

Ken Mundy, Mayor
City of Sycamore, Illinois

"I can't say enough about the benefits of attending the IMTA Annual Treasurers' Institute...The presenters and sessions contain valuable and updated current information which makes the difference between a mediocre financial public servant and an outstanding certified professional who truly works to best serve his/her constituency...All IMTA activities, speakers, presenters, networking with other local financial folks, and the plain old fun in meeting and knowing some of the most dedicated public servants anywhere is my experience with IMTA."

Advanced Seminar is designed to offer treasurers who have completed all three phases and earned the IMTI certification, a shorter but more intense series of presentations relating to today's challenges. The program is flexible in that participants may attend Advanced Seminar for 16 hours of training, or for 8 hours of training.

The IMTI course is divided into three phases (one phase per year). Upon completion of each phase, the participant receives a certificate of attendance. Upon completion of all three phases the participant is awarded an IMTA completion certificate. Completion of the Institute also provides points for IMTA certification, and credit toward other financial certifications like the Certified Municipal Finance Administrator (CMFA) as awarded by the Association of Public Treasurers - United States and Canada.

1. Perfecting the skills needed to successfully operate a governmental finance office
2. Diversifying educational sessions geared toward the governmental entity's size
3. The most current topics, technology and legislation impacting financial functions
4. Networking opportunities to build peer relationships
5. Sustaining a Nationally Recognized Certification Process

Treasurers, finance officers and support staff have a need for continuing professional education to develop and maintain the skills and knowledge necessary to help achieve the prudent person's rule of financial management. The Illinois Municipal Treasurers Institute (IMTI) is an intensive training program which provides 100 hours of instruction for municipal treasurers, finance officers and support staff. The program benefits participants by focusing on:

Purpose

Illinois Municipal Treasurers Association



November 13-17

Doubletree Hotel
Bloomington, IL

Treasurers
CPA's
Financial Officers
Support Staff

Sponsored by
Illinois Municipal
Treasurers Association

Eastern Illinois University
School of
Continuing Education

2011

for Institute and Advanced Seminar Treasurers

Approved for Illinois Public Accountants Continuing Professional Education Credits

Scholarship

The Illinois Municipal Treasurers Association provides \$100 scholarships to members who are entering Phase I of the Institute. The \$100 scholarship applies to first-time enrollment only and not to those completing a full Institute for re-certification.

The Institute schedule will be available at www.eiu.edu/adulted/nc_IMTI.php, beginning October 10. Attendance is required at all sessions to receive certification.

Advanced Seminar (8) begins on Wednesday, November 16 with registration from 11:30 - 12:30 p.m. and lunch immediately following at 12:30 p.m. The sessions will begin at 1:30 p.m. on Wednesday and conclude with a certification program on Thursday, November 17 at 12:30. Advanced Seminar (16) begins on Tuesday, November 15 with registration from 11:30-12:30 p.m. and lunch immediately following at 12:30. The sessions will begin at 1:30 p.m. on Tuesday and conclude with a certification program on Thursday, November 17 at 12:30. The Illinois Municipal Treasurers Institute for Phases I, II, & III begins with on-site registration on Sunday, November 13 from 4:00 - 5:00 p.m. The institute officially begins on Sunday at 5:00 p.m. and concludes with a certification program on Thursday, November 17 at 12:30.

Schedule and Attendance

All sessions of the Illinois Municipal Treasurers Institute will be held in Bloomington, Illinois at the Doubletree Hotel. Classes, meals and accommodations are all located in the same facility. Participants also find time to enjoy touring the local sites, shopping, or utilizing the hotel facilities including the fitness center, complimentary wireless internet and indoor pool.

Location

The presenters of the Illinois Municipal Treasurers Institute are drawn from a variety of professional areas and institutions, including Eastern Illinois University, State of Illinois departments and agencies, local governments, and private enterprises.

Presenters

NON-PROFIT ORG
US POSTAGE
PAID
PERMIT NO 24
CHARLESTON IL
61920

226034

School of Continuing Education
600 Lincoln Avenue
Charleston, Illinois 61920-3099



Curriculum Standards

<u>Curriculum Area/Course</u>	<u>Hours</u>
Public Finance Administration	
Principles of Public Finance	6
Governmental Accounting	4
Cash Management	4
Banking Relations	4
Investing Public Funds	8
Debt Management	4
Internal Controls	4
Fraud Detection	4
Ethics and the Treasurer	6
State Laws & Regulations	4
Financial Reporting	4
Revenue Collections	4
Records Management	4
Public Budgeting	4
Technology	2
Disaster Training for the Treasury Department	4
TOTAL PUBLIC FINANCE ADMINISTRATION	70
Professional Development	
Office Procedures	4
Written Communications	4
Political Science	4
Oral Communications	4
Public Relations	4
Personnel Management	6
Organizational Development	2
Problem Solving	2
TOTAL PROFESSIONAL DEVELOPMENT	30

