



AFGE DISTRICT 12

Proudly Serving California, Arizona, Hawaii, & Nevada

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Training Class Agenda

Course Title: FINANCIAL OFFICERS Course Length: 4 Day(s)

- Day 1
- Duties of Financial Officers required by IRS, DOL, & AFGE
 - The Importance of Membership Meeting Minutes
 - Using MyLocal to manage membership as required by LMRDA
 - MyLocal Overview
 - Installing QuickBooks Pro
 - QuickBooks Computer Basics
- Day 2
- Financial Officers defined by IRS & DOL
 - Duties of Financial Officers required by IRS, DOL, & AFGE
 - Responsibilities of Financial Officers required by IRS, DOL, & AFGE
 - IRS & DOL Reporting Requirements
 - Civil & Criminal Penalties for violating IRS & DOL regulations
 - Record Retention Requirements
- Day 3
- Hands-on Financial Officers QuickBooks® Pro Training as required by DOL
 - Using AFGE Local template customized for IRS & DOL Reporting
 - Managing QuickBooks® Pro security
 - Customizing QuickBooks® Pro User Interface
 - Managing Local Cash Accounts as required by IRS & DOL
 - Consequences of mishandling cash by DOL
 - Depositing and Reporting Transactions affecting Cash
 - Paying Local bills and documentation requirements
 - Reconciling cash accounts
 - Understanding Agency Dues Deduction & AFGE Tape Reports
 - Billing for direct pay and retired members
- Day 4
- Month-end processing for IRS & DOL reporting
 - Preparing Membership Reports as required by DOL
 - Preparing Annual Budget as required by DOL
 - Year-end Processing for IRS Form 990 and DOL Form LM
 - Preparing IRS Form 1099s and 1096
 - Backing up QuickBooks® data files