

PREPARING THE ANNUAL FINANCIAL STATEMENT and FINANCIAL SUBMISSION TRACKING SOLUTION (FAST)

JANUARY 19, 2018 NEW JERSEY LAW CENTER

EARN 5 CREDITS!

Approved by DCA - CMFO, CCFO, - 5 CEU's - 4 Accounting & 1 Budget
Approved - 5 CPE's RMA, CPA, PA - 5 CPE's - Accounting/Auditing

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

9:00am - 1:10pm

- Preparing the Annual Financial Statement
- Review of Post Closing Trail Balance
- Monthly cash receipts by Fund and Category
- Current and General Capital Funds
- Review Detail of Budget Revenues
- Review of Tax Data including Abstract of Rateables
- Schedule of Bonds Issued and Outstanding
- Debt Service
- Posting of Journal Entries to the General Ledger
- Posting from the General Ledger to the AFS
- General Journal Entries General Capital Fund

FAST -Financial Automation Submission Tracking Solution
Maureen Mitchell, NJ Division of Local Government Services

SPEAKERS: Richard J. Gartz,, CPA, CMFO & Maureen Mitchell, DLGS

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

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

___ I wish to register for the 1/19/18 "Preparing The Annual Financial Statement & FAST"

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.