



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 1 OF 2

DEPARTMENT: TREASURER OFFICE If, applicable, was travel approved by Co. Exec. Officer?

DEPARTURE DATE: 4/15/2018 RETURN DATE: 4/19/2018

TO CITY: SAN MARCOS STATE: TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: Norma G. Garcia - Hidalgo County Treasurer

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:
46TH ANNUAL COUNTY TREASURERS' CONTINUING EDUCATION SEMINAR

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 46TH ANNUAL COUNTY TREASURERS' CONTINUING EDUCATION SEMINAR

SPONSORED BY: TEXAS ASSOCIATION OF COUNTIES

REGISTRATION CHECK PAYABLE TO: TEXAS ASSOCIATION OF COUNTIES

REGISTRATION ADDRESS: C/O CTAT/ EDUCATION DEPT SEMINAR START DATE: 4/16/2018
PO BOX 2131 SEMINAR END DATE: 4/19/2018
AUSTIN, TX 78768 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE:	\$ <u>180.00</u>	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	<u>1</u>
2. REGISTRATION COST PER EMPLOYEE:	\$ <u>-</u>	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	<u>0</u>
3. "FREE REGISTRATION COST:	<u>"FREE"</u>	NO. OF EMPLOYEES ATTENDING FOR "FREE":	<u>0</u>

GL ACCT NO.: 8-1100-415-16-150-001-0-584 TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$ <u>180.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D) TOTAL THIS PAGE (A):	\$ <u>180.00</u>
TOTAL 2ND PAGE (B + C + D):	\$ <u>593.40</u>
GRAND TOTAL (A + B + C + D)	\$ <u>773.40</u>

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	Gabriel Guajardo	956-318-2506 Ext 4806
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

Norma G. Garcia		056596
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
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PAGE 2 OF 2

DEPARTMENT: TREASURER OFFICE
DEPARTURE DATE: 4/15/2018 RETURN DATE: 4/19/2018
TO CITY: SAN MARCOS STATE: TEXAS
NAME OF EMPLOYEES ATTENDING SEMINAR: Norma G. Garcia - Hidalgo County Treasurer
TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

EMBASSY SUITES BY HILTON SAN MARCOS HOTEL HOTEL PHONE NO: (512) 392-6450
ADDRESS OF HOTEL: 1001 E. McCARTY LN CONFIRMATION NO.(S): 94399699
SAN MARCOS, TX 78666
ROOM RATE: \$ 129.00 PURCHASE ORDER NO. _____
NUMBER OF NIGHTS: 4 GENERAL LEDGER ACCT NO: 8-1100-415-16-150-001-0-583
ROOM RATE: _____ TOTAL NO. OF ROOMS: 1
NUMBER OF NIGHTS: _____
ROOM RATE: _____ HOTEL TAX RATE: 15.00%
NUMBER OF NIGHTS: _____
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 593.40

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO no IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____
NAME OF CAR RENTAL COMPANY: _____
ADDRESS OF CAR RENTAL COMPANY: _____
Note: Coordination of travel is required for every group of 4 or less
PHONE NUMBER OF CAR RENTAL COMPANY: _____
VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____
DAILY CAR RATE: _____ DAILY CAR RATE: _____
NUMBER OF DAYS: _____ NUMBER OF DAYS: _____
CONFIRMATION NO.: _____ CONFIRMATION NO.: _____
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____
PURCHASE ORDER NO. _____ GL ACCT NO: _____
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ -

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____
ADDRESS OF AIRLINE COMPANY: _____
PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____
ROUND TRIP AIRFARE PER PERSON: _____
NUMBER OF TRAVELERS: 1
GENERAL LEDGER ACCOUNT NUMBER 8-1100-415-16-150-001-0-583 P.O. NO. _____
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ -
SUBTOTAL (B+C+D) \$ 593.40



