

Professional Government Educators, Inc.

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Promoting Professionalism by Sharing Knowledge

Phone: 973-784-4431
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IT'S 10:00 A.M., DO YOU KNOW WHERE YOUR FINANCIAL DOCUMENTS ARE?

WEDNESDAY APRIL 11, 2018 - FIESTA CATERERS, WOOD-RIDGE, NJ
FRIDAY, MAY 4, 2018 - HILTON GARDEN INN, ROCKAWAY, NJ
WEDNESDAY, MAY 30, 2018 - DAYS HOTEL, EAST BRUNSWICK, NJ

9:00 - 9:30 A.M.: Registration & Continental Breakfast. The seminar will begin at 9:30 A.M. & conclude at 1:00 P.M.

- ◆ LEARN WHERE TO LOCATE RELEVANT FINANCIAL INFORMATION
- ◆ SAMPLE FINANCIAL DOCUMENTS, RESOLUTIONS AND ORDINANCES WILL BE DISTRIBUTED
- ◆ LEARN REQUIRED JOURNAL ENTRIES FROM FINANCIAL DOCUMENTS
- ◆ REVIEW NON-CASH TRANSACTIONS AND APPLICABLE JOURNAL ENTRIES

INSTRUCTOR: WILLIAM M. HOMA, CPA, RMA, CMFO, CTC, QPA & PSA

Approved for 4 Accounting CPEs for CPAs and RMAs; 2 Accounting & 2 Budgeting CEUs for CMFOs and County CFOs;
2 General/Secondary Duties CEUs for CTCs and 2 Finance & 2 Records CEUs for RMCs

I wish to register for IT'S 10:00 A.M., DO YOU KNOW WHERE YOUR FINANCIAL DOCUMENTS ARE? to be held at
(Please check one of the following):

_____ Fiesta Caterers, Wood-Ridge, NJ on Wed., April 11, 2018 _____ Hilton Garden Inn, Rockaway, NJ on Fri., May 4, 2018
_____ Days Hotel, East Brunswick, NJ on Wednesday, May 30, 2018

*****\$90.00 per person*****

Please mail vouchers and checks to: Professional Government Educators, Inc.
PO Box 237
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Name - PLEASE PRINT

Title

***Attend 2 seminars @ \$90. in
calendar year 2018, pay \$75. for the
3rd & subsequent seminars you
attend through 12/31/18.

Address

Municipality or Organization

Telephone Number

REGISTRATION FORMS MAY BE FAXED TO (973) 784-4432 OR SEND AN E-MAIL TO progoved@optimum.net
CANCELLATION POLICY - 48 HOURS IN ADVANCE OF SEMINAR

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalty of law that the within bill is correct in all its 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 the knowledge of this claimant in connection with the above claim, and that the amount charged is a reasonable one.

Just send your check with the application form! You do not need to send us your voucher for a separate signature since the pre-signed certification at the left can be attached to your voucher in lieu of sending another one for signature. This form has been determined by the Division of Local Government Services to meet the requirements of the statutes for this type of expenditure.


William M. Homa
President