

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**“BANK RECs to BALANCE SHEETS & EVERYTHING IN BETWEEN-
Getting a hold of your Municipal Finance Responsibilities”**

APRIL 26, 2019 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA – CMFO, CCFO – 4 CEU’s – Accounting

Approved RMA, CPA, PA – 4 CPE’s – Accounting/Auditing

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

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- How to properly prepare a bank reconciliation & have it agree with general ledger.
- Various recurring month end and year end journal entries.
- Posting of the Annual Tax Levy, monthly tax receipts, collector adjustments and verification to the monthly tax collector report and proof.
- Managing Debt – recording of new debt, posting of payments, Annual Debt Statement and Supplemental Debt Statements.
- Interfunds – Keeping them in balance.
- Requisitions to Purchase Orders, Payment of Claims and Open Order Reviews
- Closing the books at year end – The CFO’s Responsibility
- Trust Reserves – Do you have an approved Dedication by Rider?
- Much more for the beginner to the most seasoned CFO

Speaker – Ricky Gartz, CPA, RMA, CMFO – City of Plainfield, Borough of Freehold

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

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

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

___ I wish to register for the April 26, 2019 Municipal Finance

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 \$ 125.00 per person Registration At Door \$ 150.00

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.