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: <u>Norma G. Garcia</u>		EMPLOYEE I.D. NO.: <u>056596</u>	EMPLOYEE TITLE: <u>County Treasurer</u>
DEPARTMENT: <u>Treasurer Office</u>	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? <u>NO</u>		
DEPARTURE DATE: <u>4/15/18</u>	RETURN DATE: <u>4/19/18</u>		
TIME OF DEPARTURE: <u>8:00 AM</u>	TIME OF RETURN: <u>6:30 PM</u>		
TO CITY: <u>San Marcos</u>	STATE: <u>Texas</u>		
SEMINAR/CONFERENCE/MEETING: <u>46th ANNUAL COUNTY TREASURERS' CONTINUING EDUCATION SEMINAR</u>	START DATE: <u>4/16/2018</u>	END DATE: <u>4/19/2018</u>	ACTUAL NO. OF DAYS: <u>4</u>
TITLE OF WORKSHOP/CONFERENCE: <u>46th ANNUAL COUNTY TREASURERS' CONTINUING EDUCATION SEMINAR</u>			
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): <u>Personal Vehicle</u>	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL. <u>n/a</u>		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? _____			
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? <u>NO</u>		IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE? _____	
PURPOSE/BENEFIT TO HIDALGO COUNTY: <u>46th ANNUAL COUNTY TREASURERS' CONTINUING EDUCATION SEMINAR</u>			

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		15-Apr	16-Apr	17-Apr	18-Apr	19-Apr			
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00	\$9.00			\$36.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00			\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00			\$90.00
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$186.00

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: _____ days @ \$ _____ \$ _____

III. PERSONAL VEHICLE MILEAGE 540 Miles @ \$ 0.540 (Current Rate) \$ 291.60

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

_____ \$ _____

_____ \$ _____

V. P. O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ <u>477.60</u>
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VII. COMMENTS: _____ VII. GENERAL LEDGER ACCOUNT NUMBER: 8-1100-415-16-150-001-0-583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

	Norma G. Garcia	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)



TAC **Member Services** Pool & Risk Services Texas County Government Legislative SEARCH

EDUCATION & TRAINING LEGAL RESOURCES LEGISLATIVE RISK MANAGEMENT SERVICES HEALTH AND BENEFITS SERVICES
 UNEMPLOYMENT FUND TAC CIRA MEMBER FEEDBACK

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Event Presentations

Texas Judicial Academy

County Investment Academy

Leadership 254

Special Presentations

46th Annual County Treasurers' Continuing Education Seminar - Agenda

[Overview](#) | [Registration](#) | [Hotel](#) | [Scheduled Activities](#) | [Agenda](#) | [Continuing Education](#) | [Cancellation](#)

Monday, April 16	
1-5 p.m.	Registration (<i>Veramendi Foyer</i>)
1-5 p.m.	Committee and CTAT Board Meetings
1-5 p.m.	<p>Mini Conference on Human Resources Fundamentals (<i>Spring Lake AB</i>)</p> <p>FMLA Administration As FMLA administration you have many responsibilities, and you need to be the local expert on the Family and Medical Leave Act. This session will help you to properly administer the FMLA and complete all the required paperwork with confidence. Learning objectives:</p> <ul style="list-style-type: none"> • Understand employer coverage and individual eligibility requirements • Be able to explain leave entitlements to employees • Understand what paperwork is required and how to complete it <p><i>Ms. Diana Cecil, Human Resources Consultant, Texas Association of Counties</i></p> <p>ADAAA: Making Accommodations The Americans with Disabilities Act (ADA) and the ADA Amendments Acts of 2008 (ADAAA) make it unlawful for employers to discriminate against qualified individuals on the basis of disability. In this training, we will focus on how to properly manage under the American with Disabilities Act, as amended in 2008, and what the interactive process entails. Learning objectives:</p> <ul style="list-style-type: none"> • Understand the basics of the ADAAA • Understand what making a reasonable accommodation could require • Have knowledge of the interactive process and steps for accommodations <p><i>Ms. Michele Arseneau, Human Resources Consultant, Texas Association of Counties</i></p> <p>FLSA and Recordkeeping Requirements The Fair Labor Standards Act (FLSA) establishes certain recordkeeping requirements. This training will concentrate on key aspects of properly following the Act. The class can be tailored to include the special rules for partial overtime exemptions for law enforcement employees. Learning objectives:</p> <ul style="list-style-type: none"> • Understand the basics of the FLSA • Recognize when overtime is due and how it is computed • Know what records must be kept • Understand how the FLSA is enforced and what protections are available

