

TREASURER'S TRAINING WORKSHOP



This workshop is great for new and returning chapter treasurers and is designed to provide chapter treasurers with essential information about financial and reporting responsibilities.

PRESENTED BY:
SCOTT POSTEL
CTA CONTROLLER'S
OFFICE

SEPTEMBER 12, 2017

4:30—6:30 P.M.

**Ceres CTA Office
3900 Mitchell Road
Ceres, CA 95307**

TOPICS INCLUDE:

- ◆ *Budget Formulation*
- ◆ *Maintaining Accounting Books and Records*
- ◆ *Preparing Financial Reports*
- ◆ *Filing PERB Reports*
- ◆ *Federal & State Tax Returns*
- ◆ *Overview of Agency Fee Procedures*

**RSVP to
LIZ McCORKELL
No Later Than Friday
September 8, 2017**

**(209) 537-0702
emccorkell@cta.org**