

# PREPARING FOR THE ANNUAL AUDIT *BE PREPARED - SAVE TIME - SAVE COSTS* DECEMBER 1, 2017

## **JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ**

- \*Approved by DCA for CMFOs - 4 CEUs - 2 Financial & Debt Management & 2 Accounting
- \*Approved by DCA for CCFO -4 CEUs – 2 Financial & Debt Management & 2 County Fiscal Operations
- \*Approved by DCA for CTCs -4 CEUs – 4 General/Secondary Duties
- \*Approved by DCA for RMCs-4 CEUs – 4 Finance
- \*Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing

**What are your responsibilities as the Chief Financial Officer, Certified Tax Collector, Registered Municipal Clerk?**

**Review and discussion of the Requirements of Audit and the Single Audit Requirements**

**Items that must be ready:**

**Appropriations – Appropriation Reserves – Taxes Receivable – Transfers – Cash – Revenues – Expenditures – Improvement Authorizations**

**Current and Prior Years Taxes – Delinquents – Remissions – Tax Duplicates  
Tax Sale Certificates – Liens – Tax Title Liens – Veterans and Senior Citizens Deductions**

**Minutes – Ordinances – Transfers – Licenses**

**AND MUCH MORE!!!!!!**

**SPEAKER: Frederick Tomkins, RMA, CPA**

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Directions on our web site – <http://ipd2.com>

**TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT  
Mail Checks to: Institute For Professional Development, PO Box 1468 Clifton, NJ 07015 (973)-777-4200**

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

\_\_\_ I wish to register for 12/1/17 Preparing for the Annual Audit

**FAX YOUR REGISTRATION FORM TO (973)-777-0401**

*Cancellation Policy –48 Hrs in advance of seminar, in writing\* During inclement Weather, Call day before*

**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.