

WHAT YOU NEED TO KNOW

CTA will pay for up to one-day release time, travel expenses, dinner Friday evening, and hotel accommodations for **one elected** Local member treasurer from each Local or Service Center Council to attend the workshop. Expense forms will be provided at the workshop.

Travel Expenses include:

- Airfare will be reimbursed at the lowest round-trip airfare (21-day advance) into the airport serving the conference city. Mileage will be reimbursed at the IRS rate of reimbursement per mile, not to exceed the cost of the most economical coach air-fare. Currently the IRS rate is 45.5 cents per mile.
- Reimbursement does *not* include the cost of airport parking expenses or travel between home and the local airport unless the roundtrip distance between your home and nearest airport is more than 100 miles.
- Requests for rental cars **require advance** written approval by the CTA Secretary-Treasurer.

Hotel room and tax charges for Friday, September 8 will be provided based on two (2) participants per room. Incidental charges will be your responsibility and you will be asked to provide a credit card upon check-in.

Those wishing a single room must pay the difference. If you have an extenuating circumstance, approval in writing **must be obtained in advance** of the workshop. A limited number of single rooms are available.

Registration

Go to www.CTA.org/conferences to register online and secure your place at the workshop. Click on "Treasurers Workshop 2006" and you will be directed to the link for the registration form. Due to limited space, the deadline for registration is Friday, July 21, 2006.

Priority for this workshop will be given to Local Treasurers. Others who wish to attend will be placed on a wait list, notified as space permits and will be responsible for all their expenses. This workshop is for registered attendees only; guests will not be allowed to participate.

Once you receive your confirmation email, you will be responsible for making your own transportation arrangements. If you are booking a flight on United Airlines, please call the United Airlines Convention Desk, (800) 521-4041 and give CTA account number 510CZ for a discounted fare. Shuttle service is available to and from the hotel for those arriving and departing from the San Francisco Airport.

Deadline for registration is July 21, 2006.

*For questions regarding
the Treasurers Workshop
contact: Lisa Nardi 650-552-5232
or accounting@CTA.org*



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TREASURERS WORKSHOP 2006



CALIFORNIA TEACHERS ASSOCIATION

**HYATT REGENCY
SAN FRANCISCO AIRPORT
SEPTEMBER 8-9, 2006**

WORKSHOP

The CTA Treasurers Workshop will be held on September 8-9, 2006 at the Hyatt Regency San Francisco Airport.

The Treasurers Workshop is designed to be a practical, hands-on session where you, the Treasurer, can bring your books and records and receive assistance in the completion of applicable tax forms and treasurers' reports. Updated information for Agency Fee Locals will be covered.

TREASURER'S HANDBOOK REVIEW

Topics covered will include: Accounting Books and Records, Agency Fee, Budget, PERB, and Tax Filings. *All participants will attend the Treasurer's Handbook Review.*

Please bring your Treasurer's Handbook (Accounting and Reporting Handbook for Financial Representatives) to the workshop.

Below are descriptions of the electives that will be offered at the workshop.

AGENCY FEE

We will review legal requirements and CTA procedures for locals that already have implemented or are planning to implement agency fee.

ELECTIVES

CTA MEMBER BENEFITS

An overview of the wealth of benefits available to CTA members including tools and techniques for effective communication and promotion of CTA member benefit programs.

POLITICAL ACTION COMMITTEE (PAC)

CTA and local associations are more politically involved in local and state elections for candidates and ballot measures. This session will assist treasurers with those regulations necessary to ensure local association compliance with all applicable laws.

QUICKBOOKS

An overview of the accounting software program that will assist you in organizing interrelated accounts, transactions and reporting.

RESOURCE CENTER

Bring your local association's accounting and membership records along with any questions you may have for one-on-one assistance. This is an excellent time to roll up your sleeves and work on those pressing issues.

PROGRAM

TENTATIVE SCHEDULE

September 8

10:00am - 12:00pm

Registration

11:30am

Lunch Provided

12:15pm - 5:00pm

Workshop Begins

General Session I

Welcome

Dean E. Vogel,

CTA Secretary-Treasurer

Workshop - Treasurer's Handbook
Review

5:30pm - 6:30pm

Reception

Dinner on your own

September 9

7:30am - 8:30am

Breakfast Provided

8:30am - 3:00pm

Workshop Continued -

Treasurer's Handbook Review

Electives

Agency Fee

CTA Member Benefits

Political Action Committee (PAC)

Quickbooks

Resource Center

Lunch

Electives Continued

General Session II

Wrap Up/Questions/Door Prizes