Continuing Education

Attendance at Illinois Municipal Treasurers Institute: To earn 50 continuing education points for Institute attendance, you must accumulate 45 credit hours of study (within the 5 year time limitation) in any combination from the following list:

- Full Phase = 33 credit hours
- Advanced (16) = 16 credit hours
- Advanced (8) = 8 credit hours

The Illinois Municipal Treasurers Institute is approved for Illinois Public Accountants Continuing Professional Education Credit.

Registration Fees

Institute Fee for Phases I, II & III \$410 per person (by October 24)

- Includes:
- All instruction and materials
 - Light supper Sunday evening
 - Breakfast Monday through Wednesday
 - Lunch Monday through Wednesday
 - Brunch on Thursday

**A reduced fee is available to IMTA members who are first-time Institute attendees entering Phase I.*

Fee for Advanced Seminar (16 hours): \$235 per person (by October 24)

- Includes:
- All instruction and materials
 - Lunch Tuesday and Wednesday
 - Breakfast on Wednesday
 - Brunch on Thursday

Fee for Advanced Seminar (8 hours): \$170 per person (by October 24)

- Includes:
- All instruction and materials
 - Lunch on Wednesday
 - Brunch on Thursday

Registration Procedures

Four easy ways to register:

- Mail (see address listed below)
- Fax (217) 581-6697
- Telephone (217) 581-5114
- Register online with a MasterCard/Visa/Discover!
Visit www.eiu.edu/adulted/nc_IMTI.php

Make checks payable to: **Eastern Illinois University**

Mail payment and registration form to:
Treasurers Institute
School of Continuing Education
Eastern Illinois University
600 Lincoln Avenue
Charleston, Illinois 61920-3099

Registration Deadline: November 7, 2011

Cancellation Policy

Substitutions are accepted at any time. Institute registration fees, less a 25% administration fee are refundable if cancellation is received in writing by 4:30 p.m. on November 7, 2011. No refunds will be given after 4:30 p.m. on November 7, 2011. Eastern Illinois University is not responsible for cancellation of hotel arrangements.

Deposit

Registration deadline is November 7, 2011.

A minimum deposit of \$50 is required to reserve your place at the Institute. Balance of the registration fee is due by November 7, 2011.

Accommodations

The Institute will be held at the Doubletree Hotel, located at 10 Brickyard Drive in Bloomington, IL. A block of rooms has been reserved at the Doubletree for the Treasurers Institute participants. Hotel rates for a standard room are \$99 plus tax for a single or double room. Reservations may be made by calling the Doubletree at (309) 664-6446. To receive the block rate for your reservation, please mention that you are with the Treasurers Institute. Participants are responsible for making their own hotel arrangements. The block of rooms will be released to the public October 23, 2011. Make your reservations early!

Information

For questions or additional information contact:

Eastern Illinois University
School of Continuing Education
Office of Academic and Professional Development
600 Lincoln Avenue
Charleston, Illinois 61920-3099

Phone: (217) 581-5114
Fax: (217) 581-6697

e-mail: dkmeadows@eiu.edu or jhickenbottom@eiu.edu
Debbie Meadows Jo Ellen Hickenbottom
Registration Coordinator Institute Coordinator

IMTA Web Site: www.imtausa.org

The Institute schedule will be available at www.eiu.edu/adulted/nc_IMTI.php, beginning October 10.

Registration Form

Illinois Municipal Treasurers Institute – November 13-17, 2011

Name _____		
Address _____		
City _____	State _____	Zip Code _____
Day Phone _____		Fax Number _____
E-mail Address _____		
Web site _____		
Municipality _____		Population _____

Registration Fee:

	<u>register by October 24</u>	<u>after October 24</u>
Phase I*	\$410.00 _____	\$440.00 _____
	\$310.00* _____	\$340.00* _____
Phase II	\$410.00 _____	\$440.00 _____
Phase III	\$410.00 _____	\$440.00 _____
Advanced (16 hours)	\$235.00 _____	\$265.00 _____
Advanced (8 hours)	\$170.00 _____	\$200.00 _____

**Reduced fee available to IMTA members who are first-time Institute attendees entering Phase I.*

Method of Payment:

- Check made payable to: **Eastern Illinois University**
- Credit Card:
- MasterCard Visa Discover American Express

Cardholder Name _____

Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ Signature _____