

INSTITUTE FOR PROFESSIONAL DEVELOPMENT

2016 UPCOMING SEMINAR FLYERS

**All Seminar Outlines are the Property of
the Institute of Professional
Development and Can Not Be
Reproduced /Copied or Used by Anyone
Other than the Institute for Professional
Development**

© Institute for Professional Development
PO Box 1468
Clifton, NJ 07015-1468
Phone 973.777.4200 • Fax 973.777.0401

Playground Safety and Maintenance Workshop

APRIL 22, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Applied to DCA - CPWMs – 4 CEU's – 4 Technical

Approved by New Jersey Recreation & Park Association for .35CEUs

Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs

9:00am – 9:30 am Registration, Full Breakfast Buffet.

9:30am – 12:50pm ***Where Do You Begin?**

Meet Current Playground Safety Standards

Identify Equipment that has Poor Design, Lack of Repairs

Remove any existing equipment that is not recommended by CPSC

***You Should Also: cover or replace exposed concrete footings,**

Remove current landing pads in “use zones”

Evaluate older equipment for toxic substances

***Surfacing**

***General Hazards**

***General Upkeep of Playgrounds**

***Durability of Equipment**

***Lead Paint**

***Security of Hardware**

INSTRUCTOR:

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

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

****PLEASE CHECK SEMINAR YOU WISH TO ATTEND****

___ I wish to register for the April 22, 2016 Playground 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 FULL BREAKFAST BUFFET \$ 99.00 per person \$125.00 at Door Registration

NAME _____ TITLE _____

ADDRESS _____

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

Labor Law Update: Including Bargaining & Arbitration Preparations

APRIL 22, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO,CCFO - 4 CEU's - 3 Office Mgt/Ancillary Subjects - 1 Ethics

Approved by DCA - RMC - 4 CEU's - 3 Professional Development - 1 Ethics

Approved by DCA - CPWMs- 4 CEUs - 3 Management - 1 Ethics

Approved by DCA - CTCs- 1 CEUs - 1 Ethics

Approved by DCA -QPA- 1 CEUs - 1 Ethics

Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs

Approved CPA, RMA , PA - 4 CEU's - Management

9:00am - 9:30 am Registration, Full Breakfast Buffet - Seminar 9:30am-12:50pm

The new hard cap on salary increases for police

Hot topics and trends

Preparing for bargaining

Preparing for arbitration

A review of recent arbitration awards and trends

Clauses to include in your contract and one's to avoid

1 hour of ethics -conflicts of interest in negotiations and government ethics

INSTRUCTOR: Armando Riccio, Esquire

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, New Jersey 07015-1468

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the April 22, 2016 Labor Law Update \$99 per person- \$125 at Door

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> Day Before the Seminar****

NAME _____ TITLE _____

ADDRESS _____

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

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.

Michael F. Conti, Registrar - PO Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

**WHAT YOU SHOULD KNOW BEFORE
APPEARING BEFORE THE LOCAL FINANCE
BOARD & SOME OF THE ATTORNEY
GENERAL'S OPINIONS**

APRIL 22, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's -1 Accounting & 3 Financial/Debt Mgt.

Approved by DCA - RMC - 4 CEU's - Finance

Approved - 4 CPE's RMA, CPA, PA - 4 CPE's - Finance

Seminar Timetable 9:30am - 12:50pm

9:00am - 9:30 am Registration, **HOT BUFFET BREAKFAST**

***Appearing before the Local Finance Board**-How to properly make your application.

*Some of the reasons your municipality is making application and what you must bring with you before the Board: Cap Waiver Forms, Cap Waiver Application Instructions, Cap Waiver Applicant Certification, Cap Waiver Application Workbook, Cap Waiver Application Executive summary, Cap Waiver Application Governing Body Resolution

*General Forms-Flooding Special Emergency Ordinance Application * Top

*Electronic Securities Bidding Services - *i-Deal, LLC.

*Grant Street Group/Muni Auction - *Sure-Bid

*Required Questionnaire for Select Board Applications - LFN 2012-16

*Required Questionnaire for Select Board Applications

***Review of Attorney General's Opinions**-15-0021, N.J.S.A 52:25-24.2- 02-0018, N.J.S.A 52:25-24.2, 02-0017, N.J.S.A 52:32-44, Minutes of Closed Sessions of Public Bodies, Off Duty hours for Police related activities for private entities, Managing & Accounting of Outside Employment of Police Officers,95-0163 Use of Credit Cards for the purchase of goods and services.

SPEAKER: Susan Jacobucci, Esquire, Former Director of the DLGS

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**

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 April 22, 2016 "LFB & AG Opinions"

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 _____

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

IT SECURITY WORKSHOP II

APRIL 22, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for RMCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CTCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for QPAs 4 CEUs - Information Technology
- *Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CPEs - Computer Science

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

9:30 - 12:50 In the digital age where we have access to so much data and information, it can become difficult to distinguish between what information is accurate, which sites are secure and what information is legal to use. As the digital age continues to unfold, so does the need for regulation and guidelines on appropriate use.

You should know the importance of providing a secure network where employees and students can feel safe in utilizing the network in pursuit of their academic goals. To this end, you have to implemented network safeguards such utilities to manage network traffic and required password resets. You have to also provided the information below as a reference for what you can do to keep your data and identity secure as well as ways to safeguard yourself from copyright infringement.

Keeping your Data Secure

E-mail, chatting and surfing the net has become such an integral part of our everyday life that we barely bat an eye when asked to create an account, enter credit card information, or some other piece of personal information about ourselves. We chat on-line, sign up for list serves, blog etc. But in the process, are we opening ourselves to problems such as identity theft?

Instructor: **Matthew Cesari, Manager of IT Security, The College of New Jersey**

Directions On Our Web Site: <http://ipd2.com>

In Order to receive proper credit, please mail checks along with this part of the flyer to:
Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

Payment Due Before Seminar

 I wish to register for the IT Security Workshop 4/22/16. \$99 per person \$125 at Door Registration
FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing.

During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar
SEMINAR INCLUDES FULL BREAKFASTBUFFET

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT PHONE 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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

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 DLGS to meet the requirements of the statutes for this type of expenditure.

**IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT
FACTS THE PAYROLL SUPERVISOR
MUST BE AWARE OF**

April 22, 2016 JUMPING BROOK COUNTRY CLUB. NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, 4 CEU's - 4 Accounting
Approved - RMA, CPA, PA - 4 CPE's Accounting/Auditing

9:00am - 9:30 am Registration, HOT BREAKFAST

9:30AM - 12:50 PM * Employer vs. Employee Relationships

Identifying an Employee - Why Is It Necessary

FLSA - Employee Classification - W2 vs 1099 MISC

* **How do you Determine Status? IRS uses Common Law Test**

* **Statutory Employee vs Non-Statutory Employee**

* **Determining an Employee for Workers Compensation**

* **FLSA Employee Classification - Administrative vs Executive**

* **Wage and Hour Laws**

* **Taxable vs Non-Taxable Compensation**

* **Handling of Taxable Fringe Benefits (i.e. Employer Provided Vehicle)**

* **Group Term Life Insurance**

* **Back Pay**

* **Questions and Answers**

SPEAKER: Michael Pappas, CPP

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**

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 April 22, 2016 Payroll Facts

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

Cancellation Policy - 48 Hours in advance of seminar, in writing**

During inclement Weather, Call the Day Before the Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

Leadership Vs Management

MAY 6, 2016 - HOLIDAY INN, TOTOWA, NJ

*Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government

*Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects

*Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development

*Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties

*Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties

Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs

Approved by Rutgers University CRPs - 3 Classroom

*Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs - Management

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

9:30 - 12:50 Are leadership and management different? Yes, they are! In this seminar we will explore the difference between leadership and management, focusing on leadership. We will discuss the major theories and advice regarding Leadership and explore our own leadership styles.

- Differences Between Leadership & Management
- Trait Theories of Leadership
- Behavioral Theories
- Situational Leadership
- 'Level 5' Leadership
- Charismatic Leadership
- Substitutes for Leadership
- Servant Leadership
- Individual Leadership Styles

Speaker: Professor Stephen C. Betts, Ph.D, William Paterson University

Directions GRDN ST PKWY/S: EX 159 TO RTE 80W. EX 55A TO 1ST LIGHT, TURN LEFT. HOTEL ON RIGHT. GSP/N: EX 153B(ON LEFT) TO RTE 3W TO 46W. 2.5 MI ON RIGHT. RTE 80W: EX 55A TO 1ST LIGHT, TURN LEFT. HOTEL ON RIGHT. RTE 80E: EX 53 TO RTE 46E. 1.5 MI TO UNION BLVD/LITTLE FALLS EX. LEFT AT LIGHT. GO TO 1ST LIGHT AND TURN RIGHT(LACKAWANNA AVE.) HOTEL ON RIGHT. NJ TURNPIKE /N:TURNPIKE WILL DIVIDE. FOLLOW TOWARD GW BRIDGE AND EXIT AT 16W. FOLLOW RTE 3W TO 46W. 2.5 MI HOTEL ON RIGHT

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for the Management Workshop 5/6 /16.

