

# FAA Institute Registration Form: *"How To Start A Policy & Procedures Manual Workshops"*

## THE FAA INSTITUTE

"We Provide The  
Coaches and  
Templates...You Provide  
The Results"

Act Now To Limit Your  
FY 2010 Audit Findings

New Workshop Series  
Starts In February 2010  
Space Is Limited  
Register Today

Interactive Workshops  
Designed To Help You  
Start Developing Your  
Local Policies And  
Procedures Statements  
Will Run Through June  
Of 2010



There are at least 10 major areas of government finance that require a unique comprehensive written policy and procedures document. Every government should have a written statement that defines your specific internal controls within each of these major financial functions. This must be done so that your external auditor can confirm that those charged with the governance of your organization understand their fiscal responsibilities and that they have implemented the proper internal control systems.

The FAA INSTITUTE now offers local governments with an efficient and low cost means to help you start to resolve your internal control audit findings. Our new *"How To Start A Policy & Procedures Manual Workshops"* is designed to provide municipal finance officials with a path that leads to fewer internal control findings within your annual management letter.

This new workshop series runs from February through June. Sessions are held on Thursdays in Buzzards Bay, MA from 9:00 AM to 1:00 PM. Three levels are offered. All require attendance at the February 11, 2010 Introduction to Policy & Procedures workshop. The **Masters Level** provides 3 templates and 10 workshop sessions with a goal of up to 3 policy & procedures documents. The **Bachelors Level** offers 2 templates and 7 workshop sessions with a goal of up to 2 policy & procedures documents. The **Associates Level** includes 1 template and 4 workshop sessions with a goal of 1 policy & procedure document. Custom policy and procedure development service is also available.

See the FAA Institute program syllabus for additional details about this new workshop.

"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 the program is designed to qualify for up to 40.0 hours of CPE credit".

For Additional  
Information Contact:

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### "Build A Better Policy & Procedures Manual"

Sign up for:	Sessions	Price
<input type="checkbox"/> Master Program	10	\$ 1,750
<input type="checkbox"/> Bachelor Program	7	\$ 1,250
<input type="checkbox"/> Associate Program	4	\$ 725
	Total	_____