

2019 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 March 9-11, 2019:

- Officer's Fiduciary Responsibility Training
- Beginners QuickBooks Training

Please note that all 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. The QuickBooks class has 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 Monday, March 11, 2019.**

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

New Orleans, LA

Dates: Officer's Fiduciary Responsibility Training
 Saturday, March 9, 2019 – Monday, March 11, 2019

Beginners QuickBooks Training
 Saturday, March 9, 2019 – Monday, March 11, 2019

Registration: Officer's Fiduciary Responsibility Training
 Registration: \$135 – Register by February 22, 2019

Beginners QuickBooks Training
 Registration: \$185 – Register by February 22, 2019

Please note that registration for classes may close earlier than February 22, 2019 if the class is full.

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

Hotel Rate: \$202.00/night plus taxes and fees

*Cut-off date to make reservations is **February 6, 2019**. Reservations can be made by calling (504) 584-3999 **and using code PWU**. When calling, ask for the "American Postal workers Union" group. Reservations can also be made on line at <https://book.passkey.com/go/f6dfff11>.

**Additional
Hotel
Information:**

The group rate of \$202.00/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.

Friday, March 8, 2019

3:00 pm – 6:00 pm Registration

Saturday, March 9, 2019

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

**Breaks and lunch will be announced daily

Sunday, March 10, 2019

9:00 am – 5:00 pm** Officer's Fiduciary Responsibilities Training

Beginners QuickBooks Training

**Breaks and lunch will be announced daily

Monday, March 11, 2019

9:00 am – 5:00 pm** Officer's Fiduciary Responsibilities Training

Beginners QuickBooks Training

**Breaks and lunch will be announced daily