

Financial Reconciliation and Reporting Course

28-29 January 2020

UVA/VA Tech Higher Education Center, Richmond

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 deputy treasurers for initial certification
Treasurers may take for points only

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

If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructor: Mary Earhart, CPA

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

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

Registration Deadline: **20 January 2020**

Fee includes course material and lunch on day one plus 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: 12:30 to 1:00 p.m.**
Class begins at 1:00 p.m. and ends around 5:00 p.m.
There is **no lunch on Day One** as class begins after lunch.
- Day Two** **8:30 a.m. to 2:00 p.m. (subject to change on Day One)**
Continental Breakfast (8:00 a.m.) and Lunch (12 noon) provided.
Exam will start around 2 p.m. (2 Hours, 40 questions; Open Book)

What to Bring to Class: Several #2 Pencils
 Assorted Highlighters
 Post-it and/or Sticky Notes
 Your most recently audited financial statement

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 an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: 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.

Hotel Information

Fairfield Inn and Suites by Marriott Richmond North West

9937 Mayland Drive
Richmond, VA 23233

804-545-4200

www.fairfieldinn.com/ricfi

Room Block Name:	Financial Reconciliation and Reporting
Cut-off Date:	20 January 2020
Room Rate:	\$96 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center, pool
Parking	Free
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact AI at [aws@virginia](mailto:aws@virginia.edu) and he can have them add more rooms to the block.

The hotel is approximately 2.1 miles from the University of Virginia Richmond Center.

Click this link to book your room: **shorturl.at/hmqZ6**

For detailed directions from your locality to the Fairfield Inn, go to their website:
<http://tiny.cc/z0eshz>

University of Virginia Richmond Center

Room TBA

The **University of Virginia Richmond Center** is located at **2810 N. Parham Road**, Henrico VA 23294 (804-662-7464).

Free parking is available. **Do not park in spaces marked “Visitor”.**

From Washington (North)

Take I-95 South to Exit 84B, connecting with 295 North. Continue on 295 North for 10 miles to Exit 53, merging onto I-64 East. Take I-64 East for 3.2 miles to Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Petersburg (South)

Take I-95 North to Exit 79, I-64 West. Travel 5.4 miles to Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Downtown Richmond

Take the RMA I-195 to I-64 West. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From the Airport (East)

Take I-64 through Richmond to I-64 West toward Charlottesville. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Charlottesville (West)

Take I-64 East. Take Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

Website can be found at:

<http://www.scps.virginia.edu/locations/location-detail/richmond>