Louisiana State Capitol building framed by Oak Tree,
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The Center for Local Government Excellence

2016 Training

A service provided by the Louisiana Legislative Auditor

The Louisiana Legislative Auditor (LLA) is offering a complimentary, intense, hands-on training and certification program. The Level 1 session will be held in Monroe on Wednesday, August 10, and Thursday, August 11, 2016. This two-day workshop will introduce the basics of internal control and the fundamentals of accounting and financial reporting for local governments in addition to classes on legal issues faced by local government officials and their staffs.

Who should attend?

Local Government Officials, both newly-elected/appointed and incumbents, including their staffs

Additional Information

Certificates of Active Participation will be awarded upon completion of Levels 1, 2, and 3. Continuing Legal Education (CLE) will also be provided.

It is necessary to attend Level 1 classes before proceeding to Levels 2 and 3. Level 2 and Level 3 workshops will be offered throughout the state after all Level 1 courses have been delivered. Registrants will be provided a link to download electronic course materials prior to the workshop.

After attending the workshop, participants will:

- have a working knowledge of internal controls and best practices;
- understand the basics and intricacies of the Open Meetings, Public Records, Public Bid and Donations (Cabela) laws;
- review recent changes in Employment Law along with compliance and administration;
- understand governmental financial statements including the basic fund types;
- be familiar with the Local Government Budget Act and understand the budgeting process;
- understand the powers and responsibilities of elected and appointed officials; and
- be able to take the knowledge and skills gained back to their respective departments to be able to immediately make a positive difference!

August 10-11, 2016

Monroe Convention Center

Fort Miro Room

401 Lea Joyner Expressway

Monroe, LA 71201

Class size is limited for intense, hands-on interaction between the speakers and participants. Pre-registration is required for this two-day event. Click here to register.

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

Day 1

Sign-in and Registration: *7:30 a.m. - 8:00 a.m.*

Understanding Governmental Financial Statements, Assessing Financial Health and Fund Balance Management

8:00 a.m. - 9:50 a.m.

This first session of the two-day workshop will help participants to understand the basics of governmental accounting and how it differs from general financial accounting and will include a discussion on types of funds and managing those funds.

Open Meetings and Public Records

10:00 a.m. - 11:50 a.m.

This session is intended to help participants to understand and explain the laws that they are responsible for abiding by and upholding in the carrying out of their duties as a servant of the public in the State of Louisiana.

Public Bid Law and Donations (Cabela)

1:15 p.m. - 3:00 p.m.

This session will help participants understand the laws and how they can use these to become more accountable and transparent and what needs to be done to be in complete compliance with the law.

HR Laws, Compliance, and Administration

3:10 p.m. - 5:00 p.m.

This session will discuss the current issues in Human Resource laws including exempt vs. non-exempt employees, the Fair Labor Standards Act and the Family and Medical Leave Act.

Day 2

Sign-in and Registration: *7:30 a.m. - 8:00 a.m.*

Powers and Responsibilities of Elected and Appointed Officials

8:00 a.m. - 9:45 a.m.

The first session of the day will discuss the powers and duties of elected and appointed officials of municipalities, parish governments, and special districts. In addition, participants will have the opportunity to explore how to resolve conflict between government officials and build better teams through effective communication.

Budgeting: Budget Act Compliance and Preparation

10:00 a.m. - 11:45 a.m.

This session will give participants an overview of the budgeting process and review all requirements of the Local Government Budget Act.

Basics of Internal Control and Best Practices

1:15 p.m. - 3:30 p.m.

This final session of the two-day training program will introduce everyone to the basics of internal control and best practices for local governments in Louisiana. Participants will have the opportunity to use the information gained in class to tailor policies and procedures for their government.