

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: October 18, 1988
REFERENCE CODE: 88-87

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

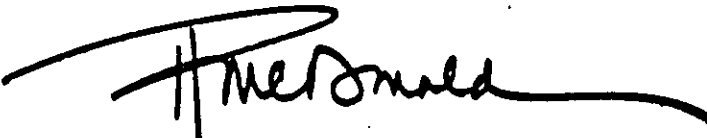
Accounting Officers, Systems Analysts, Budget Analysts,
Internal Auditors, and Accounting Staff.

FROM: Department of Personnel Administration
State Training Center

SUBJECT: State Accounting Courses

The State Training Center is pleased to announce the schedule of accounting classes offered for Fiscal Year 1988/89. The classes are State Accounting Process - #652, and Year-End Closing and Financial Statements - #654. It is recommended that accounting personnel take both courses. Contact your Departmental Training Officer for information on how to register.

See reverse of this page for detailed information regarding these classes. Questions may be directed to Annie Andrighetto at (916) 324-0970, ATSS 454-0970.



Patricia Pavone McDonald, Chief
Training and Development Division

STATE ACCOUNTING PROCESS - #652

WHO: Personnel in State departmental accounting units who are responsible for any part of the accounting function. Participants should have some State accounting experience, and some formal training in accounting. This program is recommended for Internal Auditors and Budget Analysts. It is also suggested that accounting personnel who have taken this course prior to 1983 take it again as material has been updated.

WHAT: A four-day, self-paced workshop covering the complete manual system of State accounting. Persons responsible for several accounting functions in a small unit will learn the complete system. Persons who handle only one or two functions in a large unit will, by working through the complete system, learn how their functions fit into the overall picture. Although this program covers the manual system, it is recommended for personnel of departments using bookkeeping machines or who are on, or may in the future be on, a computerized system. Knowledge of the manual system is basic to an understanding of the computer assisted process.

CONTENT:

All required registers and journal entries

Quarterly reports, including the trial balance, revenue statement, budget report, and reconciliation with controller's balances

NOTE: Participants should bring a small calculator, with tape, to each session.

INSTRUCTOR: Calvin Crapo

TUITION: \$285

WHEN:

Section 1 - November 1-4, 1988
Section 2 - December 6-9, 1988
Section 3 - January 3-6, 1989
Section 4 - February 14-17, 1989
Section 5 - March 14-17, 1989
Section 6 - April 11-14, 1989

YEAR-END CLOSING AND FINANCIAL STATEMENTS - #654

WHO: Personnel in State departmental accounting units and Internal Auditors and Budget Analysts. Completion of STC Program #652, State Accounting Process, is a prerequisite for enrollment in this program. It is suggested that accounting personnel who have taken this course prior to 1983 take it again as the material has been updated.

WHAT: A four-day, self-paced workshop covering the manual system of State accounting for reconciliations, entries, and required reports for the year-end closing. This program is recommended for all accounting personnel, including those using bookkeeping machines or who are on, or may in the future be on, computer assisted systems.

CONTENT:

Required entries for year-end closing

Required reports for year-end financial statements

INSTRUCTOR: Calvin Crapo

TUITION: \$285

WHEN:

Section 1 - January 24-27, 1989
Section 2 - February 28-March 3, 1989
Section 3 - March 28-31, 1989
Section 4 - May 9-12, 1989