2019 State Auditor's Training Seminar for Volunteer Fire Departments

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to Regional Training Seminars for Volunteer Fire Departments (VFDs) during the months of September, October, and November at various locations throughout West Virginia. The training will focus on accounting for the finances of the VFDs with an emphasis on the new chart of accounts and the new examination requirements pursuant to House Bill 2958. We have enclosed a tentative agenda. Since many of you have other daily work commitments, the time for all VFD training events will be from **5:30PM to 7:00PM** at the locations and dates listed below.

<table>
<thead>
<tr>
<th>City</th>
<th>Seminar Date</th>
<th>Location</th>
<th>Registration Deadline</th>
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<tbody>
<tr>
<td>Beckley, WV</td>
<td>Tuesday, September 24</td>
<td>Holiday Inn &amp; Suites 114 Dry Hill Rd., Beckley</td>
<td>Sept. 21</td>
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<tr>
<td>Martinsburg, WV</td>
<td>Wednesday, October 2</td>
<td>Holiday Inn &amp; Suites 301 Foxcroft Ave., Martinsburg</td>
<td>Sept. 25</td>
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<tr>
<td>Wheeling, WV</td>
<td>Wednesday, October 16</td>
<td>Hampton Inn &amp; Suites 35 Bob Wise Dr., Triadelphia</td>
<td>Oct. 9</td>
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<tr>
<td>So Charleston, WV</td>
<td>Tuesday, October 29</td>
<td>Holiday Inn &amp; Suites 400 Second Ave., South Charleston</td>
<td>Oct. 22</td>
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<tr>
<td>Bridgeport, WV</td>
<td>Wednesday, November 6</td>
<td>Best Western Plus 100 Lodgeville Rd., Bridgeport</td>
<td>Oct. 30</td>
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*This training is provided for free, however, **pre-registration is required**.*

**Although the training is free, we must receive your registration before the deadline in order to have available space.**

If we do not receive an adequate response for a particular location we may have to cancel the seminar for that location.

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Michelle Hodge, (304) 558-2261, ext. 2411 Email: Katherine.hodge@wvsao.gov.

**Volunteer Fire Departments**

**ONE NAME PER FORM PLEASE**

Name: __________________________ Name of Volunteer Fire Dept: __________________________

Address: __________________________ Email: __________________________

Telephone: __________________________ Position/Title: __________________________

Mail to: Michelle Hodge, VFD Training
         Chief Inspector Division
         1900 Kanawha Blvd. East
         Room W-100
         Charleston, WV 25305

**FAX TO: 304-558-6414 or**
**EMAIL TO: cpaudits@wvsao.gov**

**IMPORTANT:** If unable to attend after registering, please call our office at 304-558-2261, extension 2411 to cancel.
TRAINING AGENDA

5:00pm to 5:30pm - Registration Table Open – Packets will be provided at the registration area.

5:30 to 5:45 – How Did We Get Here!
This session will provide an overview of HB 2958 and outline the State Auditor’s role in conducting the examinations of VFD’s in the state. It will also focus on the frequency and type of examination which will be performed.

5:45 to 6:25 – Accounting for VFDs
In this session we will discuss a new chart of accounts that could be used by VFD’s to record financial transactions. We will also discuss the format of financial statements. We will have a brief overview for accounting software that can be provided, free of charge, to VFD’s which do not have computerized financial records.

6:25 to 7:00 – What to Expect When a VFD Has an Examination
We will explain the difference for the standard agreed-upon procedures engagements performed by the State Auditor’s Chief Inspector Division and a Small Government Monitoring Report. We will also go over what types of documents and areas the auditor will be checking when conducting an examination.