

MMTCTA
60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330



Governmental Accounting II

Friday, May 7, 2010
Maine Municipal Association
60 Community Drive
Augusta, Maine

Sponsored by:
Maine Municipal
Tax Collectors'
&
Treasurers' Association

www.mmtcta.org

Governmental Accounting II

This one-day program is designed to build upon the **Governmental Accounting I workshop previously offered by MMTCTA. This seminar is designed to assist in the implementation and compliance with GASB requirements.**

Topics Include:

- Overview of changes required by GASB
- Major Fund Testing
- Year-end Accounting Accruals
- Encumbrances
- Fixed Assets & Infrastructure
- Year-end work papers and reconciliations
- Entity-wide & Fund Financial Statements
- Management Discussion and Analysis
- Footnotes and Statistical Tables
- CAFR Certification Programs

Governmental Accounting II is a mandatory course of the Maine Municipal Tax Collectors' & Treasurers' Association and you must attend the full day to receive a certificate for certification as a Municipal Treasurer.

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.

Please bring your calculator and most recent audit report

DATE/LOCATION

May 7, 2010 – MMA, 60 Community Drive, Augusta, Maine

TIME

8:30 a.m. – Registration
9:00 a.m. to 4:00 p.m. – Workshop

FEE

\$50.00 per person - MMTCTA Members
\$60.00 per person - Non-Members

Fee includes coffee breaks, materials and lunch.

* Membership is \$15. Consider joining. **Visit our web site at www.mmtcta.org 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.

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.**

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.

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.

Governmental Accounting II – May 7, 2010

Please register the following person(s) from _____ for the Gov't Accounting II Workshop.

FULL NAME: _____ (Municipality)

EMAIL: _____ TITLE: _____ FEE: \$ _____

FULL NAME: _____ TITLE: _____ FEE: \$ _____

EMAIL: _____

BILLING ADDRESS: _____ ZIP: _____ TELEPHONE: _____ TOTAL FEE: \$ _____

ATTENDING

Mail Registration Form to: Governmental Accounting II, MMTCTA, 60 Community Drive, Augusta, ME 04330
Fax form to: 207-624-0128 or **register online at:** 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.

MAKE CHECKS PAYABLE TO MMTCTA