

## **2024 Officer's Fiduciary Responsibility & QuickBooks Training**

Below are details regarding the upcoming Officer's Fiduciary Responsibility & QuickBooks Training, as well as helpful travel information. Register and make your hotel reservations early in order to ensure your placement in the conference.

The following classes will be held March 5 – 7, 2024:

- Officer's Fiduciary Responsibility Training
- Beginners QuickBooks Training
- Advanced QuickBooks Training

Please note that all classes are conducted simultaneously all three days. Therefore, individuals may register for only one class.

Registration deadlines may end before the cut off dates listed below if the class is full. The QuickBooks classes have a limited number of available spots available.

There will also be time made available for you to meet with individuals in the Secretary-Treasurer's Department about any specific questions with which you may have need help.

**\*For travel purposes, please count on classes going until 5:00 pm on Thursday, March 7, 2024.**

If you have any questions concerning the conferences, please contact Hannah Decker, Executive Assistant to the Secretary-Treasurer at [hdecker@apwu.org](mailto:hdecker@apwu.org).

### National Harbor, MD

**Dates:** Officer's Fiduciary Responsibility Training  
 Tuesday, March 5 – Thursday, March 7, 2024

QuickBooks Beginners Training  
 Tuesday, March 5 – Thursday, March 7, 2024

QuickBooks Refresher Training  
 Tuesday, March 5 – Thursday, March 7, 2024

**Registration:** Officer's Fiduciary Responsibility Training  
 Registration: \$135 – Register by Friday, February 23, 2024

Beginners & Advanced QuickBooks Training  
 Registration: \$185 – Register by Friday, February 23, 2024

\*Please note that registration for classes may close earlier than February 23, 2024 if the class is full.\*

**Location:** MGM National Harbor  
101 MGM National Ave  
National Harbor, MD 20745

**Hotel Rate:** \$259.00/night plus \$18.00/night resort fee plus taxes

The resort fee includes the following:

- In-Room Internet Access
- Property Wide Wireless Internet Access
- Access to Fitness Center

\*Cut-off date to make reservations is **Monday, February 5, 2024.**

Reservations can be made online at <https://book.passkey.com/e/50669502>

**Additional Hotel Information:** All reservations are guaranteed with a major credit card number and one night's deposit.

Guaranteed reservations will be held for the first night. In the event of a no-show, all consecutive room nights under the same reservation will be cancelled.

The hotel allows individuals to cancel their room reservation without penalty up to seventy-two (72) hours prior to their scheduled arrival date.

Paying by Check:

- Contact Hannah Decker via email at [hdecker@apwu.org](mailto:hdecker@apwu.org) for additional information.

The following topics are examples of what will be covered in the Officer's Fiduciary Responsibility Training Class.

Department of Labor requirements  
National Constitution requirements  
Legal responsibilities  
Planning for the future  
Goal setting  
Establishing local policies  
Buying vs. leasing  
Bank accounts and union credit cards  
How to handle COPA funds  
Budgeting  
Record keeping  
Payroll  
Policies and procedures  
Department of Labor and Internal Revenue Service audits  
Travel and business expenses

## Insurance

The following topics are examples of what will be covered in the QuickBooks Training Classes.

QuickBooks Overview  
Chart of Accounts  
Writing Checks  
Banking Deposits  
Banking Reconciliations  
Payroll Review & Information  
Budgets  
Treasurer & Financial Reports  
Credit Cards

### Airports

Ronald Reagan National Airport (DCA) – 9 miles

Baltimore-Washington International Airport (BWI) – 38 miles

Dulles International Airport (IAD) – 34 miles

### Agenda & Registration Information:

\*Information below is subject to change. Please check marquee in hotel for the most up to date information.

#### **Monday, March 4, 2024**

3:00 pm – 6:00 pm                      Registration

#### **Tuesday, March 5, 2024**

8:00 am – 9:00 am                      Registration

9:00 am – 10:00 am                    General Session

10:00 am – 5:00 pm\*\*                Officer's Fiduciary Responsibilities Training

10:00 am – 5:00 pm\*\*                QuickBooks Beginners Training

10:00 am – 5:00 pm\*\*                QuickBooks Refresher Training

\*\*Breaks and lunch will be announced daily

#### **Wednesday, March 6, 2024**

9:00 am – 5:00 pm\*\*                Officer's Fiduciary Responsibilities Training

9:00 am – 5:00 pm\*\*                QuickBooks Beginners Training

9:00 am – 5:00 pm\*\*                QuickBooks Refresher Training

\*\*Breaks and lunch will be announced daily

#### **Thursday, March 7, 2024**

9:00 am – 5:00 pm\*\*                Officer's Fiduciary Responsibilities Training

9:00 am – 5:00 pm\*\*                QuickBooks Beginners Training

9:00 am – 5:00 pm\*\*                QuickBooks Refresher Training

\*\*Breaks and lunch will be announced daily