



## Office Organization & Preparing for Periodic or Annual Exam

**Thursday, June 15, 2023**



Online Webinar

This training is designed for Municipal Clerks & Finance Officers  
& all other staff members involved in City Hall operations.

### AGENDA

12:30 PM - 12:45 PM	Introduction
12:45 PM - 1:45 PM	Organizing your Office & Documents
1:45 PM - 2:00 PM	Questions and Sharing Tips
2:00 PM - 3:15 PM	What do I Need to be Prepared When the Auditor Staff Shows Up
3:15 PM - 3:30 PM	Questions and Sharing Tips
3:30 PM - 3:45 PM	Closing



IMFOA Continuing Education Credits Pending

### FOR MORE INFORMATION CONTACT

Nancy Janssen  
Technical Assistance Provider

**Email:** [njanssen@map-inc.org](mailto:njanssen@map-inc.org)  
**Phone:** 712/830-8610

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