

**PREPARING THE ANNUAL FINANCIAL STATEMENT**

**JANUARY 11, 2019 NEW JERSEY LAW CENTER**

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

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

9:30am - 12:50pm 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 SYSTEM UPDATE : DLGS invited not confirmed for an update on the Financial Automation Submission Tracking (FAST) System, which includes the System's rollout schedule, portal registration guide, user manual, muni-budget end user guide, and active codes for budgets

**SPEAKER: Fred Tomkins, CPA, RMA Auditor - Staff DLGS Invited**

**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 1/11/19 "Preparing The Annual Financial Statement"

**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.