

# Professional Government Educators, Inc.

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Promoting Professionalism by Sharing Knowledge

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## ETHICS AND INTERNAL CONTROLS

FRIDAY, APRIL 13, 2018 - HILTON GARDEN INN, ROCKAWAY, NJ

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.

- ◆ LEARN FRAUD PREVENTION TECHNIQUES, INTERNAL CONTROLS AND ETHICAL AND LEGAL IMPLICATIONS REGARDING CONTRACT MANAGEMENT
- ◆ REVIEW LOCAL GOVERNMENT ETHICS LAW INCLUDING STEPS FOR ETHICAL LEADERSHIP & DISCUSS ETHICAL CASE STUDIES
- ◆ LEARN INTERNAL CONTROLS AND THE METHODS AND PROCEDURES USED TO SAFEGUARD ASSETS AND OTHER RESOURCES

INSTRUCTORS: ROBERT J. SHANNON, ADMINISTRATOR, WYCKOFF TOWNSHIP  
WILLIAM M. HOMA, CFO/CTC, CEDAR GROVE TOWNSHIP

Approved for 4 Professional Ethics CPEs for CPAs and RMAs; 4 Ethics CEUs for CMFOs and County CFOs; 4 Ethics CEUs for CTCs; 4 Ethics CEUs for RMCs; 4 Ethics CEUs for CPWMs; 3 Ethics and 1 Management & Supervision Credits for RPPOs/RPPSs; 4 Ethics Contact Hours for QPAs, 3 Recertification Credits Classroom for Certified Recycling Professionals & 3 CPC Credits for Professional Engineers

I wish to register for the ETHICS AND INTERNAL CONTROLS Seminar to be held at HILTON GARDEN INN, ROCKAWAY, NJ on Friday, April 13, 2018.

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

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

Title

\*\*\* Attend 2 seminars @ \$90. in calendar year 2018, pay \$75. for the third & subsequent seminars you attend through 12/31/18. See our website for further details.

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