	<i>Ms. Diana Cecil, Human Resources Consultant, Texas Association of Counties</i>
1-2 p.m.	Legislative Committee Meeting (Chatauqua Room) <i>Chair: Hon. Shawn Walston, 1st Vice President</i> <i>County Treasurers' Association of Texas and Concho County Treasurer</i>
2-2:30 p.m.	Fundraising Committee Meeting (Chatauqua Room) <i>Chair: Hon. Jan Hartl, President-Elect County Treasurers' Association of Texas and Wilson County Treasurer</i>
2:30-3 p.m.	Education Committee Meeting (Chatauqua Room) <i>Chair: Hon. Dianna Spieker, Tom Green County Treasurer</i>
3-5 p.m.	CTAT Board Meeting (Chatauqua Room) <i>Chair: Hon. Cheryl Chambers, President County Treasurers' Association of Texas and Ellis County Treasurer</i>

Tuesday, April 17	
7 a.m.-5 p.m.	Registration and Information Desk (Veramendi Foyer)
7-8 a.m.	Coffee with Exhibitors (Veramendi A&B)
Veramendi E&F 8-8:10 a.m.	Welcome Call to Order and Announcements <i>Presiding: Hon. Cheryl Chambers, President</i> <i>County Treasurers' Association of Texas and Ellis County Treasurer</i>
8:10-9:25 a.m.	Civilian Response to Active Shooter Events The Civilian Response to Active Shooter Events (CRASE) course was designed and built on the "avoid, deny, defend strategy" developed by ALERRT at Texas State University. This training provides strategies, guidance and a proven plan for surviving an active shooter event. <i>Corporal Laray Taylor, San Marcos Police Department</i>
9:25-9:50 a.m.	A Review of Available Resources on CTAT's Website A live view of the Association's website will be provided to review the Resource Guide, Directory and other resources. Also CTAT committee links will be shown. <i>Hon. Cindy Yeatts Brown, Denton County Treasurer</i> <i>Hon. Diana Spieker, Tom Green County Treasurer</i>
9:50-10:10 a.m.	Break with Exhibitors (Veramendi A&B)
10:10-11:50 a.m.	Closing the Gaps Between What Sounds Good and What Gets Done For most organizations - including departments of county government - there are gaps between the cultures they would like to have and the ones they do have. According to Jim Bearden, closing the gaps between what sounds good (professed cultures) and what gets done (actual cultures) is key for courthouse leaders. In this powerful presentation, the speaker will: <ul style="list-style-type: none">• Lay out four truths about the relationship between leadership behavior and departmental responses to challenges and changes• Expose the myth that stands as a real barrier to achieving and sustaining department success• Explain the relationship between emotional accountability and effective leadership behavior• Describe six specific steps leaders can take to consciously create departmental and courthouse cultures Rather than hearing clichés or leadership theories, you will leave with a better understanding of specific leadership behavior. <i>Mr. Jim Bearden, CSP</i>
11:50 a.m.-1:20 p.m.	Lunch (on your own)
1:20-2:10 p.m.	\$\$\$ Investment Reporting within the Public Funds Investment Act This session will explore the best practices for investment reporting within the Public Funds Investment Act, including various GASB pronouncements

