



**SE Nebraska Area Clerks Training Agenda**  
**107 West Grove Street**  
**Sutton, NE 68979**  
**Wednesday, December 8, 2021 - 9:00am-3:00pm**

**9:00 – 9:30      Introductions – COVID-19 Safety Briefing**

**9:30 – 10:30    Clerk Books/Quick Books**

**10:30-10:45    Break**

**10:45-12:00    Clerk Books/Quick Books**

**12:00 – 12:30   Lunch**

**12:30 – 1:00    Questions and Answers / Recap**

**1:00 – 2:00     Preparing for an audit**

**Break**

**2:10 – 2:45     Preparing for an audit**

**2:45 – 3:00     Closing remarks**