

# 2026 BASIC INSTITUTE

APRIL 26 - MAY 1 • COMFORT INN & SUITES • MT. PLEASANT



## TRAVELING YOUR 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 year attendees, this includes orientation on Sunday afternoon at 5:30 pm (second year attendees are highly recommended and third year attendees are encouraged 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 for rooms is \$105-\$129/night plus applicable fees and taxes. Make your reservation directly with the hotel at 989-772-4000 or online with this link. Make reservations by Friday, April 10 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn for \$105/night.

#### 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 3 will be subject to a \$50 late fee. Cancellations must be received in writing by April 3 for a full refund; requests by April 16 are eligible for a 50% refund. 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  
Preparing for an Audit  
Uniform Chart of Accounts  
Cash Handling  
Introduction to Investing  
Basics of Debt Management  
The Process of Doing a Bond  
Internal Controls  
The Good Place - A Focus on Ethics  
Property Tax Cycle  
Foreclosure Legislation Update  
Tax Collection From Start to Strike  
Public Budgeting  
Dealing With an Office Emergency  
10 Principles of Leadership  
Dealing with the Media  
Working in a Political Environment

*Topics Subject to Change*

