

# 2023 BASIC INSTITUTE

April 23 – 28 • 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. For first and second year attendees, this includes orientation on Sunday afternoon at 5:30 pm - third year attendees are welcome but not required to attend orientation. 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 rooms are \$96-\$120/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by Saturday, April 8 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn at the same rates.

### Cost and Registration

Basic Institute costs \$599; this covers all sessions, materials, and most meals. Register online at [www.MMTA-MI.org](http://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 7 for a full refund; requests by April 13 are eligible for a 50% refund. All refunds are subject to board review and a \$25 cancellation fee. Register online at [www.MMTA-MI.org](http://www.MMTA-MI.org).

### Training Sessions

- Treasury Language 101
- Introduction to Special Captures
- Fund Accounting Basics
- Cash Handling
- Procedures for Investing Public Funds
- Financial & Legal Insight on Debt Management
- Fraud Case Studies & Minimizing Risk
- The Good Place - A Focus on Ethics
- The Real Problems with Real Property Taxes
- Revenue Collections
- Managing Your Budget - Amendments & PA-2
- Active Shooter/ALICE Training
- How to Be Powerful in a Group Process/Internal Politics
- Dealing with the Media
- Strategies for Better Government
- Topics Subject to Change*

*"Institute is an excellent program. The training is invaluable due to the great presenters and topics and I loved the networking. MMTA puts on a superior program, start to finish."*

*- 2022 Basic Institute Attendee*

