

FAA INSTITUTE
How To Account and Report For CPA Workshop
May 21, 2010 and June 4, 2010
Syllabus

FAA Institute Is Located At 258 Main Street Unit A-3 In Buzzards Bay
Attendees Should Bring A Laptop Computer
Registration and Refreshments From 8:30 AM to 09:00 AM
Workshop Runs From 9:00 AM to 12:30 PM
Class Size Is Limited
Lead Instructor Is: Michael Daley, MBA

| Time | Program | Hours |
|---|---|-------------|
| 8:30 AM | 9:00 AM Arrival - Registration - Refreshments | 0.50 |
| Section 1 -- A Review Of The Act, Local Votes And DOR Materials | | |
| 9:00 AM | 9:20 AM CPA Legislation - DOR Publications | 0.33 |
| 9:20 AM | 9:40 AM Local Enactment And Future Local Changes | 0.33 |
| 9:40 AM | 9:50 AM Section 1 Review With Questions & Answers | 0.17 |
| 9:50 AM 10:00 AM Break | | |
| Section 2 -- Accounting For Year One And Its Related Matters | | |
| 10:00 AM | 10:15 AM Year One Accounting Issues | 0.25 |
| 10:15 AM | 10:30 AM Annual Warrant Articles & Motions | 0.25 |
| 10:30 AM | 10:40 AM Annual Budgets | 0.17 |
| 10:40 AM | 10:50 AM Questions & Answers | 0.17 |
| 10:50 AM 11:00 AM Break | | |
| Section 3 -- Accounting For Year Two, Beyond And Their Related Matters | | |
| 11:00 AM | 11:10 AM Year Two Accounting Issues | 0.17 |
| 11:10 AM | 11:30 AM Fund Balances | 0.33 |
| 11:30 AM | 11:40 AM End Of Year Reporting (CP1 CP2 & CP3) | 0.17 |
| 11:40 AM | 11:50 AM Questions & Answers | 0.17 |
| 11:50 AM 12:00 PM Break | | |
| Section 4 -- Advanced CPA Activities (Use of Debt To Finance CPA Projects) | | |
| 12:00 PM | 12:15 PM Use of Debt | 0.25 |
| 12:15 PM | 12:30 PM Final Review With Questions & Answers | 0.25 |
| Total Hours: | | 4.00 |

"We have adopted and complied with the Commonwealth of Massachusetts Board of Public Accountancy Rules and Regulations of Mandatory Professional Education for the Practice of Public Accountancy, and that our program is designed to qualify for 3.5 hours of CPE credit".