	<i>Mr. Tony Sekaly, Managing Director, Public Trust Advisors, Program Administrator for Texas CLASS</i>
2:10-3 p.m.	Unclaimed Property Reporting for County Offices This presentation will include information about reporting unclaimed property to the Texas Comptroller as it relates to county treasurers and other county offices. We will also discuss the requirements for maintaining a county unclaimed property list. <i>Ms. Ashley Bullock, Holder Reporting and Education, Unclaimed Property Division, Texas Comptroller of Public Accounts</i>
3-3:20 p.m.	Break with Exhibitors (<i>Veramendi A&B</i>)
3:20-4:10 p.m.	BREAKOUT SESSIONS Indigent Defense Commission – Veramendi E&F This session will review the Texas Indigent Defense Commission (TIDC) and the Fair Defense Act. We will also cover indigent defense funding and the indigent defense expenditures report. Also hear an overview of the review process. <i>Ms. Debra Stewart, Fiscal Analyst, Texas Indigent Defense Commission</i> What to know about Receipts and Record Requirements for Bail Bond Companies Operating in a Bail Bond Board County – Veramendi H, I & J This session will focus on bail bond receipts for licensed bail bond companies operating in a county with a bail bond board and the record requirements for the file, per Occupations Code 1704. Our focus will be on the form, structure and requirements necessary for issuing receipts from bail bond companies to their clients. Emphasis will also be placed on receipts from bail bond companies to meet the requirements, per statute 1704.305. Finally we will discuss how to maintain accurate requirements for each defendant for the bail bond company file, per 1704.202(a) and 1704.202(b). <i>Mr. Louie Perez, Owner of Concho Bail Bonds and 24/7 Louie Perez Bail Bonds</i> <i>Mr. Roger Moore, Attorney at Law</i>
4:10-4:15 p.m.	Transition Break
4:15-5:05 p.m.	BREAKOUT SESSIONS Surveying Unfunded Mandates – Veramendi E&F This session will present the 2016 Unfunded Mandates Survey conducted by the Texas Association of Counties, the County Judges and Commissioners Association of Texas, the Texas Conference of Urban Counties, and the Texas Association of County Auditors. The discussion will explore the history and results of the initial survey, as well as future plans for continuing the Unfunded Mandates Survey. <i>Mr. Nathan Craddock, Tom Green County Auditor</i> Intro to Social Media: Transparency, Citizen Engagement, Legislative Advocacy – Veramendi H, I & J Not sure why your office should be on Facebook, or why Twitter is such a big deal at the Capitol? In this big picture overview of the social media landscape, participants will learn how Facebook and Twitter can be used to tell your story county's story, demystify your office for the public, promote civic engagement and amplify a legislative advocacy point of view. The session will highlight best practices and real-world examples that anyone can implement. <i>Mr. Joel Nihlean, Communications Specialist, Texas Association of Counties</i>
5:30-7:30 p.m.	Welcome Reception & Silent Auction (<i>Spring Lake Ballroom</i>) Here's a great opportunity to relax and network with fellow attendees over beverages and hors d'oeuvres. <i>Drop off silent auction item after 5 p.m. Last bidding at 7 p.m.</i>

Wednesday, April 18

7 a.m.-4:40 p.m.	Registration and Information Desk (<i>Veramendi Foyer</i>)
7:30-8 a.m.	Coffee with Exhibitors (<i>Veramendi A&B</i>)
Veramendi E&F 8-8:50 a.m.	Legislative Update Hear a timely update on issues from the 85th session of the Legislature and how possible outcomes could affect your office.

	<p><i>Mr. Jason McElvaney, McElvaney Public Affairs</i> <i>Ms. Aurora Flores, Legislative Liaison, Texas Association of Counties</i></p>
8:50-9:40 p.m.	<p>Policies You Should Have in Your Manual Well-written policies allow employees to clearly understand their roles and responsibilities as a county employee. Policy manuals are a must-have in many aspects of employment. Policies help you establish fair and consistent rules for all employees, regardless of the department or the elected official they work for. Learning objectives:</p> <ul style="list-style-type: none"> • Understand which policies are required • Understand different philosophies to write the kind of manual you want • Understand the importance of various policies and how, in some cases, they help the county defend itself • Understand how policies reduce bias in decision-making <p><i>Ms. Michele Arseneau, Human Resources Consultant, Texas Association of Counties</i></p>
9:40-10 a.m.	Break with Exhibitors (Veramendi A&B)
10-10:50 a.m.	<p>\$\$\$ Depository Contracts and Collateral This material introduces participants to key terms and objectives regarding the selection and implementation of a government depository. Discussion will also highlight the process and structure for depository requests for proposals (RFPs), as well as factors for considering and evaluating proposals, service and collateral programs. <i>Mr. Van Carter, Senior Vice President, Public Funds - Treasury Management & Depository, Frost - Banking, Investments, Insurance</i></p>
10:50-11:20 a.m.	<p>Getting to Know the County Government System – Justice of the Peace Get a good look at the office of Justice of the Peace and how it affects the Treasurer's functions. Learn how all must work together to get the job done. <i>Hon. Bill Gravell, Williamson County Justice of the Peace</i> <i>Hon. Ann-Marie Carruth, Lubbock County Justice of the Peace</i></p>
11:20-11:40 a.m.	<p>Texas Counties Deliver <i>Mr. Alan Bristol, County Relations Officer, Texas Association of Counties</i></p>
11:40 a.m.-1 p.m.	<p>CTAT Treasurer-of-the-Year Nominee Scholarship Recipient Announcements Luncheon <i>Texas' Outstanding County Treasurer Award Committee Chair: Hon. Cindy Yeatts Brown, Denton County Treasurer</i> <i>CTAT Scholarship Chair: Hon. Dolores Ortega Carter, Travis County Treasurer</i></p>
1-1:50 p.m.	<p>\$\$\$ An Overview of Debt Finance: Purpose, Types and Legal Framework The speakers will provide a broad overview of the rationale for debt financing, the uses of different types of debt, and the related legal framework—all with a review of how selected issuers have debt-financed specific projects. <i>Ms. Laura Powell, Managing Director, Wells Fargo Securities</i> <i>Mr. Clay Binford, Partner, Norton Rose Fulbright US LLP</i></p>
1:50-2:40 p.m.	<p>\$\$\$ Issuing Debt: Participants and Timeline This session will cover the process of issuing debt, beginning with the initial required legal notices and culminating in the pricing and closing of the debt issue. The roles of all participants in the financing will be examined, along with a sample timeline. <i>Ms. Laura Powell, Managing Director, Wells Fargo Securities</i> <i>Mr. Clay Binford, Partner, Norton Rose Fulbright US LLP</i></p>
2:40-3 p.m.	Break with Exhibitors (Veramendi A&B)
3-3:50 p.m.	<p>Know Your Money This session will discuss the new features of the \$100 Federal Reserve Note (FRN) as well as security features introduced in 2004. <i>Ms. Cheryl Dunn, Special Agent, Central Texas Financial Crimes Task Force, United States Secret Service</i></p>
3:50-4 p.m.	Transition Break
4-4:50 p.m.	<p>Roundtable Discussions by Population Treasurers from similar size counties gather to discuss their core duties, various procedures and day-to-day operations.</p> <p>Roundtable A-1 (Veramendi E&F) Populations fewer than 10,200 without an Auditor Moderators: Hon. Jennifer Henderson, Schleicher County Treasurer</p> <p>Roundtable A-2 (Veramendi H) Populations fewer than 10,200 with an Auditor</p>

