



***Once you have registered you will receive an email with your log-in information ***

Registrant Information

Name

Address

Address

Email

Phone

Fire District Information

Fire District Name

FD Address

FD Address

FD Phone

Note: Special needs

Payment Information: Treasurer's Training \$85

Amex _____ Visa _____ Mastercard _____

Name on Card

Card Number

_____/_____
Exp. Date

Code

Authorized Signature

Please make checks payable to : AFDSNY

Check # _____

Policies

- Procurement Policy
- Investment Policy
- Sexual Harassment Policy
- Credit Card Policy
- Policy on Wire Transfers
- Travel Policy

Purchasing Procedures

- Creating policy
- Internal controls on implementing policy
- Competitive bidding
- Updating policy
- Basic internal controls
- Claims processing

Property tax Cap

- Introduction
- Gathering Information
- Contacting Agencies
- Filling out forms for OSC
- Exceeding Tax Cap

Spending Limitation

- Computing Tax Limitation
- Clarifying Exclusions to Limit

Basic Accounting

- Funds used by Fire Districts
- Uniform System of Accounts required by OSC
(coding structure)
- Cash vs. Modified accrual basis of accounting
- Converting Cash basis to Modified accrual basis
for reporting purposes
- Capital Fund
- Accounting for Reserve Funds

Reporting Requirements

- AUD
- Independent Audit
- LOSAP

Results of AUDITS

- OSC Audit Findings
- Findings our Firm has reported

Mail to:
AFDSNY
Cathy DeLuca
PO Box 496
Selkirk NY 12158
OR
Register Online at: www.afdsny.org