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

****During Inclement Weather check our website <http://lipd2.com> Day Before Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET

\$99 per person

\$125 registration at doo

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 DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468 , 758 Clifton Avenue, Clifton, NJ 07015-1468 - (973) 777-4200

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

ACCOUNTING CONSIDERATIONS for GOOD FISCAL MANAGEMENT

MAY 6, 2016 HOLIDAY INN, TOTOWA, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's - Accounting
Approved - 4 CPE's RMA, CPA, PA - 4 CPE's - Accounting/Auditing

9:00am - 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am - 12:50pm

*Escrow Accounting Review & Update

*IRS Regulations for Escrow Accounting

*Records Required to be Maintained by Your Municipality

*Subsidiary/General Ledger & Budgetary Control Relationship

SPEAKER: Fred Tomkins, CPA, RMA

Directions GRDN ST PKWY/S: EX 159 TO RTE 80W. EX 55A TO 1ST LIGHT, TURN LEFT. HOTEL ON RIGHT. GSP/N: EX 153B(ON LEFT) TO RTE 3W TO 46W. 2.5 MI ON RIGHT. RTE 80W: EX 55A TO 1ST LIGHT, TURN LEFT. HOTEL ON RIGHT. RTE 80E: EX 53 TO RTE 46E. 1.5 MI TO UNION BLVD/LITTLE FALLS EX. LEFT AT LIGHT. GO TO 1ST LIGHT AND TURN RIGHT(LACKAWANNA AVE.) HOTEL ON RIGHT. NJ TURNPIKE /N:TURNPIKE WILL DIVIDE. FOLLOW TOWARD GW BRIDGE AND EXIT AT 16W. FOLLOW RTE 3W TO 46W. 2.5 MI HOTEL ON RIGHT

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 May 6, 2016 "Fiscal Management 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 _____

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.

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Avoiding Hostile Work Environment Claims & Related Issues

MAY 6, 2016 HOLIDAY INN, TOTOWA, NJ

Approved by DCA - CMFO, CCFO, CTC, QPA, RMC, CPWM, RPPO - 4 CEU'S- ETHICS
Approved by Rutgers University CRPs - 3 Classroom
Approved CPA, RMA, PA - 4 CEU's - Ethics (not Professional Ethics-Chapter 6)

9:00am - 9:30 am Registration, HOT BUFFET BREAKFAST
9:30am - 12:50PM Seminar Timetable

- *Understand the key components to sexual harassment and other hostile work environment claims
- *Know the extent of employer liability for off-duty off-premises conduct, employer defenses & obligations
- *Learn of the policies and actions that can prove valuable in defending against claims
- *Recognize the events that trigger an employer's duty to investigate and create retaliation concerns

SPEAKER: Armando Riccio, Esquire

Directions on Web Site <http://ipd2.c0m>

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 MAY 6, 2016 Hostile Work Environment

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> day before

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

NAME _____ TITLE _____

ADDRESS _____

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.

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

DID YOU? HAVE YOU?

EVALUATED YOUR DEFERRED COMPENSATION PLAN?
WHAT ARE YOUR RESPONSIBILITIES AS A PLAN ADMINISTRATOR?

MAY 6, 2016 HOLIDAY INN, TOTOWA, NEW JERSEY

Approved by DCA - CMFO, CCFO, 4 CEU's - 2 Office Management & 2 Financial Debt Mgt
Approved - RMC - 4 CEU's - 2 Professional Development & 2 Finance
Approved - RMA, CPA, PA - 4 CPE's - Management

9:00am - 9:30 am Registration, HOT BUFFET BREAKFAST

9:30am - 12:50pm *Handling of Hardship Withdrawals

Withdrawal/Surrender Charges? When can there be a Withdrawal?
What are the IRS Regulations towards Hardship Withdrawals

* Hidden Costs

Income Benefit Charges Separate Account Charges
Administrative Charges Penalty for Rollovers
Administrative Fees to participate

* Current Fixed Rate - Minimum Fixed Rate

* Roth Option - Roth Loans

* Do you have a Limitation on Switching Funds?

* Much more!!!!!!

SPEAKER: Bruce Linger, CFP, CRPC, CCPS Lincoln Financial Advisors

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

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 May 6, 2016 "Evaluating Your Deferred Compensation Plan"

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

Cancellation Policy - 48 Hours in advance of seminar, in writing**

During inclement weather, Call the Day Before the Seminar**

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

NAME TITLE

ADDRESS

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

Snapshot On Reading The Annual Audit

May 13, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFOs & CCFO - 4 CEUs - 2 Financial & Debt Management & 2Accounting
*Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing

Registration and Breakfast 9:00am-9:03am Seminar Timetable 9:30am-12:50pm

Every Registrant will be expected to bring the most recent Annual Audit from his / her municipality. This will help to create an interactive atmosphere.

Objectives: Develop an understanding about the overall structure of the Annual Audit . Learn how to analyze the Financial Schedules for the various Accounting Funds. Learn how to locate essential information within the Supplementary Data Section. Review the contents of the Single Audit Section Structure of the Annual Audit.

- Independent Auditors' Report
- Sequence of Schedules
- Notes to Financial Statements
- Current Fund – Supplementary Schedules
- Trust Funds – Supplementary Schedules
- General Capital Fund - Supplementary Schedules
- Utility Fund – Supplementary Schedules
- Single Audit
- Comments and Recommendations
- Summary of Recommendations

Instructor: Rutgers University Professor and Booton Township CFO Norman Eckstein, CMFO, CTC, MPA, RMC

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**
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 May 13, 2016 "Snapshot Annual Audit"
FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing**
During inclement Weather, Call the Day Before the Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

DISCRIMINATION WORKSHOP

MAY 13, 2016 NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, CCFO, CTC, QPA, RMC, CPWM, RPPO - 4 CEU'S- ETHICS
Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
Approved by Rutgers University CRPs - 3 Classroom
Approved CPA, RMA, PA - 4 CEU's - Ethics (not Professional Ethics-Chapter 6)

9:00am - 9:30 am Registration, Full Breakfast Buffet - Seminar 9:30am-12:50pm

Federal and state law make it illegal for an employer to discriminate against an employee based on various protected characteristics. These include race, national origin, religion, age, gender, sexual orientation, pregnancy, disability, and veteran status.

An employer's discrimination can take many forms. For example, an employer may refuse to hire an applicant based on age, deny an employee a promotion based on race, treat a group of employees differently when it comes to compensation decisions, discipline one group of employees more harshly than another group, refuse a reasonable accommodation to a disabled employee discuss your situation and see what can be done to protect yourself.

INSTRUCTOR: Damian Shammass Esquire

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, New Jersey 07015-1468

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the May 13, 2016 Discrimination Seminar

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> Day Before the Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET \$ 99.00 per person \$125.00 at door registration

NAME _____ TITLE _____

ADDRESS _____

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.

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

Michael F. Conti

of the statutes for this type of expenditure.

Michael F. Conti, Registrar -

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT
HEALTH, ACCIDENT and RETIREMENT BENEFITS
ARE YOU IN COMPLIANCE?

MAY 13, 2016, NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, 4 CEU's - 2 Accounting & 2 Office Mgt/Ancillary Subjects

Approved by DCA - CCFO, 4 CEU's - 2 Accounting & 2 County Fiscal Operations

Approved by DCA - RMC, 4 CEU's - 2 Finance & 2 Professional Development

Approved - RMA, CPA, PA - 4 CPE's Accounting/Auditing

9:00am - 9:30 am Registration, HOT BREAKFAST

9:30AM - 12:50 PM * Health Insurance

Tax Treatment of Contributions and Benefits

Medical Savings Account - COBRA Health Insurance Contribution

*** Family Medical and Leave Act**

*** Sick Pay Sick Leave Pay Permanent Disability**

*** Workers Compensation Insurance**

Benefits Payments - Premium Payments

*** Cafeteria Plans**

What benefits can be offered How Plans are Funded Who can participate

Flexible Spending Arrangements Tax Treatments Reporting Requirements

*** Retirement and Deferred Compensation Plans**

Cash or Deferred Arrangements (401(k) Tax Sheltered Annuities (403(b)

Non-Qualified Deferred Compensation Plans

*** Questions and Answers**

SPEAKER: Michael Pappas, CPP

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**

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 May 13, 2016 Health, Accident, Retirement Benefits

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

Cancellation Policy - 48 Hours in advance of seminar, in writing**

During inclement weather, Call the Day Before the Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

2016 EMPLOYMENT & LABOR ISSUES UPDATE Including PERC & Federal/State Court Decisions

MAY 20, 2016 NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO,CCFO - 4 CEU's - 3 Office Mgt/Ancillary Sub & 1 Ethics
Approved by DCA - RMC - 4 CEU's - 3 Professional Development & 1 Ethics
Approved by DCA - CPWMs- 4 CEUs - 3 Management & 1 Ethics
Approved by DCA - QPAs-4 CEUS - 1 Ethics
Approved by DCA -CTCs - 1 CEUs - 1 Ethics
Approved by Rutgers University CRPs - 3 Classroom
Approved CPA, RMA , PA - 4 CEU's - Management

9:00am - 9:30 am Registration, Full Breakfast Buffet - Seminar 9:30am-12:50pm

Social media and its impact on public sector employment issues
Key handbook updates
Application of the Conscientious Employee Protection Act to
Watchdog Employees
Changes in exemptions under the FLSA
Recent PERC decisions
Recent Federal and State Court decisions.

