

# 2018 Professional Development Course 3

## The Basics of QuickBooks for Township Government

The TOI Education Program is pleased to offer several Professional Development Courses in 2018 for township officials and staff. The third program of the year is **Friday, June 22, 2018**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.



Have you wanted to re-think your Township Bookkeeping strategy? Looking for a streamlined way to create board reports of expenditures and balance accounts. Have you ever thought about using QuickBooks? This session explores all aspects of adapting the software program to the reporting and recordkeeping strategies of the township.

**\*Deadline to register is Friday, June 15, 2018\***  
**Please fill in all information below and print clearly.**

Name:

\_\_\_\_\_

Township Position:

\_\_\_\_\_

County/Township:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone/Email:

\_\_\_\_\_

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number:

\_\_\_\_\_ Exp: \_\_\_\_\_

Signature: \_\_\_\_\_

Return to the TOI office by fax at 217.744.7419, email to [olivia@toi.org](mailto:olivia@toi.org), or mail to 3217 Northfield Dr., Springfield, IL 62702.