



Free Training for State Agencies

Basics of Internal Control – August 18, 2009

www.recovery.wa.gov

What is the title of the training? Basics of Internal Control

Who should attend? This class is for state and local managers and other staff responsible for the internal control environment, especially for those programs receiving funding from the American Recovery and Reinvestment Act (Recovery Act). Financial staff, program managers, grant and contract managers, internal auditors, and risk managers may find this class particularly beneficial.

Although this class is aimed at state agencies receiving Recovery Act funds, these trainings will also be helpful for government staff with responsibility for ensuring an appropriate internal control environment.

What will I learn? The purpose of this training is to give employees an overview of the State Administrative and Accounting Manual (SAAM) guidance on the structure of internal controls. It is designed to encourage adherence to policies for accounting and financial controls and to promote operational efficiencies. The training will cover a variety of topics from SAAM Chapter 20, including:

- Agency staff and management responsibilities.
- Agency reporting and documentation requirements.
- The definition, principles, components, and limitations of internal control.
- Definition, examples, and applications of control activities.

The class is basic in nature, but will include a Recovery Act-related focus where appropriate. It will be directed at Washington State agency requirements; therefore, some content may not be applicable to local government.

Who is the trainer? Kim Thompson joined OFM Statewide Accounting in 2007, where she serves as a senior consultant in support of accounting and reporting. She also provides statewide guidance on internal controls. Prior to OFM, Kim worked as the school district and ESD accounting supervisor at the Office of the Superintendent of Public Instruction. Kim is a CPA and has over 20 years of accounting-related experience in the public, local government, and non-profit sectors.

How do I register? Please use this link to register: <http://www.ofm.wa.gov/training/default.asp>

Is there a cost? No, this training is FREE.



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When and where will this training be held? Tuesday, August 18, 2009, 9:00 am – 11:00 am, at OB 2 Auditorium on Capitol Campus in Olympia. For directions to the Capitol Campus, use the linked [map](#). For directions to the OB 2 Auditorium, see the [detailed map](#) of the campus.

What other trainings or classes will I be expected to attend?

The Governor's Economic Recovery Team is sponsoring a series of classes aimed at successful implementation of the Recovery Act. Similar to the Basics of Internal Control class, the first four classes listed below are general, or refresher, training. The Contracting and Reporting Requirements courses are specific to the Recovery Act.

- **Antitrust and Fraud Awareness** – Classes were held in June. One more will be scheduled in mid-August.
- **Tips for Surviving a Single Audit** – tentative date TBD.
- **Risk Management** – First class held on August 25, with a make-up class in mid-September.
- **Federal Grants Management** – First class held on August 4, with a make-up class in mid-August.
- **Contracting Requirements** – including Buy American, Davis-Bacon labor standards and Disadvantaged Business Enterprises – August 18.
- **Reporting Requirements** – tentative date TBD.

Can I earn continuing education credits for this training? Yes, we anticipate this class will be worth continuing professional education credit. Sign-in sheets will be available at the training.

For further information on all Recovery Act-related trainings, please contact:

Barbara Burgener
Recovery Act Training Coordinator
Government Management Accountability and Performance (GMAP)
Insurance Building, Suite 430A
Olympia, WA 98504-0002
Phone: 360.902.4107
Email: Barbara.burgener@gov.wa.gov