

# 2019 Professional Development Course 4

## Quickbooks for New Users

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The fourth program of the year is **Friday, September 13**, 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.



Want to move your financial records from hardcopy to electronic, but are intimidated by Quickbooks? TOI is offering the chance to learn how to effectively use Quickbooks! Riley Barker has been a Quickbooks Certified Instructor for over 15 years and will be the instructor of this course. The course will provide a general overview of the program as well as a breakdown of each feature and how it can be applied to township record keeping.

**\*Deadline to register is Friday, September 6, 2019\***  
**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 [kayla@toi.org](mailto:kayla@toi.org), or mail to 3217 Northfield Dr., Springfield, IL 62702.**