

# Professional Government Educators, Inc.

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*Promoting Professionalism by Sharing Knowledge*

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## PREPARING FOR THE ANNUAL AUDIT

WEDNESDAY, APRIL 3, 2019 - FIESTA BANQUETS, WOOD-RIDGE, NJ  
FRIDAY, MAY 3, 2019 - HILTON GARDEN INN, ROCKAWAY, NJ  
WEDNESDAY, MAY 8, 2019 - DAYS HOTEL, EAST BRUNSWICK

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

- ◆ REVIEW PRE-AUDIT CONSIDERATIONS AND DOCUMENTS TO HAVE READY FOR THE AUDIT
- ◆ OBTAIN AN UNDERSTANDING OF THE FINANCE & TAX DEPARTMENT AUDIT PROGRAMS USED BY YOUR MUNICIPAL AUDITORS
- ◆ SURETY BOND CALCULATIONS FOR TAX COLLECTORS AND MUNICIPAL COURT
- ◆ HOW TO PREPARE FOR YOUR ANNUAL AUDIT EXIT CONFERENCE
- ◆ COMPLETE REVIEW OF CORRECTIVE ACTION PLAN REQUIREMENTS
- ◆ LEARN HOW TO PREPARE A PROPOSAL FOR AUDIT SERVICES

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

Approved for 4 Accounting CPEs for CPAs and RMAs; 2 General & Secondary Duties CEU's for CTCs; 2 Accounting & 2 Office Management & Ancillary Subjects CEUs for CMFOs and County CFOs; and 2 Finance & 2 Professional Development CEUs for RMCs.

I wish to register for PREPARING FOR THE ANNUAL AUDIT Seminar to be held at (Please check one of the following):

Fiesta Banquets, Wood-Ridge on April 3, 2019     Hilton Garden Inn, Rockaway on May 3, 2019  
 Days Hotel, East Brunswick on May 8, 2019

\*\*\*\*\*\$90.00 per person\*\*\*\*\* SEE SPECIAL PRICING POLICY BELOW

Please mail vouchers and checks to:

Professional Government Educators, Inc.  
PO Box 237  
Cedar Grove, NJ 07009

\_\_\_\_\_  
Name - PLEASE PRINT

\_\_\_\_\_  
Title

\*\*\* Attend 2 seminars @ \$90. in calendar year 2019, pay \$75. for the third & subsequent seminars you attend through 12/31/19. See our website for further details.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Municipality or Organization

\_\_\_\_\_  
Telephone Number

REGISTRATION FORMS MAY BE FAXED TO 973-784-4432; CANCELLATIONS - 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 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