

Financial Reconciliation and Reporting Course

February 23, 2012

Augusta County Government Center, Verona

This new course will be taught by **Mary Earnhart, CPA**. Mary K. Earhart began her accounting career in 1992 as a staff auditor with Robinson, Farmer, Cox Associates (RFCA) after graduating from Bridgewater College with a degree in Business Administration with an Accounting Concentration. She earned her Certified Public Accountant certificate in the fall of 1992 and completed her MBA with James Madison University in 1996. In 1997 she became a partner with RFCA and continued to audit local government entities as her primary career focus. In 2002, Mary became Quality Control Director for RFCA and continued to serve a number of local government clients as auditor. In 2006, Mary began her own accounting firm, Mary K. Earhart, PLLC, and began consulting for local governments and started a small tax practice. She enjoys married life with one child in the Shenandoah Valley.

The course will cover the requirements of local government Treasurer's for reconciliations and reporting. Discussions will include requirements per the *Code of Virginia*, types of reconciliations necessary, timeliness of reconciliations, internal reporting vs. external reporting, a brief review of internal controls surrounding reconciliations and report preparation, and preparing for the year-end audit.

Please bring a copy of your most recently completed audited financial statements with you to the class.

This course is an **elective** course for treasurers and deputies. The course is worth 6 to 8 points depending on if you take the exam and pass it.

If you have questions on certification, contact Al Spengler at aws@virginia.edu.

Registration deadlines is:

February 17, 2012

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system. Only register one person at a time. After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$100 for TAV and VGFOA** members and **\$125 for non-members**. A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled.

Lunch as well as refreshment breaks are included in the registration fee.

Class Schedule and What You Need to Bring with You

Registration is 8:30 to 9:00 a.m.

Class begins at 9:00 a.m. and ends around 4:00 p.m.

There will be a 30 minute lunch break.

Open Book Exam begins following the conclusion of the course around 4:00 pm. You have one hour to complete the exam and can leave when you are finished.

Remember to bring the following materials with you to class:

Your most recently completed audited financial statements

Several #2 pencils

Assorted highlighters and/or stickies for marking important passages in the text.

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Carolyn Thompson at the Center at 434-982-2190 and she can tell you your grade.

Directions to Augusta County Government Center

The **Augusta County Government Center** is located at **18 Government Center Lane** in Verona.

From the North: Harrisonburg, Winchester & Washington D.C.

From Harrisonburg and all points North, on Interstate 81, take **Exit 227**, Verona.

Merge onto Laurel Hill Road (Route 612).

At the **second traffic light, turn left** onto Lee Highway (Route 11).

At the **next traffic light, turn left** into the Government Center complex.

From the South: Staunton, Waynesboro, Charlottesville, and Roanoke

From Staunton, Waynesboro, and all points South, on Interstate 81, take **Exit 225**, Woodrow Wilson Parkway.

Turn left onto Woodrow Wilson Parkway (Route 275).

At the **first traffic light, turn right** onto Lee Highway (Route 11).

At the **second light, turn right** into the Government Center complex.

Nearby Lodging

There are numerous hotels in the Staunton area. I was able to get a great rate at the **Stonewall Jackson Hotel** in downtown **Staunton**. The rate is \$77 single and \$115.50 double. These rates are available on availability basis, so call the hotel today to reserve a room at these rates. There is a \$4 charge for overnight parking.

Directions to the hotel as well as what the hotel offers can be found on their website. The hotel is about 10 minutes from the meeting location.

Stonewall Jackson Hotel

24 South Market Street

Staunton, VA 24401

540 885 4848

Single: \$77

Double: \$115

Web Site: <http://www.stonewalljacksonhotel.com/>

Available on first come basis!