

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

IMPLEMENTATION OF INTERNAL CONTROLS

JUNE 22, 2018 NJ LAW CENTER, NEW BRUNSWICK, NEW JERSEY

Approved by DCA - CMFO,CCFO – 4 CEU's – 4 Accounting
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
- * Cash Management
- Who makes daily deposits? Do You have a Plan
- What Security is used? Safeguard of Checks
- Importance of Bank Reconciliation's Requirement of
- Who Prepares? 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
P.O. # _____

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR

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

___ I wish to register for the June 22, 2018 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 \$ 125.00 per person \$150.00 at Door

NAME _____ TITLE _____

ADDRESS _____

Organization or Government Unit	Telephone Number	Fax Number
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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.