INSTRUCTOR: Armando Riccio, Esquire

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, New Jersey 07015-1468

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the May 20, 2016 Employment & Labor Issues \$99 per person- \$125 at Door

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> Day Before the Seminar****

NAME _____ TITLE _____

ADDRESS _____

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, Registrar - PO 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.

IMPLEMENTATION OF INTERNAL CONTROLS

MAY 20, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO,CCFO – 4 CEU's – 4 Accounting
Approved by DCA - CTC – 4 CEU's – 1 Reporting/Billing/Collection & 3 General Secondary Duties
Approved by DCA - RMC – 4 CEU's – 2 Finance & 2 Professional Development
Approved by DCA - QPA – 4 CEU's – 1 Procurement Procedures & 3 Office Adm/General Duties
Approved CPA, RMA , PA – 4 CEU's – Accounting & Auditing

- 9:00am – 9:30am Registration, HOT BUFFET BREAKFAST**
- 9:30am – 12:50pm**
- * Procedures for Periodic Employee Review
 - How frequent should review be performed?
 - * Types of Controls
 - Who makes daily deposits?
 - What Security is used?
 - Importance of Bank Reconciliation's
 - Who Prepares?
 - * Cash Management
 - Do You have a Plan
 - Safeguard of Checks
 - Requirement of
 - Signatures on checks
- * Segregation of Duties
- * Purchasing- Procurement controls
- * Fixed Asset Accounting – Maintaining - Updating
- * Technology Security
 - How secure are the computers in your office

INSTRUCTOR: Fred Tomkins, CPA, RMA, Auditor

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**
P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the May 20, 2016 Implementation of Internal Controls

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

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

**** During inclement Weather, Call the Day Before the Seminar****

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person

NAME _____ TITLE _____

ADDRESS _____

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.

THE FUNDAMENTALS OF EMPLOYMENT AT-WILL IN NJ

JUNE 10, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Applied to DCA for CMFOs & CCFOs - 4 CEUs- Office Mgt/Ancillary Subjects
- *Applied to DCA for RMCs - 4 CEUs- 2 Professional Development & 2 Ethics
- *Approved for CPAs, RMAs, PSAs, PAs - 4 CPEs- Management

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

9:30am - 12:50pm *The Employment at will Doctrine
The many exceptions to the at-will employment doctrine
Other Limitations on Discharging at-will employees in the public sector

***Express and Implied Contracts of Employment**
Handbooks which constitute a contract
Bring Your Handbook!
Information employers must include within handbooks, Disclaimers,
Provisions that can obligate your governmental agency, Policies that help protect your entity

***Unwritten Policies which can obligate employers, Oral Contracts, Promises that Bind**

Instructor: Armando Riccio, Esquire

For Directions See our Web Site: <http://members.aol.com/ipdcpe>

In order that you receive proper credit, please mail checks along with this part of the flyer to:
Mail Checks To: **Institute for Professional Development**
P.O. Box 1468, Clifton, NJ 07015-1468 Phone (973) 777-4200

****PLEASE SEND CHECK OR PURCHASE ORDER WITH REGISTRATION FORM**

**** PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR****

I wish to register for the 6/10/16 Employment At-Will Workshop-NJ Law Center, New Brunswick, NJ \$99 per person
 \$125.00 Registration At Door

FAX YOUR REGISTRATION WITH PURCHASE ORDER - (973) 777-0401
Cancellation Policy, In Writing - 48 Hours before seminar by FAX.

NAME _____ TITLE _____
ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT _____ PHONE 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.

Michael F. Conti
Michael F. Conti, Program Coordinator

Send your check with the application form!
You do not need to send us your voucher for a separate signature as 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 requirements of the statutes for this type of expenditure.

Property Tax Sales, Property Tax Liens, Property Foreclosures, and Reserve for Uncollected Taxes

June 10, 2016 NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFOs & CCFOs - 4 CEUs- 4 Accounting
*Approved for 4 CPEs for CPAs, RMAs & PAs – Accounting

Registration and Breakfast 9:00am-9:30am Seminar Timetable 9:30am-12:50pm

Every Registrant for the Seminar will be expected to bring the: results from the most recent Tax Sale from his / her municipality, listing of outstanding tax liens (Third Party and Municipal) from his / her municipality, most recent Reserve for Uncollected Taxes calculation from his / her municipality. This will help to create an interactive atmosphere.

Objectives: Develop an understanding about what happens at a property tax sale. Learn how a municipality is impacted by Property Tax Liens. Learn similarities and differences between Third Party and Municipal Tax Liens. Analyze how Reserve for Uncollected Taxes can be used a policy tool for a municipality.

- Property Tax Sales
- Simulated Property Tax Sale
- Third Party vs Municipal Liens
- Foreclosures Process
- Reserve for Uncollected Taxes

Instructor: Rutgers University Professor and Booton Township CFO Norman Eckstein, CMFO, CTC, MPA, RMC

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
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 June 10, 2016 Property Tax Sale, Liens, Foreclosurers & Reserve”

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

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

During inclement Weather, Call the Day Before the Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

ECONOMIC REVIEW For 2016

JUNE 10, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

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

*Approved by DCA for RMC - 4 CEUs - 4 Finance

*Approved for CPAs, RMAs & Pas 4 CPEs in Finance

9:00 - 9:30 *Registration, Full Breakfast Buffet
9:30 - 12:50 Foundation of a Strong Credit Rating

Preparation - Understanding what you should know about Finances and Budget
Anticipate the Questions you will have to answer

Presentation - Having the right people available
Control the conversation
Formal presentation outline
You do most of the talking

Policies - Debt Management
Fund Balance
How much to hold
How to Build or rebuild

IRMA & EMMA – keeping the both Happy
Why Underwriters are concerned
Municipal Advisor Rules – How they affect you and your professionals
Advice about issuance
Who should and who shouldn't give advice
The gray line about "what is advice"

Life after the SEC MCDIC Initiative
Update on SEC action
What if you are not in compliance with Secondary Market Agreements

The Economy and Interest Rate Outlook
Current Economy and Forecast of Interest Rates

Speakers: Sherry Tracy, Sr. Managing Director, Phoenix Advisors
Anthony Inverso, Sr. Managing Director, Phoenix Advisors
Joel Noroff, Ph.D President of Naroff Economic Advisors

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

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for the Economic Outlook Seminar 6/10/16.

Payment Due By Seminar **FAX YOUR REGISTRATION (973) 777-0401**

Cancellation Policy - 48 Hours before seminar in writing.

During Inclement Weather Check our Web Site <http://ipd2.com> Day Before Seminar

SEMINAR INCLUDES BREAKFAST \$99 per attendee \$125 at door registration

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.

Michael F. Conti

Michael F. Conti, Program Coordinator
P.O. Box 1468 , Clifton, NJ 07015-1468 T(973) 777-4200

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.

IT SECURITY WORKSHOP III

JUNE 17, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for RMCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CTCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for QPAs 4 CEUs - Information Technology
- *Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CPEs - Computer Science

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

9:30 - 12:50 *How to research Cyber Security Threats and Establish Controls to minimize or prevent inappropriate data disclosure.

