



2015 Professional Development Bonus Course

Using *QuickBooks*™ for Townships: Organize, track, and streamline township finances

The **TOI Education Program** is pleased to announce an addition to the Professional Development Courses of 2015 for township officials and staff. The program is **Friday, August 7, 2015** at the **TOI Office in Springfield**. Registration deadline is Friday, July 31, and is limited to 20 attendees. Cost is \$75 and includes lunch. **All attendees must bring a laptop with QuickBooks™ installed prior to the session along with a copy of your township budget.** The seminar is scheduled from 10am – 2pm to accommodate travel time. Five hours of education credit will be given for workshop completion.

This session is presented by Jeanette Cowden, the founder and owner of Springfield based business, the Pampered Pet Center. While owning her doggy daycare business, Jeanette continues to provide computer training and application development. In addition, Jeanette is also the business manager for the Looking for Lincoln Heritage Coalition, which is a consortium of Illinois communities and sites that share the legacy of Abraham Lincoln.

QuickBooks™ is an accounting software program by Intuit. This financial management system is used to manage bookkeeping transactions in one place. Participants in this course will learn how to use QuickBooks™ to organize, track and streamline many of the township's financial responsibilities such as income sources, expenditures, receipts, invoices, payroll, budgets, and financial reporting.

Deadline to register is Friday, July 31, 2015

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