

# Better Information, Better Louisiana

---

## OUR MISSION

“To foster accountability and transparency in Louisiana government by providing the Legislature and others with audit services, fiscal advice, and other useful information.”



## February 2022 Training

A service provided by the Louisiana Legislative Auditor





The Louisiana Legislative Auditor is offering a complimentary online training on Tuesday, February 8, 2022, from 8:15 a.m. to 4:15 p.m., continuing on Wednesday, February 9, 2022, from 8:30 a.m. to 12:20 p.m.

Topics include governance of a public entity, preventing disbursement fraud, managing capital assets, FEMA's Public Assistance program, legal hot topics, resolving common audit findings, communicating financial information to the board, the American Rescue Plan Act, and recurring issues in Public Bid Law.

---

### Who should attend?

Elected officials, members of governing bodies, and their staffs, particularly those who perform administrative and finance functions in local governments such as municipalities; special districts (communications, fire, hospital, levee, recreation, waterworks, etc.); school districts and charter schools; libraries; parishes; police juries; offices of assessors, clerks of court, coroners, district attorneys, and sheriffs; other local governments, and their accountants and auditors. The Center for Local Government Excellence programs benefit officials and employees new to local government and serve as a refresher for long-time public servants.

---

### Additional Information

This training qualifies for a maximum of 9.5 hours of continuing professional education credits. Prior to the training, registrants will be provided a link to download course materials and a link to attend the online session through ZOOM. Visit [lla.la.gov/clge](http://lla.la.gov/clge) for up-to-date program information.

### About the Center for Local Government Excellence

The Center for Local Government Excellence began in 2015 with the proactive goal of enabling local officials and their staffs to immediately apply the knowledge and skills learned to their respective governments and use that knowledge to make a positive difference for those they serve, which will ultimately improve the services provided by local governments and the quality of local government audits.

Since 2015, 16 trainings have been offered throughout Louisiana and have been attended by more than 2,200 individuals. Topics focus on real workplace issues and provide solutions that can be evaluated and replicated.

Program participants benefit not only from increasing their knowledge, skills and abilities to enhance career development, but also from opportunities to interact with Legislative Auditor personnel and network with their peers and build a supportive environment.

---

***Number of participants is limited and pre-registration is required for this event.***

**For more information, contact Andrée Taylor at  
The Center for Local Government Excellence:  
[clge@lla.la.gov](mailto:clge@lla.la.gov) or (225) 339-3996.**

---

## Day 1 Courses



### **Governance of a Public Entity: Core Principles and Recommended Implementation**

This course is an introduction to the basic principles that public officials and public employees must follow in order to exemplify fiduciary and fiscal responsibility.



### **Governance of a Public Entity: Practical Applications and Lessons Learned from the Trenches**

The second part of this course will offer best practices and strategies to help public employees and officials carry out their public responsibilities and best serve their constituents.



### **Protecting Your Bank Balance: Preventing Disbursement Fraud**

This course will provide participants with an overview of various disbursement fraud schemes along with strategies to prevent and detect these schemes with limited resources.



### **Public Bid Law: Recurring Issues and Legal Solutions**

Various issues concerning compliance with the Public Bid Law will be presented, including recurring purchases, cooperative purchasing, trade-ins, and more.



### **Managing Capital Assets**

In this session, participants will learn the basics of controls over capital assets, how to plan for future capital asset maintenance and replacement needs, and state record keeping requirements.



### **The Road to a Smooth Recovery**

The road to a smooth recovery from a natural disaster often begins with understanding FEMA's Public Assistance program, including the often lengthy and tedious process and pitfalls to avoid, all of which will be discussed to help participants better understand the best way to navigate this process.

## Day 2 Courses



### **Legal Hot Topics, Commonly Asked Questions, and Suggested Responses**

This course will educate participants on the top 10 questions that Legal Services has received over the past year, including the background of the questions, statutory references, and reasoning for the response.



### **Resolving Common Audit Findings**

Common findings in audit reports can stem from noncompliance with federal, state, or local regulations, lack of proper internal controls, and various other actions. From this session participants will learn how to resolve their own audit findings.



### **Effectively Communicating Financial Information to the Board**

If you had only five minutes to present financial information to your board, what information would you provide and how would you communicate it? This course explores the vast universe of financial information to provide to a governing body, then narrows in on key financial information that can be presented in 5 minutes or less. Participants will also learn how to effectively communicate somewhat technical financial information to a non-financial audience.



### **American Rescue Plan: Final Rule Update**

This course will give participants an overview of the Final Rule, issued by the US Department of Treasury on January 6, 2022, for the American Rescue Plan Act (ARPA) Coronavirus Fiscal Recovery Fund (Recovery Fund).



# Agenda for Online Training

## February 8-9, 2022

---

### Day 1 Tuesday, February 8, 2022

<u>Time</u>	<u>Topic</u>	<u>Presenter</u>
8:00 a.m. - 8:15 a.m.	<i>Login is Open</i>	
8:15 a.m. - 8:20 a.m.	Program Overview	Diane B. Allison, CPA, CGMA, CGFO
8:20 a.m. - 8:30 a.m.	Welcome and Introduction	Michael J. "Mike" Waguespack, CPA
8:30 a.m. - 9:30 a.m.	Governance of a Public Entity: Core Principles and Recommended Implementation	Jenifer Schaye, CFE
9:30 a.m. - 9:40 a.m.	<i>Break</i>	
9:40 a.m. - 10:40 a.m.	Governance of a Public Entity: Practical Applications and Lessons Learned from the Trenches	Michael G. Battle, MPA, CIA, CGAP, CRMA
10:40 a.m. - 11:40 a.m.	Protecting Your Bank Balance: Preventing Disbursement Fraud	Greg Clapinski, CPA, CFE
11:40 a.m. - 1:00 p.m.	<i>Lunch Break</i>	
1:00 p.m. - 2:00 p.m.	Public Bid Law: Recurring Issues and Legal Solutions	Patrick Virgadamo, CFE
2:00 p.m. - 3:00 p.m.	Managing Capital Assets	Judith Dettwiller, CPA
3:00 p.m. - 3:15 p.m.	<i>Break</i>	
3:15 p.m. - 4:15 p.m.	The Road to a Smooth Recovery	John L. Morehead, CPA

### Day 2 Wednesday, February 9, 2022

<u>Time</u>	<u>Topic</u>	<u>Presenter</u>
8:15 a.m. - 8:30 a.m.	<i>Login is Open</i>	
8:30 a.m. - 8:35 a.m.	Welcome	Jenifer Schaye, CFE
8:35 a.m. - 9:30 a.m.	Legal Hot Topics, Commonly Asked Questions and Suggested Responses	Jenifer Schaye, CFE
9:30 a.m. - 9:45 a.m.	<i>Break</i>	
9:45 a.m. - 10:45 a.m.	Resolving Common Audit Findings	Suzanne H. Elliott, CPA
10:45 a.m. - 11:45 a.m.	Effectively Communicating Financial Information to the Board	Diane B. Allison, CPA, CGMA, CGFO
11:45 a.m. - 12:15 p.m.	American Rescue Plan: Final Rule Update	Angela Heath, LLM, CFE
12:15 p.m. - 12:20 p.m.	Closing Comments	Diane B. Allison, CPA, CGMA, CGFO