



## Clerk/Board Training

**Gillette, WY May 14, 2019**

412 S. Gillette Ave.

George Amos Bldg, Ponderosa Rm (park in parking garage)

Click Here  
TO **REGISTER**

**Riverton, WY May 15, 2019**

12830 S. Redwood Rd.

City Hall Chambers

Click Here  
TO **REGISTER**

**Mountain View, WY May 16, 2019**

405 Highway 414

Town Hall

Click Here  
TO **REGISTER**

## AGENDA

8:15 AM - 8:30 AM	<b>Sign-In, Pre-Test</b>
8:30 AM - 10:00 AM	<b>Foundational Fund Accounting Principles</b> (What is accounting, Funds vs Accounts, The Accounting Equation, Basic Data Entry using Quickbooks)
10:00 AM - 10:15 PM	<b>Break</b>
10:15 AM - 10:45 PM	<b>Foundational Fund Accounting Principles (cont.)</b>
10:45 AM - 12:00 PM	<b>Intermediate Fund Accounting Principles</b> (Intermediate Data Entry using Quickbooks, Tough Transactions, Closing End-of-Month)
12:00 PM - 1:00 PM	<b>Lunch Break</b>
1:00 PM - 1:45 PM	<b>Intermediate Fund Accounting Principles (cont.)</b>
1:45 PM - 2:30 PM	<b>Advanced Fund Accounting Principles</b> (Budgeting, Capital Planning, Preventing Fraud)
2:30 PM - 2:45 PM	<b>Break</b>
2:45 PM - 3:30 PM	<b>Advanced Fund Accounting Principles (cont.)</b>
3:30 PM - 3:45 PM	<b>Post-Test, Participant Evaluations</b>

## CONTACT HOURS

6 hours IIMC (Pending)

## FOR MORE INFORMATION CONTACT

J K Bunderson

**Email:** [jbunderson@map-inc.org](mailto:jbunderson@map-inc.org)

**Phone:** 307-277-4426

Jerry Popp

**Email:** [jpopp@map-inc.org](mailto:jpopp@map-inc.org)

**Phone:** 307-262-8302

**COST: NONE**

This workshop is supported by a contract through USDA RD

Funder # 127