

MMTCTA  
60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330



## Governmental Accounting I

Thursday, April 29 &  
Friday, April 30, 2010  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine

**Sponsored by:**

Maine Municipal  
Tax Collectors'  
&  
Treasurers' Association

[www.mmtcta.org](http://www.mmtcta.org)

# Governmental Accounting I

This two-day program is designed to introduce municipal officials to the principles and practices of governmental accounting. Internal Control procedures will be stressed throughout the workshop.

## Topics Include:

- Accounting Cycle
- Cash Receipts
- Cash Disbursements
- Charts of Accounts
- Computerization
- Special Journals
- Journal Entries
- General Ledger
- Internal Controls
- Municipal Budgets
- Fixed Assets/Capital Outlays
- Requisitions & Purchase Orders

**Governmental Accounting I is a mandatory course of the Maine Municipal Tax Collectors' & Treasurers' Association Certification Program. Participants must attend both days to receive a certificate. Governmental Accounting II is scheduled for May 7, 2010.**

## INSTRUCTOR

### Heather Hunter

Finance Director-City of Lewiston

Heather has a B.S. in Accounting and a Masters Degree in Business Administration and a concentration in Finance from the University of Southern Maine. She has been employed by the City of Lewiston since 1989. Prior to coming to Lewiston, Heather was the Staff Auditor for Ernst & Young Co. in Portland. Heather also instructs and designs courses in Accounting I and II, Cost Accounting and Business Finance at the Central Maine Community College in Auburn.

## MISSION STATEMENT

**The Maine Municipal Tax Collectors' and Treasurers' Association shall provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.**

**Please bring your calculator and most recent audit reports**

## DATE/LOCATION

April 29 & 30 – MMA, 60 Community Drive, Augusta, Maine

## TIME

8:30 a.m. – Registration  
9:00 a.m. to 4:00 p.m. – Workshop (both days)

## FEE

\$85.00 per person - MMTCTA Members  
\$100.00 per person - Non-Members  
Fee includes coffee breaks, materials and lunch.

\* Membership is \$15. Consider joining. **Visit our web site at [www.mmtcta.org](http://www.mmtcta.org) for membership information.**

## REGISTRATION

To register, please fill out the attached registration form and mail it with payment to: MMTCTA, 60 Community Drive, Augusta, ME 04330, or fax your registration to: 207-624-0128. You may also register online at: [www.memun.org](http://www.memun.org).

## DIRECTIONS

From the North: Take I-95 south to Exit 112, turn left off exit ramp.

From the South: Take I-95 north to Exit 112A, stay to the right off exit ramp.

Follow road signs to the Augusta Civic Center taking a right onto Community Drive. MMA is located to the left and back of the Augusta Civic Center building and to the right of the University of Maine athletic fields. The Maine Municipal Association sets back at the end of the roadway. If you need assistance while traveling, please call MMA at 623-8428.

## QUESTIONS/CANCELLATIONS

If you have any questions, wish to cancel, or to inquire about membership, call the Training & Affiliate Office at 1-800-452-8786 (Augusta area 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus processing fee). All cancellations are subject to a \$10.00 administrative fee for processing. **A minimum of 30 in attendance is required in order for this workshop to be held.**

# Governmental Accounting I – April 29 & 30, 2010

Please register the following person(s) from \_\_\_\_\_ for the Gov't Accounting I Workshop.

FULL NAME : \_\_\_\_\_ TITLE : \_\_\_\_\_ FEE: \$ \_\_\_\_\_

EMAIL: \_\_\_\_\_

FULL NAME : \_\_\_\_\_ TITLE : \_\_\_\_\_ FEE: \$ \_\_\_\_\_

EMAIL: \_\_\_\_\_

BILLING ADDRESS : \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_

**Mail Registration Form to:** Governmental Accounting I, MMTCTA, 60 Community Drive, Augusta, ME 04330 **Fax form to:** 207-624-0128 or register **online at:** [www.memun.org](http://www.memun.org)

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**ATTENDING**

**MAKE CHECKS PAYABLE TO MMTCTA**