

2018 Officer's Fiduciary Responsibility & QuickBooks Training

Below are details regarding the upcoming Officer's Fiduciary Responsibility & QuickBooks Training, as well as helpful travel information. Register and make your hotel reservations early in order to ensure your placement in the conference.

The following classes will be held April 8-10, 2018:

- Officer's Fiduciary Responsibility Training
- Beginners QuickBooks Training
- Advanced QuickBooks Training

Please note that all three classes are conducted simultaneously all three days. Therefore, individuals may register for only one class.

Registration deadlines may end before the cut off dates listed below if the class is full. Both QuickBooks classes have a limited number of available spots available.

There will also be time made available for you to meet with individuals in the Secretary-Treasurer's Department about any specific questions with which you may have need help.

***For travel purposes, please count on classes going until 5:00 pm on Tuesday, April 10, 2018.**

If you have any questions concerning the conferences, please contact Hannah Lively, Executive Assistant to the Secretary-Treasurer at hlively@apwu.org or (202) 842-4205.

New Orleans, LA

- Dates:**
- Officer's Fiduciary Responsibility Training
 Sunday, April 8, 2018 – Tuesday, April 10, 2018
- Beginners QuickBooks Training
 Sunday, April 8, 2018 – Tuesday, April 10, 2018
- Advanced QuickBooks Training
 Sunday, April 8, 2018 – Tuesday, April 10, 2018
- Registration:**
- Officer's Fiduciary Responsibility Training
 Registration: \$135 – Register by March 26, 2018*
- Beginners QuickBooks Training
 Registration: \$185 – Register by March 26, 2018*
- Advanced QuickBooks Training
 Registration: \$185 – Register by March 26, 2018*

Please note that registration for classes may close earlier than March 26, 2018 if the class is full.

Location: Hilton New Orleans Riverside
2 Poydras St
New Orleans, LA 70130

Hotel Rate: \$173.00/night plus taxes and fees

*Cut-off date to make reservations is **February 27, 2018**. Reservations can be made by calling (504) 584-3999. When calling, ask for the "American Postal workers Union" group. Reservations can also be made on line at <https://aws.passkey.com/e/49554317>

Additional Hotel Information: The group rate of \$173.00/night plus taxes and fees will be offered 3 days prior and 3 days following the event dates.

All reservations are guaranteed with a major credit card number and one night's deposit.

Guaranteed reservations will be held for the first night. In the event of a no-show, all consecutive room nights under the same reservation will be cancelled.

Complementary Wi-Fi and access to the health club is included in all guest rooms.

The following topics are examples of what will be covered in the Officer's Fiduciary Responsibility Training Class.

- Department of Labor requirements
- National Constitution requirements
 - Legal responsibilities
 - Planning for the future
 - Goal setting
 - Establishing local policies
 - Buying vs. leasing
- Bank accounts and union credit cards
 - How to handle COPA funds
 - Budgeting
 - Record keeping
 - Payroll
 - Policies and procedures
- Department of Labor and Internal Revenue Service audits
- Travel and business expenses
- Insurance

The following topics are examples of what will be covered in the QuickBooks Training Classes.

QuickBooks Overview
Chart of Accounts
Writing Checks
Banking Deposits
Banking Reconciliations
Payroll Review & Information
Budgets
Treasurer & Financial Reports
Credit Cards

Airports

Louis Armstrong New Orleans International Airport (MSY)

Agenda & Registration Information:

*Information below is subject to change. Please check marquee in hotel for the most up to date information.

Saturday, April 7, 2018

3:00 pm – 6:00 pm Registration

Sunday, April 8, 2018

8:00 am – 9:00 am Registration
9:00 am – 10:00 am General Session
10:00 am – 5:00 pm** Officer's Fiduciary Responsibilities Training
10:00 am – 5:00 pm** Beginners QuickBooks Training
10:00 am – 5:00 pm** Advanced QuickBooks Training
**Breaks and lunch will be announced daily

Monday, April 9, 2018

9:00 am – 5:00 pm** Officer's Fiduciary Responsibilities Training
 Beginners QuickBooks Training
 Advanced QuickBooks Training
**Breaks and lunch will be announced daily

Tuesday, April 10, 2018

9:00 am – 5:00 pm** Officer's Fiduciary Responsibilities Training
 Beginners QuickBooks Training
 Advanced QuickBooks Training
**Breaks and lunch will be announced daily