



Grantee Financial Training

June 15, 2016
9:00 AM – 1:00 PM

Upper Allen Township Police Department
Training Facility
100 Gettysburg Pike, Mechanicsburg, PA 17055

The PA ATPA, in partnership with Hamilton & Musser, P.C., will be hosting a financial training for all ATPA grantee and sub-grantee financial contacts. Attendees will be provided an overview of allowable grant expenditures, QuickBooks expense entry and reporting capabilities, budget creation and maintenance and common audit findings followed by a Q&A session.

The training will begin promptly at 9:00 am. All ATPA grantee and sub-grantee financial contacts are required to attend. There is **NO** fee for this training.

[Register online](#) no later than Friday, May 13, 2016.

8:30-9:00	Light breakfast and Registration
9:00-11:00	The Grant Cycle
	a. Grant application
	b. Preparing the budget and budget modifications
	c. Maintaining QuickBooks
	d. Financial reporting
	e. The annual “audit”
11:00-11:30	Common audit findings
11:30-12:00	Q&A
12:00-1:00	Lunch



For questions please contact the **PA Auto Theft Prevention Authority** at (717) 591-7097
or atemperine@watchyourcar.org.