



# FINANCIAL TRAINING FOR FIRE DISTRICT OFFICIALS

**THURSDAY, FEBRUARY 29 -  
FRIDAY MARCH 1, 2024**

## JOIN CAFDA FOR THIS ONE-OF-A-KIND EVENT!

CAFDA has proudly partnered with the Office of the State Comptroller (OSC) to bring this **FIRST OF ITS KIND** event to the Capital Area!

### Topics to Include:

- Duties/Responsibilities of Commissioners/Treasurers
- Governmental Accounting Overview
- Understanding Financial Reports
- Internal Controls
- Multi-Year Planning & Budgeting
- Closing of the Books
- New AFR
- Tax Cap & Statutory Spending Limitation (SSL)
- Common OSC Audit Findings
- Q&A with the OSC Staff

**This Is Not Just Training for  
Fire District Treasurers!**

***COMMISSIONERS ARE INVITED  
AND ENCOURAGED TO ATTEND!***

**Join us on Thursday evening  
for dinner/hospitality and  
get to know the OSC...**

***...THEY ARE REAL PEOPLE TOO!***

**This is YOUR Opportunity to  
ask OSC Questions and NOT  
Get Yourself into Trouble!**

### Event Location:

Halfmoon-Waterford Fire District #1  
315 Middletown Road, Waterford

### Overnight Accommodations:

La Quinta by Wyndham  
1749 Route 9, Clifton Park  
518-579-6500 \$99 Room Rate  
Room Reservation Link: [CAFDA](#)

**CAFDA**

P.O. Box 242  
East Schodack, NY 12063

[www.CAFDA.net](http://www.CAFDA.net)  
[Secretary@CAFDA.net](mailto:Secretary@CAFDA.net)

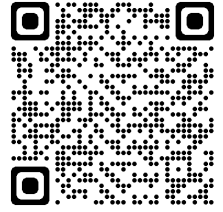
## Financial Training for Fire District Officials

Thursday, February 29, 2024	
Times	Topics
8:00 AM	Registration/Continental Breakfast
8:45 AM	Welcome
9:00 am - 10:15 am	Duties & Responsibilities of Commissioners & Treasurers - Joyce Petkus
10:30 am - 11:45 pm	Overview of Governmental Accounting - OSC
12:00 pm - 1:00 pm	Lunch
1:15 pm - 2:30 pm	Understanding Reports: Balance Sheet, Statement of Revenue & Expenditures, Statement of Changes in Fund Balance, Budget vs. Actual - BST
2:45 pm - 3:45 pm	Managements Responsibility for Internal Controls, Fraud Detection & Protection - OSC
4:00 pm - 5:30 pm	Multi-Year Planning & Budgeting - OSC
5:30 pm - 7:00 pm	Dinner/Hospitality/Networking
Friday, March 1, 2024	
Times	Topics
8:00 AM	Continental Breakfast
8:30 AM - 9:15 AM	Year End Closing of the Books - BST
9:30 am - 10:30 am	New AFR - OSC
10:45 am - 11:45 pm	Tax Cap vs. SSL - BST
12:00 pm - 1:00 pm	Lunch
1:15 pm - 2:15 pm	Common OSC Audit Findings - OSC
2:30 - pm - 3:30 pm	Q&A with the Comptroller's Staff



# **CAPITAL AREA FIRE DISTRICTS ASSOCIATION**

[WWW.CAFDA.NET](http://WWW.CAFDA.NET)



## **REGISTRATION FORM**

### **FINANCIAL TRAINING FOR FIRE DISTRICT OFFICIALS**

**Halfmoon-Waterford Fire District #1, 315 Middletown Road, Waterford**

**February 29<sup>th</sup> - March 1<sup>st</sup>, 2024**

**See Schedule of Events for Details!**

**Pre-Registration:** \$40 per person for Member Districts, \$60 per person for Non-Members

**Pay at the Door:** \$50 per person for Member Districts, \$75 per person for Non-Members  
**(Includes All Meals)**

**Seating is Limited - Reserve Your Seat NOW!!!**

Fire District/Organization: \_\_\_\_\_

Membership Status (select one): \_\_\_ Member of CAFDA or \_\_\_ Non-Member of CAFDA

Attendees (include full name and at least one email so we can confirm your registration):

<b>Attendees:</b>	<b>Email Address</b>	<b>Certificate Required?</b>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
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Total Number Attending: \_\_\_\_\_

Payment Option:

- 1) Check enclosed payable to *Capital Area Fire Districts Association* for: \$ \_\_\_\_\_
- 2) Pay at the Door (check box):

**HELP US PLAN - Please Respond by Friday, February 16, 2024**

Please Return To:

**CAFDA**

PO Box 242

East Schodack, NY 12063

Or by email to: [secretary@cafda.net](mailto:secretary@cafda.net)