

Ohio Association of Public Treasurers
 1128 W. Pleasant Valley Rd., #237
 Parma, OH 44134



**Ohio Public
 Finance Officers
 Training Program
 Early-Bird Flyer**



**32nd Annual
 Public Finance Officers Training Program
 June 11-15, 2012**

**CPFA Maintenance Program
 June 14-15, 2012**

Kalahari Resort & Conference Center



US Post Office
 Permit Number
 ###

**Preliminary OAPT Finance Officers
 Training Agenda
 June 11-15, 2012**

Monday 7:30-8am	Registration & Continental Breakfast
8-8:30am	Welcome & Introductions
8:30-10:30am	EFFECTIVE WRITING
10:30-10:45am	Break
10:45-11:45am	GRAPHING AS COMMUNICATION TOOL
11:45-12:45pm	Lunch
12:45-1:45pm	MINIMIZING LOSSES
1:45-2:45pm	ELECTRONIC PAYMENTS
2:45-3pm	Break
3-5pm	DISCLOSURE REQUIREMENTS
Tuesday 7:30-8am	Continental Breakfast
8-10am	ETHICS
10-10:15am	Break
10:15-12:15am	PRINCIPALS OF TAXATION
12:15-1:15pm	Lunch
1:15-3:15pm	LIENS & FORECLOSURES
3:15-3:30pm	Break
3:30-5:30pm	DEVELOPING A COLLECTION PROGRAM
Wednesday 7:30-8am	Continental Breakfast
8-10am	WRITTEN PROCEDURES
10-10:15am	Break
10:15-12:15am	RECORDS MANAGEMENT
12:15	On Your Own OR Social Outing – Enjoy!
Thursday 7:30-8am	Registration & Continental Breakfast
8-9am	COLLECTION TECHNIQUES
9-10am	EFFECTIVE COMMUNICATIONS
10-10:15am	Break
10:15-12:15am	CONFLICT OF INTERESTS
12:15-1:15pm	Lunch
1:15-3:15pm	FINANCIAL REPORTING
3:15-3:30pm	Break
3:30-5:30pm	INVESTMENT REPORTING
6-7pm	Reception
7-9pm	Awards Banquet
Friday 7:30-8:30am	Hot Breakfast & RECOGNIZING FRAUD
8:30-10:30am	INTERNAL CONTROLS
10:30-10:45am	Break
10:45-12:45am	IMPLEMENTING TECHNOLOGY

Hotel
 The room rate at the Kalahari is \$119 per night. Reservations can be made by calling 1-877-525-2427 on or before **Friday, May 11, 2012**. Please ask for the **Public Finance Training by OAPT** Room Block. All rooms at the Kalahari come with complimentary water park passes (four per standard room). Parking is free.

Conference Registration
 The OAPT Public Finance Officers Training Program is divided into two separate but related programs.

Whether you have not yet begun the CPFA program, have completed a portion of the program, or simply wish to maximize your educational opportunity, we offer a five-day program. We also will provide the two-day maintenance program to provide part of the necessary training to re-certify your designation. Please refer to the registration form for program fees.

In addition to the program fees, there will be a cancellation fee of \$200 for the week-long program and \$100 for the two-day program after May 31, 2012. To properly serve and accommodate participants we have a registration cut-off of June 1, 2012. Space is limited, any registrations after June 1st will be on a first come basis until the sessions are full.



About the Ohio Public Treasurers Training Program

For over three decades the Ohio Association of Public Treasurers has been sponsoring training to advance knowledge of the most current practices in the profession. Following a program developed by the Association of Public Treasurers of the United States & Canada (APT US&C), the training program is designed to provide professional development and skills training for those in local government finance in Ohio. The three year program leads to the award of the designation as a Certified Public Finance Administrator (CPFA).

This is a program that provides both skill development and content specific education. The program has two components; the five-day training curriculum for those just starting, or who are part way through the certificate training and the two-day maintenance program for those who have a certificate, but wish to gain more current knowledge in the field of public finance and/or who wish to make use of the continuing education credits available to them from the training program to maintain their various certifications.

In addition, credits toward the State Treasurer's Office CPIM program are available based upon specific sessions offered during the three-year cycle of training, and continuing education credit is available for all participants.

The Institute Sponsor: The Ohio Association of Public Treasurers

The Ohio Association of Public Treasurers (OAPT) was established to promote the general and professional interest of the public treasurers in their respective communities, to obtain a higher level of efficiency, to improve service

with allied institutions and to inspire friendly and fraternal relationships among our members.

This program is one of many educational opportunities offered by the OAPT. This year we expect to have an exceptional program with the assistance of our partner, the *Ohio State University, John Glenn School of Public Affairs*, they share the same commitment with the OAPT in providing public finance officers with a valuable learning experience in a friendly atmosphere.

Today the OAPT has over 400 members representing communities from all over the State of Ohio and over 100 associate members. For over three decades we have been offering our members and other public finance professionals training and other skills development.

The Certification Programs

CPFA

To be eligible for this prestigious designation, an individual must be the elected or appointed treasurer, deputy or assistant treasurer, employee in/or dealing with the office of the treasurer or principal officer in the governmental entity who is charged with the performance or supervision of one or more of the following responsibilities, investments, debt or treasury. The APT US&C certification requires 100 hours of training pursuant to their curriculum. There are other requirements related to education and experience before the certificate is awarded. This training program is one step, but certainly a major step along the path to the certificate.

CPIM

The Ohio Treasurer of State created the Center for Public Investment Management (CPIM) to provide Ohio public funds managers and their oversight authorities with high-quality

instruction in the areas of investments, cash management, and ethics, as prescribed by Ohio Revised Code section 135.22. It is CPIM's objective to offer quality professional development and sufficient opportunities to allow Ohio's public funds managers to meet their annual continuing educational requirements. For more information, please visit the Ohio Treasurer of State's website at: www.tos.ohio.gov. Historically, those who attend the five-day program will accumulate well over the minimum annual CPIM credits. Those in the two-day program will typically earn the minimum of 6 credits.

CPE Credit

This program qualifies for Continuing Professional Education credit for certified public accountants.

Special Events and Features of the Program

On Wednesday afternoon we will coordinate a social outing to one of the many points of interest in the Sandusky Lakefront area.

The program includes breakfast daily and lunch on M, T, TH, & F, and coffee breaks there will be a banquet for all participants on Thursday evening.

Attire is Casual to Business casual, including the banquet. Also, bring a sweater for the air conditioned conference center.

Program Contacts:
Sal Talarico, Education Coordinator
OAPTEducation@gmail.com
Jack Krise, Jr., Administrator
KriseJr@cox.net

Registration

Five-day Training Program
Before April 30, 2012 \$485
April 30th or later \$525

Two-day Maintenance Program
before April 30, 2012 \$285
April 30th or later \$325

Banquet Guest \$40

Make Check Payable to:

Ohio Association of Public Treasurers
1128 West Pleasant Valley Rd., #237
Parma, OH 44134

Registration Information

Name and Title

Public Entity

Address

Telephone number

E-mail address

Other Information

This is my ___ 1st Year ___ 2nd Year ___ 3rd Year
___ Other (How many years? ___)

Meals ___ I require vegetarian meals

___ Yes, I would like to participate in the social event on Wednesday afternoon TBD.

___ I do ___ do not plan to attend the Thursday evening banquet

