

2018 Professional Development Course 1

Township Budgeting Preparation, Execution, and Audit



The TOI Education Program is pleased to offer several Professional Development Courses in 2018 for township officials and staff. The first program of the year is **Friday, January 19, 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.

Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process. Additionally, this program provides you with the tools needed to properly prepare for the annual or quadrennial audit. The discussion includes the requirements for the audit schedule, understanding the prepared client audit list, as well as budgeting for the township audit. The day will conclude with a discussion of the recent changes to the governmental auditing requirements. This is presented by Benford Brown & Associates.



Deadline to register is Friday, January 12, 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, or mail to 3217 Northfield Dr., Springfield, IL 62702.