

VASWCD Admin/Ops Training

Virginia Association of
Soil and Water
Conservation Districts

**TUESDAY, MAY 7 AND WEDNESDAY, MAY 8
FRONTIER CULTURE MUSEUM
STAUNTON, VA**

Agenda

Tuesday, May 7th

- 10:30-12:00 **VRS— Rohn Brown, Virginia Retirement System**
(Differences in Plan 1 and 2; hybrid plans and reporting Requirements.)
- 12:00-1:30 **Lunch (covered in registration cost)**
- 1:30-5:30 **Individual 20 minute CPA sessions –Brim & Associates, CPA**
(by appointment-covered in registration costs and the VASWCD)
- Simultaneous Tour of the Frontier Culture Museum**
(covered in registration cost)
(see the differences and the influence of old world farming with the new world)
- 6:30 **Dinner on your own**

Wednesday, May 8th

- 8:30-10:45 **Quickbooks—Brim and Associates, CPA**
(Learn how to develop a budget in Quickbooks and utilize reports.)
- 11:00-12:00 **Attachment E—Blair Gordon, SWCD Liaison, DCR**
(Overview of proper documentation and procedures on Attachment E –i.e., transfer in/out; classification of funds, and more)
- 12:00-1:30 **Group Buffet Lunch at Mrs. Rowes (covered in registration cost)**
Introduction of Mentor Panel
- 1:30-3:30 **Record Retention— Chad Owen, Record Management Coord.**
Library of Virginia
Getting Started on your record management program. Library of Virginia will provide helpful tips and best management practices on record management.

Virginia Association of Soil
and Water Conservation
Districts

Registration Form

Name:

District:

Title:

Email:

7308 Hanover Green Dr.
Mechanicsville, VA 23111
(804) 559-0324
Www.vaswcd.org

Registration cost is \$65 for both days
(includes 2 lunches, tour, and individual CPA session)

Please indicate if you plan to attend the Tuesday lunch and tour, and if you want a time slot with the CPA's. (CPA sessions are one per District and pre-registration is required to assign time slots)

_____ Tuesday Lunch and Tour _____ CPA session

Make check payable to the VASWCD. **Registration due by Monday, April 22nd.**

Please complete survey by Wednesday, April 10th to assist with planning.

* Training is designed for Admin./Ops staff, but all are welcome to attend.