

INSTITUTE FOR PROFESSIONAL DEVELOPMENT UPCOMING SEMINARS

ALL SEMINARS INCLUDE FULL BREAKFAST BUFFET- \$99.00 Per Person and \$125.00 Door Registration Registration & Breakfast 9am-9:30am - Seminar 9:30am-12:50pm



PREPARATION OF LOCAL PROPERTY TAX LIST AND DUPLICATE FOR TAX ASSESSORS & TAX COLLECTORS #12 OCTOBER 21, 2016, NJ LAW CENTER, NEW BRUNSWICK, NJ

Tax Collectors and CPAs EARN 5 CEUs/CPEs

*Approved by DCA for CTCs 5 CEUs 2 Legislation and , 3 Reporting/Billing/Collections

- *Approved by State of NJ, Division of Taxation for 4 CEUs in Property Tax Administration
- *Approved for CPAs/RMAs/PSAs/Pas 5 CPES in Taxation

BUDGET, PROCUREMENT and ETHICS WORKSHOP- HANDS-ON IN PREPARING YOUR 2017 BUDGET #13

October 28, 2016-NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for 4 CEUs for CMFOs-2 Budget, 1 Ethics & 1 Financial Debt Mgt

*Approved by DCA for 4 CEUs for CCFOs 2 Budget, 1 Ethics & 1 Financial Debt Mgt.

*Approved for 4 CPEs for CPAs, RMAs, PAs -4 Accounting

*Approved QPA 4 CEUs -2 Office Adm, 1 Procurement Procedures & 1 Ethics

*Approved by Rutgers – RPPO & RPPS for 4 CEUs– 1 Public Purchasing, 1 Ethics & 2 Office Adm/Gen Duties

YOUR PENSION RESPONSIBILITIES: For Municipalities & School Districts #14

November 4, 2016 - NJ Law Center, New Brunswick, NJ

- *Approved by DCA CMFO & CCFOs 4 CEU's 1 Accounting & 3 Financial Debt/Mgt.
- *Approved by DCA RMC 4 CEU's 2 Finance & 2 Professional Development

*Approved for CPA, RMA, PA - 4 CEU's - Finance

NEW JERSEY WORKERS COMPENSATION OVERVIEW: For Municipalities & School Districts #15

DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NEW JERSEY *Approved by DCA - CMFO, CCFO - 4 CEU's - 4 Office Mgt/Ancilliary

*Approved by DCA – RMC 4 Professional Development

*Approved by DCA – CPWM - 4 CEUs - 4 Government

* Approved for 4 CPE's for RMAs, CPAs, PAs - Finance

ETHICS: New Jersey Conflicts of Interest Law #16 DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NEW JERSEY *Approved by DCA - CMFO, CCFO, CTC, RMC, CPWM, QPA - 4 CEU's - 4 Ethics

- *Approved by NJ State Board of Professional Engineers and Land Surveyors for Professional Engineers 4 CPCs
- *Approved RMA, CPA, PA 4 CPE's 4 Professional Ethics (Not Chapter 6)

GETTING READY FOR YOUR AUDIT FOR CHIEF FINANCIAL OFFICERS & TAX COLLECTORS #17

DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Approved by DCA for CMFOs & CCFO - 4 CEUs - 2 Financial & Debt Managment & 2 Accounting

*Approve by DCA for CCFO -4 CEUs - 2 Finanacial & Debt Management & 2 County Fiscal Operations

*Approved by DCA for CTCs - 4 CEUs - 4 General/Secondary Duties

*Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing

PAYROLL WORKSHOP Understanding IRS Payroll Regulations #18 DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA-CMFO, CCFO - 4 CEU'S- 4Accounting *Approved CPA, RMA, PA -4 CEU's – Accounting & Auditing

What's New in Management? - Government/Public School Social Responsibility #19

DECEMBER 9, 2016-Jumping Brook Country Club, Neptune, NJ

*Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government

*Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects

*Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development

*Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties

*Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties

*Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs – Management

FAX THIS FORM BACK TO US AT 973 777- 0401 - OR SCAN BACK TO: ipdcpe@aol.com Directions on our Web Site http://ipd2.com

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

Check the circle for Date and Seminar(s) you wish to Register For:

<u>FAX YOUR REGISTRATION FORM TO (973)777-0401 OR</u> <u>SCAN THIS FORM BACK TO: ipdcpe@aol.com</u>

<u>Cancellation Policy – 48 Hours in advance of seminar, in writing</u> -During inclement weather Check our Web Site day before seminar http://ipd2.com

SEMINARS INCLUDE HOT BUFFET BREAKFAST \$ 99.00 per person Registration at door \$ 125.00

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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 rendered as state herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection within the above claim and that the amount Charged is a reasonable one. Just mail your check with this application form, you do not need to send your Voucher for a separate signature since pre-signed certification on the left can be attached to your Voucher in lieu of sending it to us for signature. This form has been determined by the DLGS to meet requirements of the statutes for this type of expenditure.

Michael 7. Conti, Program Coordinator

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