***Monitoring network security devices and log data to identify security risks.**

**How to respond to IT security incidents, data breaches, and similar events
To determine exposure and appropriate response.**

***How to manage vulnerability mitigation program through network scans and
Provide documented feedback to staff.**

***Review policies and security frameworks to ensure compliance with
Current regulations and best practices.**

***Monitor and assist your staff with security awareness training.**

Instructor: Matthew Cesari, Manager of IT Security, The College of New Jersey

Directions-Holiday Inn, Totowa, NJ

GRDN ST PKWY/S: EX 159 TO RTE 80W. EX 55A TO 1ST LIGHT, TURN LEFT. HOTEL ON RIGHT. GSP/N: EX 153B(ON LEFT) TO RTE 3W TO 46W. 2.5 MI ON RIGHT. RTE 80W: EX 55A TO 1ST LIGHT,TURN LEFT. HOTEL ON RIGHT. RTE 80E: EX 53 TO RTE 46E. 1.5 MI TO UNION BLVD/LITTLE FALLS EX. LEFT AT LIGHT. GO TO 1ST LIGHT AND TURN RIGHT(LACKAWANNA AVE.) HOTEL ON RIGHT. NJ TURNPIKE /N:TURNPIKE WILL DIVIDE. FOLLOW TOWARD GW BRIDGE AND EXIT AT 16W. FOLLOW RTE 3W TO 46W. 2.5 MI HOTEL ON RIGHT

In Order to receive proper credit, please mail checks along with this part of the flyer to:
Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

Payment Due Before Seminar

 I wish to register for the IT Security Workshop 6/17/16. \$99 per person \$125 at Door Registration

FAX YOUR REGISTRATION (973) 777-04010

Cancellation Policy - 48 Hours before seminar in writing. SEMINAR INCLUDES FULL BREAKFASTBUFFET

During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar

NAME _____

TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT PHONE 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 DLGS 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

Using Management Tools for PUBLIC PROCUREMENT

JUNE 17, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- *Applied to the State of NJ, DCA for CMFOs & CCFOs 4 CEUs - 3 Financial/Debt Mgt & 1 Accounting
- *Applied to the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs -2 Government & 2 Management
- *Applied to the State of NJ, DCA for RMCs 4 CEUs -2 Finance & 2 Professional Development
- *Applied to the State of NJ, DCA for CTCs 4 CEUs -4 General/Secondary Duties
- *Applied to the State of NJ, DCA for QPAs 4 CEUs -1 Office Adm/General Duties 3 Public Procurement
- *Approved by Rutgers University for RPPO - 4 Credits/RPPS 4 Credits
- *Applied to the NJ Recreation & Park Association for Recreation Officials .3CEUs
- *Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved by Rutgers University CRPs - 3 Classroom
- *Approved for 4 CPEs for CPAs, RMAs & PAs - Finance

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

9:30am - 12:50pm *Contract Administration:
A Contract has been awarded is that all there is???

*Personal Property Management:
Who is minding the Store???

*Review of Property Management Standards for Fixed Assets

Instructor: Joseph Valenti, Former Chief, NJ Division of Local Government Services

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

In order that you receive proper credit, please mail checks along with this part of the flyer to:

Mail Checks To: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 Phone (973) 777-4200

Seminar Includes Full Breakfast Buffet

Payment Due by Seminar \$125.00 Registration at Door

___ I wish to register for the 6/17/16 Management Tools for Public Procurement, Jumping Brook Country Club, Neptune, NJ ___\$99 per person

FAX YOUR REGISTRATION - (973) 777-0401

Cancellation Policy, In Writing - 48 Hours before seminar by FAX

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT _____

PHONE 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.

Michael F. Conti

Michael F. Conti, Program Coordinator

Send your check with the application form!

You do not need to send us your voucher for a separate signature as 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 requirements

of the statutes for this type of expenditure.

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

Visit our Web Site: <http://ipd2.com> Email: ipdcpe@aol.com

Handbooks, Policies and Training Issues

JUNE 17, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO,CCFO - 4 CEU's - 4 Office Mgt/Ancillary Subjects
Approved by DCA - RMC - 4 CEU's - 4 Professional Development
Approved by DCA - CTCs - 4 CEUs - 4 General/Secondary Duties
Approved by DCA - CPWMs- 4 CEUs - 4 Management
Approved by DCA - QPAs-4 CEUS - 4 Office Administrative/General Duties
Approved CPA, RMA , PA - 4 CEU's - Management

9:00am - 9:30 am Registration, Full Breakfast Buffet - Seminar 9:30am-12:50pm

Handbooks, Policies and Training Issues

Negotiable and non-negotiable handbook/policies items
Key policies and training issues
Civil Service provisions and policy issues
Litigation controls through policies and training

INSTRUCTOR: Armando Riccio, Esquire

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, New Jersey 07015-1468

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the June 17, 2016 Handbook Issues \$99 per person- \$125 at Door

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> Day Before the Seminar**

NAME _____ TITLE _____

ADDRESS _____

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

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.

Michael F. Conti, Registrar - PO Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT
RESPONSIBILITIES OF THE PAYROLL SUPERVISOR,
FEDERAL, STATE and LOCAL GOVERNMENTS
JUNE 17, 2016 , JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, 4 CEU's - 4 Accounting
Approved - RMA, CPA, PA - 4 CPE's Accounting/Auditing

9:00AM - 9:30 AM Registration, HOT BREAKFAST

9:30AM - 12:50 PM * Payroll issues pertaining to latest Federal, State and Local Taxes

Requirements of FICA Taxes -

Withholding from Lump-Sum Distributions

Reporting of Payroll Taxes

Complete Review of filing Form 941

Employers Quarterly Federal Tax Return

Forms W-2 W-4 W-5 I-9 When To Use

Tax Treatment of Special Wage Payments

Sick Pay Fringe Benefits Group term Insurance

Workers Compensation Issues Pertaining to Municipalities, School Districts

Wage and Rate

Issues concerning Public Officials & Volunteers

Review of 457 and 403(c) plans

Recognize taxable vs. non-taxable

* Questions and Answers

SPEAKER: Michael Pappas, CPP

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

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 June 17, 2016 Responsibilities of the Payroll Supervisor

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

Cancellation Policy - 48 Hours in advance of seminar, in writing**

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

NAME _____ TITLE _____

ADDRESS _____

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.

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**FORMS, FORMS, FORMS WORKSHOP
For TAX COLLECTORS**

June 17, 2016 – Jumping Brook Country Club, Neptune, NJ

*Approved by DCA - CTCs – 4 CEU's - 1 Legislation, 3 Report/Billing/Collections
*Approved for 4 CPEs for CPAs, RMAs, Pas - Accounting

9:00am – 9:30 am Registration, Hot Breakfast Buffet

9:30am – 12:50pm Seminar Timetable

- *Senior Citizens Application-Requirements to File
- *Senior Citizens Post Year Tax Statement-Requirements to File
- *Veterans Application-Requirements to File
- *Property Tax Relief Act Forms-The PTR's and Our Responsibility
- *PD 6510-How to Reconcile Your Records-How to Complete the Form
- *Using Internal Forms for Better Control & Accountability-Check Logs
Pre-numbered Receipt Books, Tax Search Forms, Tax Sale Certificates
- *How to Design Effective Forms for Internal Control

Instructor: Sharon Sulecki, CTC

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

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR

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

_____ I wish to register for the June 17, 2016 Tax Collector Seminar

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

**Cancellation Policy – 48 Hours in advance of seminar, in writing. Inclement weather check our web site
<http://ipd2.com> the day before Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

Appropriation CAPS and Tax Levy CAPS

JUNE 24, 2016 - NJ Law Center, New Brunswick, NJ

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

*Approved by DCA for CTCs- 4 CEUs 4 General/Secondary Duties

*Approved by DCA for RMCs - 4 CEUs - 2 Financing & 2 Professional Management

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

Registration and Breakfast 9:00am-9:30am Seminar Timetable 9:30am-12:50pm

Every Registrant for the Seminar will be expected to bring the most recent Appropriation CAP and Property Tax Levy CAP calculations from his / her municipality. This will help to create an interactive atmosphere.

Objectives: Develop an understanding about the Appropriation CAP and Property Tax Levy CAP calculations. Learn what is included and is not included for both CAP calculations. Learn similarities and differences between both CAP calculations. Analyze how the CAP calculations can be utilized as policy tools for municipalities.

Historic Background for Appropriation CAPS and Tax Levy CAPS

Appropriation CAPS – Most Recent Local Financial Notice

Pension Exception

Appropriation CAPS - Calculation

Appropriation CAPS – Exceptions

New Construction Impact

Utilized Prior Year Appropriation CAP Banks

Appropriations CAP Banks available for Future Years

Property Tax Levy Cap Workbook – Most Recent Local Finance Notice

Property Tax Levy Cap Workbook - Calculation Policy Tools

Property Tax Levy Cap Workbook – Exceptions -

Instructor: Rutgers University Professor and Booton Township CFO Norman Eckstein, CMFO, CTC, MPA, RMC

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**

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 June 24, 2016 "Appropriation & Tax Levy CAPS"

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

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

During inclement Weather, Call the Day Before the Seminar**

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

NAME _____ TITLE _____

ADDRESS _____

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

DID YOU? HAVE YOU?

EVALUATED YOUR DEFERRED COMPENSATION PLAN?
WHAT ARE YOUR RESPONSIBILITIES AS A PLAN ADMINISTRATOR?

