

2022 BASIC INSTITUTE

April 24 - 29 • Comfort Inn & Suites • Mt. Pleasant

The Road to Success

Basic Institute is an Incredible Opportunity

- 1) Learn more about your job and responsibilities.
- 2) Meet and build relationships with others in your field.
- 3) Earn the professional Michigan Certified Professional Treasurer (MiCPT) credential.

Basic Institute is a three year program with a defined curriculum to ensure that no matter when you start, you'll receive the full slate of topics by the time you graduate in your third year.

Attendance

Basic Institute is a prerequisite for the MiCPT and is offered in cooperation with the Association of Public Treasurers of the U.S. & Canada; attendance at all sessions is mandatory for graduation, including orientation on Sunday afternoon (beginning at 5:30 pm). Sessions will be all day Monday through Thursday and a half day on Friday.

Lodging

Basic Institute is held at the Comfort Inn & Suites and Conference Center in Mt. Pleasant. The MMTA group rate starts at \$85/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by April 9 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn at the same rate.

Cost and Registration

Basic Institute costs \$550; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check, attendees must be MMTA members. Registrations received after April 8 will be subject to a \$50 late fee. Cancellations must be received in writing by April 8 for a full refund; requests by April 14 are eligible for a 50% refund. All refunds are subject to board review and a \$25 cancellation fee.

Training Sessions

- ARPA Funding Examples
- Single Audit
- Preparing for an Audit
- Banking Services Basics
- Cash Flow Forecasting
- Investing Public Funds Overview
- The Hows and Whys of a Capital Improvement Plan
- The Importance of Internal Controls
- Ethical Behavior
- Sharing Treasury's Contribution
- Budgeting Panel Discussion
- How to Do a Millage
- Avoiding Tech-Based Fraud
- Mobile Offices and Remote Workers
- Communication and Listening Techniques
- State Legislative and Executive Process
- Importance of Communicating with Your Legislators
- Written Policies You Should Have

"ALL the speakers did an excellent job!! For my first year, I found it very valuable. I am excited for the in-person experience next year. Thanks MMTA! - 2021 Attendee

"I can't say enough about the quality and content of BASIC. I'm really looking forward to next year's in person training." - 2021 Attendee



REGISTER AT
www.MMTA-MI.org

