



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

816 N. Federal Blvd.

City Hall Chambers

[Click Here
TO REGISTER](#)

Mountain View, WY May 16, 2019

405 Highway 414

Town Hall

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TO REGISTER](#)

AGENDA

8:15 AM - 8:30 AM **Sign-In, Pre-Test**

8:30 AM - 10:00 AM **Foundational Fund Accounting Principles** (What is accounting, Funds vs Accounts, The Accounting Equation, Basic Data Entry using Quickbooks)

10:00 AM - 10:15 PM **Break**

10:15 AM - 10:45 PM **Foundational Fund Accounting Principles (cont.)**

10:45 AM - 12:00 PM **Intermediate Fund Accounting Principles** (Intermediate Data Entry using Quickbooks, Tough Transactions, Closing End-of-Month)

12:00 PM - 1:00 PM **Lunch Break**

1:00 PM - 1:45 PM **Intermediate Fund Accounting Principles (cont.)**

1:45 PM - 2:30 PM **Advanced Fund Accounting Principles** (Budgeting, Capital Planning, Preventing Fraud)

2:30 PM - 2:45 PM **Break**

2:45 PM - 3:30 PM **Advanced Fund Accounting Principles (cont.)**

3:30 PM - 3:45 PM **Post-Test, Participant Evaluations**

CONTACT HOURS

6 hours IIMC (Pending)

FOR MORE INFORMATION CONTACT

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