

# Financial Reconciliation and Reporting Course

24-25 June 2019

Augusta County Government Center, Verona

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.**

**Course:** Elective for deputies for initial certification  
Treasurers may take for points credit only.

For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu)

**Instructor:** Mary Earhart, CPA

**Registration Site:** <https://commerce.coopercenter.org/ccps/login.php>

**Registration Fee:** \$185 Member (TAV members)  
\$260 Non-Member (all others)

**Registration Deadline:** 10 June 2019

Fee includes course material, **lunches day one**, and breaks.

**If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

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. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

**Payment:** On-line with a credit card  
Check, electronic transfer or LPO also accepted

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.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia  
c/o Cooper Center for Public Service  
PO Box 400206  
Charlottesville, VA 22904-4206

## Class Schedule and Information

**Day One**      **Registration & Continental Breakfast: 8:30 to 9:00 a.m.**  
Class begins at 9:00 a.m. and ends around 4:30 p.m.

**Day Two**      **Class Begins: 8:30 a.m. (subject in change on Day One)**  
Exam will start before lunch (**40 questions; 2 Hours; Open Book**)

**What to Bring to Class:**    Several #2 Pencils  
   Assorted Highlighters  
   Post-it and/or Sticky Notes

**Grades:**            Grades are posted on line--usually within 10 days of end of 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 a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: [www.coopercenter.org](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

### Mary Earhart, CPA

This course is taught by Mary K. Earhart, 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.

## 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.

## 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 **\$94 single/double**. These rates are available under the **Treasurers' Association of Virginia** room block, so call the hotel today to reserve a room at these rates.

There is a **\$6** charge for **overnight parking**.

Free Wifi; breakfast is not included.

**Cancellation Policy: 24 hours.**

**Cut Off Date: 23 May 2019**

There are a lot of great restaurants in downtown Staunton within walking distance of the hotel.

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/Double: \$94**

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