

## **2020 Officer's Fiduciary Responsibility & QuickBooks Training**

Below are details regarding the upcoming Officer's Fiduciary Responsibility & QuickBooks Training, as well as helpful travel information. Register and make your hotel reservations early in order to ensure your placement in the conference.

The following classes will be held March 7-9, 2020:

- Officer's Fiduciary Responsibility Training
- Beginners QuickBooks Training
- Advanced QuickBooks Training

Please note that all classes are conducted simultaneously all three days. Therefore, individuals may register for only one class.

Registration will close when a class is full. Please note that the he QuickBooks classes have a limited number of available spots available.

There will also be time made available for you to meet with individuals in the Secretary-Treasurer's Department about any specific questions with which you may have need help.

**\*For travel purposes, please count on classes going until 5:00 pm on Monday, March 9, 2020.**

If you have any questions concerning the conferences, please contact Hannah Decker, Executive Assistant to the Secretary-Treasurer at [hdecker@apwu.org](mailto:hdecker@apwu.org) or (202) 842-4205.

### St. Louis, MO

**Dates:** Saturday, March 7, 2019 – Monday, March 9, 2020

- Officer's Fiduciary Responsibility Training
- Beginners QuickBooks Training
- Advanced QuickBooks Training

**Registration:** Officer's Fiduciary Responsibility Training: \$135.00  
Beginners QuickBooks Training: \$185  
Advanced QuickBooks Training: \$185

\*Please note that registration for classes will close when the class is full.\*

**Location:** Marriott St. Louis Grand  
800 Washington Ave  
St. Louis, MO 63101  
(314) 621-9600

**Hotel Rate:** \$115.00/night plus taxes and fees

Information on making hotel reservations will be posted shortly.

**Schedule:** *The information below is subject to change. The most up to date information and meeting locations will be posted on the marquee boards at the hotel.*

**Friday, March 6, 2020**

3:00 pm – 6:00 pm: Registration

**Saturday, March 7, 2020**

9:00 am: General Session

*The General Session will include information from the Per Capita Department on accessing reports such as DCOs, member & non-member lists and election rosters, dues updates and corrections as well as submitting 1187s and 1188s. The Department of Labor will also be attending to provide information to all attendees on LM Reports.*

**Sunday, March 8, 2020**

9:00 am: QuickBooks Beginners

9:00 am: QuickBooks Advanced

9:00 am: Officer's Fiduciary Responsibilities Training

**Monday, March 9, 2020**

9:00 am: QuickBooks Beginners

9:00 am: QuickBooks Advanced

9:00 am: Officer's Fiduciary Responsibilities Training

A continental breakfast & a boxed lunch will be provided Sat., March 7 through Mon., March 9 for attendees.

**Additional Hotel Information:** All reservations are guaranteed with a major credit card number and one night's deposit.

Guaranteed reservations will be held for the first night. In the event of a no-show, all consecutive room nights under the same reservation will be cancelled.

Complementary Wi-Fi and is included in all guest rooms.

The following topics are examples of what will be covered in the Officer's Fiduciary Responsibility Training Class.

Department of Labor requirements  
National Constitution requirements  
Legal responsibilities  
Planning for the future  
Goal setting

Establishing local policies  
Buying vs. leasing  
Bank accounts and union credit cards  
How to handle COPA funds  
Budgeting  
Record keeping  
Payroll  
Policies and procedures  
Department of Labor and Internal Revenue Service audits  
Travel and business expenses  
Insurance

The following topics are examples of what will be covered in the QuickBooks Training Classes.

QuickBooks Overview  
Chart of Accounts  
Writing Checks  
Banking Deposits  
Banking Reconciliations  
Payroll Review & Information  
Budgets  
Treasurer & Financial Reports  
Credit Cards

Airports

St. Louis Lambert International Airport (STL)