

**FOUR T's OF PREPARING YOUR MUNICIPAL BUDGET-
THOUGHT'S, TECHNIQUE'S, TIP'S and TAXES**

SEPTEMBER 15, 2017 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO,CCFO 4 CEU'S – BUDGETING

Approved by DCA – RMC 4 CEUs - FINANCE

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

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

9:30am – 12:50pm Seminar Time Table

We have all prepared Budgets, “what are they”
Budgets must comply with The Local Budget Law
Spending of Public Funds – Taxes - Budget - Ordinances
Temporary Budget – Budgeting Roles – Governing Body-Management
Budget Document – Introductory – Budget Caps – Local Finance Notices
Revenues – Expenditures- S&W – O&E- Pension Benefits – Deferred Charges
Monitoring the Budget – Local Property Tax- Ethics-Pay-To-Play

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 September 15, 2017 Preparing Your Budget

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****

FULL 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.