



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

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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.

Location

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.

Schedule and Attendance

The Illinois Municipal Treasurers Institute for Phases I, II, & III begins with on-site registration on Sunday, November 13 from 3:00 - 4:00 p.m. The institute officially begins on Sunday at 4:00 p.m. and concludes 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.

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.

Attendance is required at all sessions to receive certification.

The Institute schedule will be available at

www.eiu.edu/adulted/iltreasurers.php, beginning October 15.

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.

for Institute and Advanced Seminar Treasurers

Approved for Illinois Public Accountants Continuing Professional Education Credits



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

2016

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:

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

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 IMTI 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.

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.

"I can't say enough about the benefits of attending the IMTA Annual Treasurers' Institute....The presenters and sessions contain valuable and upated 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."

Ken Mundy, Mayor
City of Sycamore, Illinois

Curriculum Standards

<i>Curriculum Area/Course</i>	<i>Hours</i>
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 <i>(by October 23)</i>
Includes:	<ul style="list-style-type: none">All instruction and materialsLight supper Sunday eveningBreakfast Monday through WednesdayLunch Monday through WednesdayBrunch on Thursday
	<i>*A reduced fee is available to IMTA members who are first-time Institute attendees entering Phase I.</i>
Fee for Advanced Seminar (16 hours):	\$235 per person <i>(by October 23)</i>
Includes:	<ul style="list-style-type: none">All instruction and materialsLunch Tuesday and WednesdayBreakfast on WednesdayBrunch on Thursday
Fee for Advanced Seminar (8 hours):	\$170 per person <i>(by October 23)</i>
Includes:	<ul style="list-style-type: none">All instruction and materialsLunch on WednesdayBrunch 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/iltreasurers.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: October 23, 2016

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 October 23, 2016. No refunds will be given after 4:30 p.m. on October 23, 2016. Eastern Illinois University is not responsible for cancellation of hotel arrangements.

Deposit

Registration deadline is October 23, 2016.
A minimum deposit of \$50 is required to reserve your place at the Institute. Balance of the registration fee is due by October 23, 2016.

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 \$114 plus tax for a single or double room with complimentary breakfast and complimentary in room internet. 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, 2016. 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:	learn@eiu.edu	or learn@eiu.edu
	Debbie Meadows Registration Coordinator	Peggy Brown Institute Coordinator
IMTA Web Site:	www.imtausa.org	

The Institute schedule will be available at www.eiu.edu/adulted/iltreasurers.php, beginning October 15.

Registration Form

Illinois Municipal Treasurers Institute — November 13–17, 2016

Name

Address

City

State

Zip Code

Day Phone

Fax Number

E-mail Address

Web site

Municipality

Population

Registration Fee:

	<i>register by October 23</i>	<i>after October 23</i>
Phase I*	\$410.00 _____ \$310.00* _____	\$440.00 _____ \$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 _____
<i>*Reduced fee available to IMTA members who are first-time Institute attendees entering Phase I.</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 _____