JUNE 24, 2016- NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, CCFO, 4 CEU's - 2 Office Management & 2 Financial Debt Mgt
Approved - RMC - 4 CEU's - 2 Professional Development & 2 Finance
Approved - RMA, CPA, PA - 4 CPE's - Management

9:00am - 9:30 am Registration, HOT BUFFET BREAKFAST

9:30am - 12:50pm *Handling of Hardship Withdrawals

Withdrawal/Surrender Charges? When can there be a Withdrawal?
What are the IRS Regulations towards Hardship Withdrawals

* Hidden Costs

Income Benefit Charges Separate Account Charges
Administrative Charges Penalty for Rollovers
Administrative Fees to participate

* Current Fixed Rate - Minimum Fixed Rate

* Roth Option - Roth Loans

* Do you have a Limitation on Switching Funds?

* Much more!!!!!!

SPEAKER: Bruce Linger, CFP, CRPC, CCPS Lincoln Financial Advisors

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

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 June 24, 2016 "Evaluating Your Deferred Compensation Plan"

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

Cancellation Policy - 48 Hours in advance of seminar, in writing**

During inclement Weather, Call the Day Before the Seminar**

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

NAME TITLE

ADDRESS

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
signature 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.

Handbooks, Policies and Training Issues

JUNE 24, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO,CCFO – 4 CEU’s - 4 Office Mgt/Ancillary Subjects
Approved by DCA - RMC – 4 CEU’s - 4Professional Development
Approved by DCA –CTCs – 4 CEUs – 4 General/Secondary Duties
Approved by DCA – CPWMs- 4 CEUs – 4 Management
Approved by DCA – QPAs-4 CEUS – 4 Office Administrative/General Duties
Approved CPA, RMA , PA – 4 CEU’s – Management

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

Handbooks, Policies and Training Issues

Negotiable and non-negotiable handbook/policies items
Key policies and training issues
Civil Service provisions and policy issues
Litigation controls through policies and training

INSTRUCTOR: Armando Riccio, Esquire

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, New Jersey 07015-1468

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the June 24, 2016 Handbook Issues \$99 per person- \$125 at Door

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> Day Before the Seminar**

NAME _____ TITLE _____

ADDRESS _____

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

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.

Michael F. Conti, Registrar - PO Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

**DELINQUENCY ENFORCEMENTS:
RESPONSIBILITIES OF THE TAX COLLECTOR
JULY 15, 2016- NJ LAW CENTER, NEW BRUNSWICK, NJ**

*Applied to DCA for CTC's-4CEUs - 1 Reporting/Billing/Collecting & 3 Enforcement
*Approved for 4 CPEs for CPAs, RMAs and PAs - Accounting & Auditing

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

**9:30am -12:50pm *Creation of Liens
*Tax Sale
Preparation
Conduction
*Redemption
Municipal & Third Party
*Foreclosures**

Instructor: Ms. Pat Turnin, CTC, Tax Specialist DLGS

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

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468-Phone (973) 777-4200

BRING YOUR CALCULATOR

___ I wish to register for the Enforcement Workshop 6/10/16.

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing.

****During Inclement Weather Check our Web Site http://ipd2.com Day Before Seminar****

SEMINAR INCLUDES BREAKFAST and LUNCH

___ \$99 Per Person ___ \$125 Registration at Door

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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.

IDENTITY THIEFT:

What Local Government & School Districts need to know

JULY 15, 2016 – NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for RMCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CTCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for QPAs 4 CEUs - Information Technology
- *Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CPEs - Computer Science

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

- 9:30 - 12:50
- *Protecting your Bank Accounts and Statements
 - *Healthcare Accounts & Services
 - *Retirement Accounts
 - *Employees Social Security Number
 - *Employee Records
 - *Employee cards, related personal & payroll information

Instructor: Dr. J. Drew Procaccino, Ph.D, Rider University

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

Mail Checks to: In Order to receive proper credit, please mail checks along with this part of the flyer to:
 Institute for Professional Development
 P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

Payment Due Before Seminar

I wish to register for the Technology Workshop 7/15/16. \$99 per person \$125 at Door Registration
FAX YOUR REGISTRATION (973) 777-04010

Cancellation Policy - 48 Hours before seminar in writing. SEMINAR INCLUDES FULL BREAKFASTBUFFET
During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT _____ PHONE 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 DLGS 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

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

July 15, 2016

NJ Law Center, New Brunswick, NJ

Approved for 4 CPEs Professional Ethics

Instructor: Mr. Douglas Petix, CPA, CMFO

Registration Form

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

Seminar Policies

Refunds and Cancellations: Refunds must be in writing and then will be granted. Cancellation 48 hours in advance of seminar. For more information regarding refund, complaint and/or program cancellation policies, please contact our office at 973.777.4200. \$99.00 per person.

FAX Your Registration Form: 973 777 0401

Mail Your Check to: IPD, PO Box 1468, Clifton, NJ 07015

7/15/16 Seminar includes full Breakfast Buffet at 8:30am

Registration Seminar Timetable 9am-1pm

Registration is available at www.ipd2.com or by phone at 973.777.4200.

1-3 Persons Attending \$99.00 per person 3-6 Persons Attending \$89.00 7 or More \$79.00
From Same Firm

Conference participants will earn 4 CPE Credits in Professional Ethics.

Additional Information: Prerequisites Licensed CPA, RMA, PSA or PA.

Advanced Preparation: None Delivery Method: Group-Live Program Level: Basic

Name _____ Firm or Organization _____

Address: _____ City, State, Zip _____

Tel _____ Fax _____ Email Address _____

What's New in Management? :

Current Topics in Management

JULY 22, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government
- *Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects
- *Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Management
- *Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties
- *Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs - Management

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

9:30 - 12:50 *It is important for any manager to keep aware of the current and emerging ideas, techniques and perspectives in management. This seminar is constantly revised and is different every time it is offered.

- Top books and articles - what is on the manager's reading list?
- Featured Current Topic - Crisis management
- New techniques and buzzwords - from 'agile' to '6 Sigma' and more

Instructor:
Professor Stephen C. Betts, Ph.D

Directions Law Center

From NJ Turnpike- Exit 9 to Route 18 North, then take Route 1 South to Ryders Lane, New Brunswick. Law Center is 1st right. From Princeton - Route 1 North to 2nd Ryders Lane Sign, overpass over Route 1, Law Center is 1st right.

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for the Management Workshop 7/22 /16.

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

****During Inclement Weather check our website <http://ipd2.com> Day Before Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET

\$99 per person \$125 registration at doo

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 DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator
P.O. Box 1468 , 758 Clifton Avenue, Clifton, NJ 07015-1468 - (973) 777-4200

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

THE DETECTION of FRAUDULENT PROCUREMENT PRACTICES AND THE IMPORTANCE OF EFFECTIVE INTERNAL CONTROL PROCEDURES

JULY 22, 2016 – NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's -3 Accounting 1 Financial Debt Management

Approved by DCA-CPWM - 4 CEU's - 3Management 1 Government

Approved by DCA-RMC -4 CEU's - 4 Finance -

Approved by DCA-QPA - 4 CEU's - 3 Public Procurement 1 Office Administration/General Duties

Approved by Rutgers- RPPO & RPPS - Public Purchasing - Approved by Rutgers CRP - 3 Classroom

Approved for 4 CPE's for CPA, RMA PA - Accounting & Auditing

9:00am - 9:30 am Registration, HOT BUFFET BREAKFAST 9:30am - 12:50pm Seminar Timetable

Lessons to Be Learned-Your Procurement Program-

Recommendations to help improve your purchasing operation in order to strengthen its accountability to your governing body, taxpayers and potential contractors and vendors

- a. Develop and conform to sound internal control procedures
b. A centralized purchasing program
c. Developing better & more concise specifications
d. Working relationships with the business community
e. Increased professionalism

Internal Controls-Areas of Application

- a Purchasing b. Encumbering
c. Receiving d Vouchering d. Detailing fixed assets

Common Types of Fraud-Types of Fraud, Abuse & Mismanagement, Illegal Bid & Contract Practices- Types of Collusion, Practices & Events that may be indicative of collusion. What we can do, Reporting suspicions of collusion, Common questions or concerns

Summation- An Effective Internal Control Structure, Suggestions in the Prevention of Fraud, Abuse & Mismanagement, Encouraging Competition

SPEAKER: MR. JOSEPH A. VALENTI, Former Chief, Div of Local Government Services

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

I wish to register for the July 22, 2016 The Detection of FRAUDULENT Procurement Practices seminar

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

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

Cancellation Policy -48 Hrs in advance of seminar, in writing*

During inclement Weather Check our web site the day before the seminar.

