRATION FORM TO (973)-777-0401**

**Cancellation Policy – 48 Hours in advance of seminar, in writing\*\***

**During inclement Weather, Check our web site <http://ipd2.com> the Day Before the Seminar\*\***

**SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person Registration At Door \$ 125.00**

**NAME \_\_\_\_\_ TITLE \_\_\_\_\_**

**ADDRESS \_\_\_\_\_**

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**Organization or Government Unit Telephone Number Fax Number**

**CLAIMANTS CERTIFICATION & DECLARATION**

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all particulars, the articles Have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

*Michael F. Conti*

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

Just mail your check with this application form you do not need to send your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirement of the statutes for this type of expenditure.