



# 2014 Professional Development Course IV

## Budgets, Levies/Contracts, Purchasing/QuickBooks

The **TOI Education Program** is pleased to announce the fourth Professional Development Course in 2014 for township officials and staff. The program is scheduled **Friday, July 25, 2014** at **the TOI Office in Springfield**. Registration deadline is Friday, July 18 and is limited to 25 attendees. Cost is \$50 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. This session is presented by Attorneys Jeff Jurgens and John Redlingshafer, and Jim Swanson, township trustee, of Swanson Quality Services. Redlingshafer will talk on budgets, levies, and fund transfers, and Jurgens on contracts/purchasing. Swanson will present a session on QuickBooks.

**Deadline to register is Friday, July 18, 2014**

Name: \_\_\_\_\_

Township Position: \_\_\_\_\_

County/Township: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/E-Mail: \_\_\_\_\_

Payment method: Check or Credit Card (Visa / MasterCard only)

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

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

**Fax to the TOI office at 217.744.7419 or Mail to TOI, 3217 Northfield Dr., Springfield, IL 62702**