

MMTCTA's Preparing for an Audit workshop sponsored by the Maine Tax Collectors & Treasurers Association

Date: Thursday, March 30, 2023

Location: Maine Municipal Association - Augusta (In person ONLY)

Time: Registration: 8:00 am-8:30 am / Workshop: 8:30 am-4:30 pm

Cost: MMTCTA Members: \$55 | Non-Members: \$85

(Fee includes continental breakfast, coffee, lunch & workshop materials)

Presenter:

Marc R. Roy, CPA, is a partner at Royer Advisors and Accountants. He is in charge of overseeing the firm's governmental audits. He also oversees the firm's municipal business management services, acting as those client governments' business manager. From these two roles, he has experience being on both sides of an audit – as both an auditor and an auditee.

Who Should Attend

Town Managers, Finance Directors, Treasurers, and Business office staff.

Course Description

Preparing for an audit (and going through an audit) can be very stressful for a town's finance staff. Often, staff members don't know what to expect, don't fully understand what the auditor is doing or why the auditor is asking for certain items, misunderstand their and the auditor's respective roles and responsibilities, and generally feel unprepared to help the audit go smoothly or to make improvements for future audits. This workshop aims reduce that stress by explaining roles and responsibilities, the overall objective of audits and what auditors need to render an opinion, and how to efficiently organize supporting documentation and have it ready to go before the auditor even contacts the town.

Course Topics

What an Audit Is and Isn't

To properly prepare for an audit, you must first have a clear understanding of the audit's objective, what your role is, and what you're responsible for.

How Auditors Conduct an Audit

You're going to be able to prepare for an audit more efficiently and effectively if you have a good understanding of how an auditor carries out an audit and what the auditor will be looking for.

Preparing for the Audit

With the above knowledge in hand, you can engineer your processes and techniques to make preparing for an audit a lot easier and a lot less stressful

During and After the Audit

Your role and responsibilities don't end once the financials and supporting documents are with the auditor.

Cancellation:

Cancellation notification must be given in writing at least **7 days** before the session begins, by 3/22/23. Any cancellation received within that 7-day window will be charged the full registration fee. All cancellations are subject to a \$15 administrative fee for processing. **Please go to <https://memun.org/Training-Resources/Workshops-Training/Cancellations> to cancel.** If you have any questions, please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Certification: Participants must check in at the beginning of the course. If you do not pick up your certificate after the class you will not receive credit for attending. For attendees who must leave early for emergency situations; a determination will be made by the Professional Development Committee of the Executive Board as to the nature of the emergency and whether a sufficient portion of the course was covered to warrant certification credit. *Any member whose certification expires must attain their original certification again.

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Membership:

Interested in joining MMTCTA for only \$30.00/yr? Visit our website at www.mmtcta.org for membership application.