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

NAME TITLE

ADDRESS

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

Cyber Threats & Scams

JULY 22, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for RMCs 4 CEUs - Information Technology
- *Approved by the State of NJ, DCA for CTCs 4 CEUs - Information Technology
- *Approved by NJ State Board of Profession Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CPEs - Computer Science

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

9:30 - 12:50 "In the not too distant future, we anticipate that the cyber threat will pose the greatest threat to our country." —Robert Mueller, Director of the FBI*

We are building our lives around our wired and wireless networks. The question is, are we ready to work together to defend them? The FBI certainly is. We lead the national effort to investigate high-tech crimes, including cyber-based terrorism, espionage, computer intrusions, and major cyber fraud. To stay in front of current and emerging trends, we gather and share information and intelligence with public and private sector partners worldwide.

Cyber attacks can come in a variety of forms, but often the intent is malicious — an attempt to bring down a computer system, or an intrusion seeking to access and steal intellectual or proprietary data and information. At risk are such things as trade or industry secrets, corporate reputation, customer data including credit card information, and even physical damage to equipment. In fact, a recent report by the Office of the National Counterintelligence Executive highlighted the ease with which foreign collectors of economic information are able to operate in cyberspace with relatively little risk of detection by their private sector targets.

As governments and private entities become increasingly dependent on computer technology to transmit and store sensitive data, intellectual property, and financial transactions, the need for information security and risk analysis professionals will increase.

Computer Intrusions

Bots. Worms. Viruses. Spyware. Malware. Hacking.

Every day, criminals are invading countless homes and offices across the nation—not by breaking down windows and doors, but by breaking into laptops, personal computers, and wireless devices via hacks and bits of malicious code.

The collective impact is staggering. Billions of dollars are lost every year repairing systems hit by such attacks. Some take down vital systems, disrupting and sometimes disabling the work of hospitals, banks, and 9-1-1 services around the country.

Who is behind such attacks? It runs the gamut—from computer geeks looking for bragging rights...to businesses trying to gain an upper hand in the marketplace by hacking competitor websites, from rings of criminals wanting to steal your personal information and sell it on black markets...to spies and terrorists looking to rob our nation of vital information or launch cyber strikes. Today, these computer intrusion cases—counterterrorism, counterintelligence, and criminal—are the paramount priorities of our cyber program because of their potential relationship to national security.

Combating the threat. In recent years, we've built a whole new set of technological and investigative capabilities and partnerships—so we're as comfortable chasing outlaws in cyberspace as we are down back alleys and across continents. That includes:

Instructors: Staff of Federal Bureau of Investigation (FBI)

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

Mail Checks to: In Order to receive proper credit, please mail checks along with this part of the flyer to:
Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

Payment Due Before Seminar

 I wish to register for the Cyber Threats & Scams Workshop 7/22/16. \$99 per person \$125 at Door Registration

FAX YOUR REGISTRATION (973) 777-04010

Cancellation Policy - 48 Hours before seminar in writing. SEMINAR INCLUDES FULL BREAKFASTBUFFET

During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar

NAME _____ TITLE _____
ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT PHONE 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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

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 DLGS to meet the requirements of the statutes for this type of expenditure.

GRANT ACCOUNTING WORKSHOP

AUGUST 12, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's -3 Accounting & 1 Budget
Approved by DCA - RMC -4 CEU's - 2 Professional Development & 2 Finance
Approved for 4 CPE's for CPA, RMA PA - Accounting

9:00am – 9:30 am Registration, HOT BUFFET BREAKFAST

9:30am – 12:50pm Seminar Timetable

Relationship of Appropriations & Revenue Budgets to Grant

Documentation Required by OMB

Understanding & Review of Accounting for State & Federal Grants

Understanding & Review of All Journal Entries Relating to the Current Fund & State and Federal Grant Fund

Hands-On Preparation of State & Federal Grant Fund Financial Statements

Closing a Grant

SPEAKER: Fred Tomkins, CPA,RMA-Auditor

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

_____ I wish to register for the August 12, 2016 Grant Accounting Workshop
No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

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

Cancellation Policy -48 Hrs in advance of seminar, in writing
During inclement Weather ,Check our web site the day before the seminar. <http://ipd2.com>*

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

NAME _____ TITLE _____

ADDRESS _____

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.

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**The Interplay among the Family Medical Leave,
Americans with Disabilities Act, NJ Law Against
Discrimination and NJ Family Leave Act**

AUGUST 12, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's - 4 Office Management/Ancillary Subjects
Approved by DCA - CPWM - 4 CEU's - 4 Government
Approved by DCA - RMC - 4 CEU's - 4 Professional Management
Approved for 4 CPE's for CPA, RMA PA - Management

9:00am – 9:30 am Registration, **HOT BUFFET BREAKFAST** 9:30am – 12:50pm Seminar Timetable

Program Overview: This seminar is designed to educate attendees regarding the overlap of federal and state medical leave and disability laws. Among other things, attendees will gain an understanding of employer obligations regarding the nature and extent of leave time provided under each law and the employer obligations regarding the nature and extent of leave time through an interactive system.

General Coverage Issues: Similarities and Differences Employer Coverage-Employee Eligibility
Overlap of Leave Entitlement, Forms of Leave, Protections of Benefits

Notice Issues and the Interactive Process

NJ-SAFE Act

Leave Entitlement under Each Issues

Pregnancy Leave Entitlement Issues

Stacking of Leave under Federal and State Laws

Attendance Policies

Reasonable Accommodation Issues

Preventing Personal Liability

Employer's Rights and Legal Update

SPEAKER: Mr. Armando Riccio, Esquire

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

_____ I wish to register for the August 12, 2016 Family Leave Act Seminar

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

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

*Cancellation Policy - 48 Hrs in advance of seminar, in writing**

During inclement Weather, Check our web site the day before the seminar. <http://ipd2.com>

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

NAME _____ TITLE _____

ADDRESS _____

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.

PUBLIC WASTEWATER COLLECTIONS SYSTEMS: Compliance & Enforcement Issues Workshop for Public Works Officials, Municipal Engineers, & Licensed Water and/or Wastewater System Operators

AUGUST 12, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs – TECHNICAL
- *Approved by the State Board of Professional Engineers & Land Surveyors 4 CPC-Technical
- *Applied to NJDEP for 4TCHs – Technical for Licensed Water and/or Wastewater System Operators

8:30 - 9:00 *Registration, Full Breakfast Buffet

- 9:00 - 1:00**
- *Understanding Your Responsibilities Regarding Your Municipal System
 - *Review of Environmental Priorities: Prevention & Minimization of Discharges from Wastewater Collection Systems
 - *Operation Certification: What's Required Where?
 - *Rule, Regulation & Requirements of Collection System Operations
 - *Review of Capacity Assurance Program
 - *Penalties for Derivatives
 - *Maintaining & Inspecting Your Municipal Collection System

Instructor: Todd M. Hay, PE, CPWM, CME-President of NJ Society of Municipal Engineers

Directions-Law Center on our web site: <http://ipd2.com>

In Order to receive proper credit, please mail checks along with this part of the flyer to:
Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

Payment Due Before Seminar

I wish to register for Public Wastewater Collection Systems 8/12/16. \$99 per person \$125 at Door

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing.

****During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar**
SEMINAR INCLUDES FULL BREAKFASTBUFFET**

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT _____ PHONE 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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

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 DLGS to meet the requirements of the statutes for this type of expenditure.

New Jersey Worker's Compensation Overview

AUGUST 12, 2016 – JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO – 4 CEU's – 4 Office Mgt/Ancillary

Approved by DCA –RMC 4 Professional Development

Approved by DCA – CPWM – 4 CEUs – 4 Government

Approved for 4 CPE's for RMAs, CPAs, PAs - Finance

9:00am – 9:30 am Registration, Full Breakfast Buffet

Seminar Time Table 9:30am – 12:50pm

- *Description of qualified accidents and exposures
- *Defenses
- *Medical and Temporary Disability Benefits: When do they start? When do they end?
- *The employer's right to medical control
- *Distinguishing compensable injuries from temporary aggravation of personal conditions
- *Benefit rates for 2016: what are they and how to calculate an award
- *Requirements for permanency awards and credits for prior disability
- *Emergent medical treatment procedures
- *Strategies for maximizing recoveries from third party liability cases
- *The impact of employer and employee fraud
- *The Hot Topic cases from 2015 and 2016
- *Reinventing your workers' compensation program to reduce losses and costs.

INSTRUCTOR: Nancy Johnson, Esquire

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**

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

****PLEASE CHECK SEMINAR YOU WISH TO ATTEND****

___ I wish to register for the August 12, 2016 Workers Compensation Issues 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 the Day Before the Seminar <http://ipd2.com>****

SEMINAR INCLUDES BREAKFAST BUFFET \$ 99.00 per person \$125.00 Registration at Door

NAME _____ TITLE _____

ADDRESS _____

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.