<p>Moderators: Hon. Terrie Neuville, Marion County Treasurer Hon. Denise Salzbrenner, Carson County Treasurer</p> <p>Roundtable B (San Marcos River Room) Populations of 10,201 to 19,999 Moderators: Hon. Melinda "Lyndy" Krause, Lee County Treasurer</p> <p>Roundtable C (Veramendi I) Populations of 20,000 to 39,999 Moderators: Hon. Donna Early, Cass County Treasurer Hon. Amber Thompson, Jones County Treasurer</p> <p>Roundtable D (Veramendi J) Populations of 40,000 to 99,999 Moderators: Hon. Laurie Ingram, Bastrop County Treasurer</p> <p>Roundtable E (Veramendi G) Populations of 100,000 or greater Moderators: Hon. Gayla Hawkins, Grayson County Treasurer Hon. Dianna Spieker, Tom Green County</p>

Thursday, April 19	
7:30-11 a.m.	Registration and Information Desk (<i>Veramendi Foyer</i>)
7:30-8 a.m.	Coffee (<i>Veramendi Foyer</i>)
Veramendi E&F 8-8:50 a.m.	\$\$\$ Economic Update
8:50-9:40 a.m.	<p>Intro to WebFiling your State Returns</p> <p>This presentation will show how to access and sign in to the Comptroller's WebFile tax filing program and how to enter your state returns along with payment options. A hands-on walk through the process will help answer many of your questions.</p> <p><i>Mr. Rod Dietz, Program Specialist, Texas Comptroller of Public Accounts</i> <i>Ms. Kimberly Boatman, Program Manager, Texas Comptroller of Public Accounts</i></p>
9:40-10:10 a.m.	Break (<i>Veramendi Foyer</i>)
10:10-11 a.m.	<p>Records Management Basics</p> <p>Learn how to identify government records; also how to read a retention schedule to find out how long to keep records. Also learn some practical tips such as how to manage common records like email.</p> <p><i>Ms. Bonnie Zuber, Government Information Analyst, Texas State Library and Archives Commission Entities</i></p>
	<p>IRS Compliance Self-Assessment for State and Local Government Entities</p> <p>IRS compliance self-assessment documents will be reviewed to include, but not be limited to, the following subjects: fringe benefits, Social Security, Medicare, retirement plans, employee vs. independent contractor, international and other topics.</p> <p><i>Mr. Steve O'Brien, FSLG Specialist, Internal Revenue Agent, Internal Revenue Service</i></p>
11:50 a.m.	Closing Remarks and Adjourn

Tentative agenda, subject to change