

# Officer's Training



## \*\* REVISED TRAINING ANNOUNCEMENT \*\*



**Date:** June 25, June 26, June 27, 2019

**Time:** 5:00 PM-6:00 PM Registration & Light Dinner  
6:00 PM-9:30 PM Training

**Location:** June 25 – Region 6 Office, Amherst or  
June 26 – Dunkirk Clarion Hotel or  
June 27 – Rochester Satellite Office

### To Register:

Please contact the CSEA Western Region 6 Office for your training choice at (716)691-6555 or (866)568-7734 to register (see scheduled dates on back). A light dinner will be provided. It is important to pre-register as the workshop attendance is used to determine the amount of materials and reservations for meals. Space is limited and registration will be handled first come, first served. **Reasonable accommodations are available upon request.**

### Workshop Description:

This workshop will provide practical information to help the Treasurer keep complete and accurate records of all income and expenses, prepare required annual reports to CSEA and the federal government, and, as custodian of Union funds, enforce the rules and regulations outlined in the Financial Standards Code.

### Who Should Attend:

This workshop is open to Treasurer's. ***Completion of this training meets the mandatory constitutional training requirement for Treasurer.***

### Workshop Goals:

You will be provided with working knowledge of:

- The Rules and regulations of CSEA's Financial Code
- Recordkeeping and preparation of CSEA's annual reporting form
- Sources of income and approved uses of Union funds
- IRS and Department of Labor regulations and reporting requirements