



masbo

MASBO Certification Program Courses

Accounting & Auditing II

Personnel I

Wednesday, February 17, 2010

Doubletree Hotel Minneapolis - Park Place
1500 Park Place Blvd., Minneapolis, MN 55416

In order to participate in this Certification Program Course, participants must be accepted into the Certification Program. Non-members may register for a single class; however, MASBO members already registered for the Certification Program will receive priority.

Agenda

- 1:15 - 2:45 pm Accounting & Auditing II**
Topics include state reporting forms, financial profiles & consolidated financial statements, year-end timelines & other reports, GASB 34 accounting and GASB 45 accounting
Presenters Janna Duffy & Greg Hein - MDE
- 2:45 - 3 pm** Break
- 3 - 4:15 pm** Topics include internal controls and review financial statements
Presenter Christina Wordes - Conway, Deuth & Schmiesing, PLLP
- 4:15 - 4:30 pm** Questions & Test
- 4:30 - 5 pm** Dinner
- 5 - 6:15 pm Personnel I**
Topics include personnel policies, hiring procedures, job descriptions, performance appraisals and pay equity report
Presenters Annie Doughty - Executive Director of HR Services, Wayzata Schools & Craig Holje - Director of HR, Richfield Schools
- 6:15 - 6:30 pm** Break
- 6:30 - 7:45 pm** Topics include labor relations, contract administration, staffing projections, legislation affecting personnel and EEO coordinator
- 7:45 - 8:15 pm** Questions & Test

Registration Cost

Member	\$75 (per 3 hour course)
Non-Member	\$105 (per 3 hour course)

Lodging Information

Doubletree Hotel Minneapolis - Park Place
1500 Park Place Blvd.
Minneapolis, MN 55416
Phone: 952-542-8600

Guest should ask for the "MASBO Block of Rooms" to receive the special rate of \$132. Reservations must be made by Tuesday, January 26, 2010 to receive the discounted rate.

To register, go to www.mnasbo.org, and click on "Events." After selecting the Certification Course, you will have the option of registering on-line, or request an invoice to submit with your check. For questions on registration, contact us at 651-999-5357, or at office@mnasbo.org.