

PREPARING FOR YOUR ANNUAL AUDIT

DECEMBER 6, 2019

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Approved by DCA for CMFOs & CCFO - 4 CEUs - 2 Financial & Debt Management & 2 Accounting

*Approved by DCA for CCFO -4 CEUs - 2 Accounting & 2 County Fiscal Operations

*Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing

9:00am - 9:30am *Registration, Full Breakfast Buffet

9:30am - 12:50pm *REVIEW OF WHAT YOU NEED TO DO BEFORE YOUR AUDIT*
Review of General Ledger & Trail Balance
Grant Documentation, Veteran's & Senior Citizen's Proof,
State & County Board Judgements, Delinquents

REVIEW OF WHAT IS REQUIRED AFTER AUDIT IS COMPLETE
Exit Conference-What You Should Ask the Auditor
And What the Auditor Should Discuss With You
Review of Management Letter, Contents
Who Must Sign and What Does it Mean?
*Review of Correction Action Plan

Instructor: Mr. Ricky Gartz, CPA, RMA

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 December 6, 2019, Preparing for Your Audit

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 \$125.00 per person Registration At Door \$ 150.00

Directions on our Web Site <http://ipd2.com>

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL 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 its 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.

Just send your check with the application form! You do not need to send us 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 DGLS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

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