

**Unit Assistance List (UAL) Training Curriculum
Board Members, Managers, and Finance Directors
LFNC+**

(Asheville, September 20; Hickory, September 27; Chapel Hill, October 6; Greenville, October 25; and Wilmington, November 10)

8:45 to 9:00: Introduction

Provide an overview of the LGC's required prerequisite training, focusing on creating a culture of sound financial management in local government.

9:00 to 10:15: Budget

Provide an overview of the statutory requirement of an annual balanced budget ordinance, focusing on budget violations in the general fund and the water & sewer funds. This session also covers interfund transfers, preaudit process, and budget-to-actual variance reports.

10:00 to 10:30: Break

10:30 to 12:00: Internal Controls

Provide an overview of the need for proper internal controls, including preaudit process, written policies, segregation of duties, signature authority, bank reconciliation, and month-end close. This session also sets the stage for producing the annual financial statements.

12:00 to 12:45 Lunch

12:45 to 2:00: Audit

Provide an overview of management's responsibility to prepare financial statements, including finding an auditor, the audit process, and the meaning of an unmodified audit opinion. This session also includes financial condition issues, which are common reasons to be placed on the LGC's unit assistance list.