NEGOTIATING WITH YOUR EMPLOYEES

August 26, 2016 NEW JERSEY LAW CENTER, NEW BRUNSWICK

Approved by DCA - CMFO, CCFO – 4 CEU’S – 3 Office Mgt/Ancillary 1 Budget

Approved by DCA – RMC – 4 CEU’s – Professional Development

Approved by DCA – CPWM – 4 CEU’s - Management

Approved for CPEs – RMAs, CPAs, PAs – 4 CPE’s – Management

9:00am – 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am – 12:50pm * **Techniques of Negotiations**

* **Who Should Negotiate Contracts?**

* **One Year vs. Multi Years**

* **Furloughs vs. Layoffs**

* **Statutory Requirements**

* **Effects to the Current and Future Budgets**

* **Questions and Answers**

SPEAKER: Raymond Wiss, Esquire Wiss and Bouregy, PC

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 a Purchase Order or Payment by Day of Seminar P.O. # _____

____ I wish to register for the August 26, 2016 seminar Negotiating with Your Employees

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

Cancellation Policy –48 Hrs in advance of seminar, in writing

* During inclement Weather ,check our web site <http://ipd2.com> day before seminar.

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

NAME _____ TITLE _____

ADDRESS _____

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
separate

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

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.

What's New in Management? : Managing in the 21st Century

AUGUST 26, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government
- *Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects
- *Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development
- *Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties
- *Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs - Management

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

9:30 - 12:50 In this seminar we will look at the big changes in the workplace and how we go about business. We've all seen changes and there are more to come. Some topics that we will cover this time:

- Impact of technology – Big data, cyber-security, remote work
- Changes in the workforce - Demographics, skills and attitudes
- Overarching concerns - Globalization, ethics, sustainability and corporate social responsibility

Instructor: Professor Stephen C. Betts, Ph.D

Directions Law Center

From NJ Turnpike- Exit 9 to Route 18 North, then take Route 1 South to Ryders Lane, New Brunswick. Law Center is 1st right.
From Princeton - Route 1 North to 2nd Ryders Lane Sign, overpass over Route 1, Law Center is 1st right.

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for the Management Workshop 8/26 /16.

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

****During Inclement Weather check our website <http://ipd2.com> Day Before Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET

\$99 per person \$125 registration at doo

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 DLGS to meet the requirements of the statutes for this type of expenditure.		

Michael F. Conti

Michael F. Conti, Program Coordinator
P.O. Box 1468 , 758 Clifton Avenue, Clifton, NJ 07015-1468 - (973) 777-4200

UPDATED LOCAL PUBLIC CONTRACTS LAW and LOCAL PUBLIC CONTRACTS RULES "A REFRESHER FOR EVERYONE"

SEPTEMBER 9, 2016 – NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's - 4 Office Management/Ancillary Subjects
Approved by DCA - CPWM - 4 CEU's - 3 Management 1 Government
Approved by DCA - RMC - 4 CEU's - 4 Finance -
Approved by DCA - QPA - 4 CEU's - 3 Public Procurement 1 Office Administration/General Duties
Approved by Rutgers - RPPO & RPPS - Public Purchasing - Approved by Rutgers CRP - 3 Classroom
Approved for 4 CPE's for CPA, RMA PA - Accounting & Auditing

9:00am – 9:30 am Registration, **HOT BUFFET BREAKFAST** 9:30am – 12:50pm Seminar Timetable

"The Statutory Subtleties That We Tend to Forget Can Make a Great Impact on a Contracting Unit's Purchasing Decisions"

In this seminar, Mr. Valenti will discuss the statutory requirements of both the Local Public Contracts Law and the Local Public Contracts Law Rules that many of us tend to forget, which play a very important part in our purchasing decisions.

SPEAKER: MR. JOSEPH A. VALENTI, Former Chief, Div of Local Government Services

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

_____ I wish to register for the September 9, 2016 Local Public Contracts Law & Rules Seminar

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

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

*Cancellation Policy - 48 Hrs in advance of seminar, in writing**

During inclement weather, check our web site the day before the seminar. <http://ipd2.com>

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

NAME _____ TITLE _____

ADDRESS _____

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.

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**TAX COLLECTORS'S RESPONSIBILILTIES FOR PREPARATION
OF TAX SALE and INTERNAL CONTROLS**

September 9, 2016 – NJ Law Center, New Brunswick, NJ

*Approved by DCA - CTCs – 4 CEU's - 2 Enforcement, 2 Report/Coll

9:00am – 9:30 am Registration, Hot Breakfast Buffet
9:30am – 12:50pm Seminar Timetable

***REVIEW OF TAX SALES PROCEDURES**

- A. Advertising
- B. Interest Calculations
- C. Conducting Sale
- D. Timeliness of Tax Sale
- E. Proper Recording of TTL's
- F. Proper Discharge of TTL's

*** INTERNAL CONTROLS**

- A. Billing (Reconcile billing to duplicate & to the system)
- B. Office Policy & Procedures
- C. Cash/Cash Handling/Adjustment/Reversals
- D. Cash Reconciliation
- E.

INSTRUCTOR: Pat Turin, State of NJ, DLGS

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

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR

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

_____ I wish to register for the September 9, 2016 Tax Collector Seminar

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

Cancellation Policy – 48 Hours in advance of seminar, in writing. Inclement weather check our web site

<http://ipd2.com> the day before Seminar

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

NAME _____ **TITLE** _____

ADDRESS _____

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.

2016 PAYROLL ADMINISTRATION

SEPTEMBER 9, 2016 New Jersey Law Center, New Brunswick, NJ
Applied to DCA - CMFO,CCFO - 4 CEU's - 2 Accounting 2 Financial Debt Management
Approved CPA, RMA , PA - 4 CEU's - Accounting & Auditing

- 9:00am - 9:30 am Registration, HOT BUFFET BREAKFAST
- 9:30am - 12:50pm Who Does the Payroll
- Deduct, withhold, and deposit taxes
 - Report to federal, state, and local tax authorities
 - Pay federal and state unemployment taxes
 - Deduct, withhold, and pay child support and garnishments
 - Deduct and withhold employees' benefit contributions
 - Make and keep payroll records
 - Provide support to auditors
 - Explain impact of payroll issues on employees' pay
 - Respond to inquiries confidentially
 - Share information with other areas of school district or local unit
- Who Is an Employee? • Independent contractors vs. employees
- Common law test
 - Misclassification problems
 - New employees' forms - Form I-9 - Form W-4
- How Are Employees Paid (FLSA)?
- What is the significance of exempt and nonexempt employees?
 - Calculating pay • Minimum wage • Tips • Tip credit
 - Shift differentials - • Special payment issues • Calculating overtime

INSTRUCTOR: Michael Pappas, CPP

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
P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

****PLEASE CHECK SEMINAR YOU WISH TO ATTEND****

___ I wish to register for the September 9, 2016 Payroll Administration

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

Cancellation Policy - 48 Hours in advance of seminar, in writing

**** During inclement Weather, Call the Day Before the Seminar****

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person

NAME _____ TITLE _____

ADDRESS _____

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.

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.

Michael F. Conti
Michael F. Conti, Program Coordinator

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

Cost Effective Best Management Practices for Sanitary Sewers: for Public Works Officials, Municipal Engineers, & Licensed Water and/or Wastewater System Operators

SEPTEMBER 30, 2016 – NJ LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs – TECHNICAL
- *Approved by the State Board of Professional Engineers & Land Surveyors 4 CPC-Technical
- *Applied to NJDEP for 4TCHs – Technical for Licensed Water and/or Wastewater System Operators

8:30 - 9:00 *Registration, Full Breakfast Buffet

- 9:00 - 1:00 *Law & Regulations-Important Points Often Overlooked**
- *Cost Control & Revenue Enhancement**
- *Maintenance – Pay Me Now or Pay Me Later**
- *Design & Construction to Minimize Future Cost**

Instructor: Jerry Haimowitz, PE, S4, C4, N2 & W4
Mr. Haimowitz has over 25 years experience operating collection systems

Directions-Law Center on our web site: <http://ipd2.com>

In Order to receive proper credit, please mail checks along with this part of the flyer to:

Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200
Payment or Purchase Order Due Before Seminar
___ I wish to register for Sanitary Sewers 9/30/16. ___\$99 per person \$125 at Door

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing.
During Inclement Weather Check our web site <http://ipd2.com> Day Before Seminar

SEMINAR INCLUDES FULL BREAKFASTBUFFET

NAME _____ TITLE _____

ADDRESS _____

ORGANIZATION OR GOVERNMENTAL UNIT _____ PHONE 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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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

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 DLGS to meet the requirements of the statutes for this type of expenditure.

