



What Every Finance Professional Needs to Know about Internal Control

Internet Training

September 8, 2010

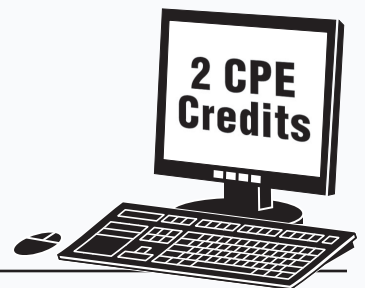
2:00 p.m. – 4:00 p.m. ET

Course Level: Introductory • No Prerequisite

Program Overview

Internal control is an essential component of effective financial management in both the public and private sectors. Just as private-sector finance professionals are paying attention to internal control as never before in the wake of the Sarbanes-Oxley legislation, so too internal control has begun to attract increased attention from finance professionals and elected officials in the public sector. This two-hour Internet training session, **which is specifically designed to meet the needs of those with no previous knowledge of the topic**, will combine lecture and exercises to provide a practical, easy-to-follow, and comprehensive overview of what is needed for effective internal control, based on the authoritative guidelines established by the Committee of Sponsoring Organizations (COSO) of the Treadway Commission. **The session also should help to equip more experienced participants with a practical approach for educating elected officials and others who do not possess a background in internal control.**

The instructor for this program will be Stephen J. Gauthier, director of GFOA's Technical Services Center. Gauthier has authored numerous publications, including *Governmental, Accounting, Auditing, and Financial Reporting* ("Blue Book").



It's Easy to Participate

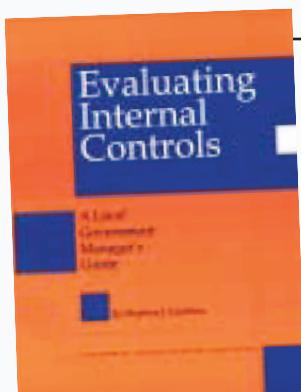
- The GFOA's Internet training is delivered to attendees via a secure Web site and audio conferencing service.

Equipment Needed

- A computer with a Web browser to view the presentation.
- A phone to hear the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive e-mailed instructions within two weeks of the program date.
- View materials on secure Internet site.
- Ask questions at any time during the course.
- Test your mastery of the material with interactive exercises.
- Comprehensive PowerPoint presentation supplied for ready reference.



Recommended Reading

This publication is an ideal guide for public managers seeking the practical guidance they need to assume a leadership role in the design, implementation, and maintenance of a comprehensive framework of internal controls. The book begins with an overview chapter that puts the entire internal control framework in perspective; chapters then address management objectives and responsibilities; the control environment; risk monitoring and assessment; control-related policies and procedures; information and communication; monitoring; evaluating controls over accounting and financial reporting; and preventing and detecting public-sector fraud. An appendix demonstrates how management can apply the techniques outlined in the book to identify weaknesses and compensating controls in a variety of different circumstances.

To learn more, order online, or register for this event, visit www.gfoa.org.



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Active Member Name: _____

Please photocopy this form for additional registrants.

Due to the number of registrations received, the GFOA cannot fax/e-mail confirmations. Confirmations will be sent via U.S. mail.

Registration fee is per person, not per group. Early and/or student registration discounts do not apply to Internet training.

Register and pay for 3-9 participants and receive 10 percent off the total cost of the registrations. Register and pay for 10 or more participants and receive 15 percent off the total cost of the registrations. To qualify for the group discount, registrations must be submitted together. Individual registrations submitted separately or after the original group is submitted will not qualify for the group discounts.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date.

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.

The GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State boards of accountancy have final authority of the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the:



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\$85 Active/Associate Member \$160 Nonmember

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Publications

Quantity

_____ **Evaluating Internal Controls:** \$ _____
A Local Government Manager's Guide
(Members \$22/Nonmembers \$28)

Purchasers from Illinois add 10.25%,
Washington, D.C. add 6% sales tax (unless exempt) \$ _____

Add handling charge (for all billed orders) \$ _____ 8.00

Add shipping charge, if applicable \$ _____

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Full-time students and bookstores receive a 25 percent discount on all products, unless otherwise noted.

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Exp. Date: _____ / _____ **(Mandatory)**

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Payment must be received for all registrations prior to the event date.

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Government Finance Officers Association
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