PREPARATION OF LOCAL PROPERTY TAX LIST AND DUPLICATE FOR TAX ASSESSORS & TAX COLLECTORS

OCTOBER 21, 2016, NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA for CTCs 5 CEUs 2 Legislation and , 3 Reporting/Billing/Collections
Approved by State of NJ, Division of Taxation for 4 CEUs in Property Tax Administration

The Seminar will provide Four (4) credit hours in Property Tax Administration for Tax Assessors

8:30am – 9:00 am Registration, **HOT BUFFET BREAKFAST**

9:00am – 1:10 pm Seminar Timetable

Insertion of Property Classification Code on Line Items

Property Classifications with Definitions

Tax List Page Summaries; Recapitulation of Property

Insertion of Building Description Code on Line Items

Separate Line Item for Farm Property Assessment

Veteran, Senior Citizen, Disabled Citizen and Surviving Spouse Deductions

Tax List and Instructions

Legislative Update

Instructor: Jay R. Schwartz, M.P.A., C.T.A. – *Tax Administrator*
Passaic County Board of Taxation,

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

_____ I wish to register for the October 21, 2016 TaxCollectors/Assessors Seminar

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

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 _____

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.

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

November 4, 2016

NJ Law Center, New Brunswick, NJ

Approved for 4 CPEs Professional Ethics

Applied for 4 CEUs for CMFO/CCFOs 4 Ethics

Instructor: Mr. Fred Tomkins, CPA, RMA, Auditor

Registration Form

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

Seminar Policies

Refunds and Cancellations: Refunds must be in writing and then will be granted. Cancellation 48 hours in advance of seminar. For more information regarding refund, complaint and/or program cancellation policies, please contact our office at 973.777.4200. \$99.00 per person.

FAX Your Registration Form: 973 777 0401

Mail Your Check to: IPD, PO Box 1468, Clifton, NJ 07015

11/4/16 Seminar includes full Breakfast Buffet at 8:30am

Registration

Seminar Timetable 9am-1pm

Registration is available at www.ipd2.com or by phone at 973.777.4200.

1-3 Persons Attending \$99.00 per person 4-6 Persons Attending \$89.00 7 or More \$79.00
From Same Firm

Conference participants will earn 4 CPE Credits in Professional Ethics.

Additional Information: Prerequisites Licensed CPA, RMA, PSA or PA.

Advanced Preparation: None Delivery Method: Group-Live Program Level: Basic

Name _____ Firm or Organization _____

Address: _____ City, State, Zip _____

Tel _____ Fax _____ Email Address _____

What's New in Management? : Government/Corporate Social Responsibility

DECEMBER 9, 2016-Jumping Brook Country Club, Neptune,NJ

- *Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government
- *Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects
- *Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development
- *Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties
- *Approved by State of NJ, DCA for QPAs 4 CEUs – Office Adm/General Duties
- *Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs - Management

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

9:30 - 12:50 It is important for any manager to keep aware of the current and emerging ideas, techniques and perspectives in management. This seminar is constantly revised and is different every time it is offered.

In this seminar we will concentrate on Government/ Corporate Social Responsibility. Some topics that we will cover this time:

- Government/Corporate Social Responsibility - Meeting stakeholder expectations
- Sustainability – What does it mean and what are the limits?
- Social Entrepreneurship – a new approach to old problems

Instructor: Professor Stephen C. Betts, Ph.D

Directions On Our Web Site <http://ipd2.com>
Mail Checks to: Institute for Professional Development
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for the Management Workshop 12/9 /16.

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

****During Inclement Weather check our website <http://ipd2.com> Day Before Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET

\$99 per person

\$125 registration at doo

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 DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468 , 758 Clifton Avenue, Clifton, NJ 07015-1468 - (973) 777-4200

PAYROLL WORKSHOP

Preparing for the Year End and beginning for 2017

For Municipalities and School Districts

DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA-CMFO, CCFO - 4 CEU'S-2 Financial/Debt Mgt. & 2

Accounting Approved CPA, RMA , PA -4 CEU's - Finance

Registration and Breakfast Buffet 9am to 9:30am - Seminar 9:30am to 12:50pm

- Year-End Preparation
 - Tasks to be Done throughout the Year
 - Tasks to be Done at Year-End
 - Tasks that must be done before processing first Payroll in 2016
 - Tasks to be done after Year-End Processing
- Annual Changes to various rates
 - Business mileage
 - Medical Mileage Rate
 - Charitable Mileage Rate
- Transportation Fringe Rate
- FSA Limit
- HAS Limit
- Year-End Reporting and Taxation of Fringe Benefits
 - Special Accounting Rules
 - Group-term Life
 - Dependent Life Insurance
 - Personal Use of Company Vehicle
 - Year-end Reporting Issues
 - Health Care costs on W-2
 - Health Benefits for same sex Partners
 - Third Party Sick Pay
 - Election Workers
 - Mandatory Social Security and Medicare
 - Coverage Picking up Plans
 - 401(a)
 - 457(b)
 - 403(b)

Forms Review & Revisions Form 941 Form 941 Schedule B Form W-2 NJ W-3 Form 1099-MISC

INSTRUCTOR: Michael Pappas, CPP

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

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O.# _____

_____ I wish to register for the December 9, 2016 Payroll Workshop

Cost \$ 99.00 Cost at Door \$ 125.00

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

Cancellation Policy - 48 Hours in advance of seminar, in writing

** During inclement Weather, Call the Day Before the Seminar**

SEMINAR INCLUDES HOT BREAKFAST BUFFET \$ 99.00 per person \$125 at door

NAME _____ TITLE _____

ADDRESS _____

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, Program Coordinator

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.

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**CONTINUING CONCERNS & DEVELOPING ISSUES IN THE
PREPARATION AND UTILIZATION of SPECIFICATIONS**

DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's -2 Financial Debt Management 2 Office Management

Approved by DCA -CPWM - 4 CEU's - 2 Management 2 Government

Approved by DCA - RMC -4 CEU's - Finance

Approved by DCA - QPA - 4 CEU's - Public Procedures

Approved by Rutgers - RPPO & RPPS - Public Purchasing

Approved by Rutgers - CRP - 3.5 Credits

Approved for 4 CPE's for CPA, RMA PA - Management

9:00am - 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am - 12:50pm **SPECIFICATIONS**

- * Specifications for Public Procurement - What is a Specification?
- * Development of a Specification - Guidelines - Basic Concepts
- * Types of Specifications - Standard and Non-Standard
- * Characteristics of a good Specification - Characteristics - The Checklist
- * "Needs vs Wants"
- * Developing standards/Standardization
- * Alternatives and Optional Items
- * Composition of a Specification - Provisions - Documents
- * Statutory Requirements for Specifications - LPCL-Non-LPCL Requirements
- * Specification Resources
- * Summation

SPEAKER: MR. JOSEPH A. VALENTI, Former Chief, Div of Local Government Services

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

_____ I wish to register for the December 9, 2016 seminar Developing & Utilization of Specifications

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

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 _____

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.

GETTING READY FOR YOUR AUDIT FOR CHIEF FINANCIAL OFFICERS & TAX COLLECTORS

DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

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

*Approved by DCA for CTCs - 4 CEUs - 4 General/Secondary Duties

*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 & What the RMA Should Discuss With You

Review of Management Letter, Contents

Who Must Sign and What Does it Mean?

***Review of Correction Action Plan**

Instructor:

Mr. Fred Tomkins, CPA, RMA, Auditor

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

In Order to receive proper credit, please mail checks along with this part of the flyer to:

Payment Or Purchase Order Due At Time of Seminar

Mail Checks to:

Institute for Professional Development

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

___ I wish to register for Your Audit Responsibilities Seminar 12/9/16.

\$99 per person \$125.00 Registration at Door

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing.

****During Inclement Weather Call Day Before Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET

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.

Michael F. Conti

Michael F. Conti, Program Coordinator

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.

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

VISIT OUR WEB SITE: <http://ipd2.com>

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

ETHICS: New Jersey Conflicts of Interest Law

DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NEW JERSEY

Applied to DCA – CMFO, CCFO, CTC, RMC, CPWM, QPA – 4 CEU’s – 4 Ethics
Approved by NJ State Board of Professional Engineers and Land Surveyors for Professional Engineers 4 CPCs
Approved RMA, CPA, PA – 4 CPE’s – 4 Professional Ethics (Not Chapter 6)

9:00 am – 9:30am Registration, **HOT BUFFET BREAKFAST**

9:30 am -12:50 pm

Principal of Ethical Conduct

General Standards of Conduct

Gifts, Favors, Services and Other Things of Value

Compensation for Official Duties

Attendance at Events: Honoraria, Activities and Expenses

Outside Employment/Activities

Conflicts of Interest

Use of Official Stationery

Recusal

Confidential Information

Review of Code of Ethics

Seeking Future Employment/Post-Employment Restrictions

Complaints and Investigations

SPEAKER: Susan Jacobucci,

Former Director of NJ Division of Local Government Services

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

I wish to register for the December 9, 2016 Ethics: NJ Conflicts of Interest Law

No One will be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

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 _____

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.