

ASSOCIATION OF GOVERNMENT ACCOUNTANTS
NEW YORK CAPITAL CHAPTER
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ALBANY, NY 12201

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*RATED #1 AGA
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2006-2007

**CONTINUING
PROFESSIONAL
EDUCATION
PROGRAM**



*New York Capital Chapter
Association of Government Accountants
Marcella Junco, Chapter President
<http://www.aganycap.org>*

Advancing Government Accountability

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- Laura Brown, CGFM Website Coordinator

**WHAT'S SPECIAL AGAIN
THIS YEAR?**

**WE ACCEPT PERSONAL CREDIT CARDS AND
GOVERNMENT PROCUREMENT CARDS**

WE OFFER SEVEN AUDIO CONFERENCES

TAKE ADVANTAGE OF "EARLY BIRD" PREPAYMENTS

**(PLEASE CHECK TO ENSURE THAT THE CPES FOR OUR
TRAINING COURSES MEET YOUR REQUIREMENTS)**

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**Association of Government Accountants
New York Capital Chapter
P.O. Box 1923
Albany, NY 12201**

September 2006

Dear Colleagues:

On behalf of the Association of Government Accountants (AGA) New York Capital Chapter, I present to you the 2006-2007 *Continuing Professional Education and Program Guide*. In it you will find a plethora of information of the offerings of the Chapter, including:

- Training and educational events,
- AGA audio conferences,
- Membership breakfast series,
- Community service activities, and
- Networking opportunities.

Our training and education program is considered one of the best in the association. Last year, our Chapter received the AGA National Chapter Education award for the third year in a row. This year, we hope to do it again. The Education Committee worked through the summer to design an exceptional and diverse training program to address your professional education needs.

The Chapter will provide you the opportunity to earn nearly 70 continuing professional education (CPE) credits, along with excellent speakers, relevant and timely topics, and great networking opportunities. You can look forward to the well-attended seminars on fraud, technology and the renowned three-day, multi-track TCTC - The Conference That Counts. In addition, the education program includes the full series of National Audio conferences. Audio conferences are a relatively new and cost-effective educational tool - just envision a 100-minute radio talk show that provides 2 hours of CPEs to the listeners and includes an interactive Q & A session. Further, we will once again be offering a special Government Financial Management Course which will not only prepare you to pass the Certified Government Financial Management examination, but will enhance your knowledge of government operations. Course 1 - Government Environment will be provided in the Spring, offering 8 CPEs.

I invite you to partake in the high quality, affordable training that the Chapter offers. I am confident you will find at least one event in our 2006-2007 line up appealing. Please remember to register for training early and take advantage of our prepayment discount. Often times, members can recoup the cost of membership by attending just two training events at the member rate.

In addition to the exciting education program, we have many membership events planned, including the popular Membership Breakfast Series where select, high-profile individuals will answer the question "How Did I Get to Be Me?" To start the year, the Chapter will hold a Membership Kick-Off Breakfast on September 19. This year, in addition to providing information about the upcoming programs, we are fortunate to have our National President as a special guest. Jeff Hart will tell us why he is *Excited to Serve*. Be sure to come to the breakfast.

Once again, we offer you many opportunities to participate in community service, network with your peers, and have fun in a "relaxed atmosphere." The 2006-2007 Chapter committees have started and continue to invest significant time and energy into the arrangements for this year. Now it's your turn to get involved. Please mark your calendars and participate in these events. I hope to see you there.

Many thanks go to the individuals that helped plan the activities for our 2006-2007 year.

- Michael Abbott, Vice President for Programs and Education, michael.abbott@suny.edu
- Thalia Davis, Vice President for Membership, tdavis@osc.state.ny.us
- Ann Marsh, Vice President for Community Service, amarsh@mail.nysed.gov
- Amanda Zibella, Vice President for Certification, azibella@osc.state.ny.us

Please contact the individuals listed above to participate in their committees or provide feedback. Your participation and feedback is appreciated. I challenge you to get involved in Chapter events and, of course, have fun.

Sincerely,

Marcella Junco

Marcella Junco
Chapter President

September 14, 2006 *AGA Audio Conference - Risk Assessments for Performance Auditing*
 CPE: 2
 (See page 17)
 KPMG LLP Offices
 2:00 PM – 4:00 PM
 \$10 for AGA; \$20 for Others

September 19, 2006 *Kick-Off Breakfast - What's Happening in 2006-07?*
 CPE: 0
 (See page 5)
 Wolfert's Roost Country Club
 8:00 AM – 9:30 AM (full hot breakfast)
 \$5 for AGA; Free for New Members

September 26, 2006 *Transforming State Government*
 CPE: 2
 (See page 6)
 State Museum Theater
 1:00 PM – 3:00 PM
 Free but must pre-register; Registration through ASPA Required

October 11, 2006 *Panel Discussion - NY State Strategic Budget Initiative*
 CPE: 3
 (See page 7)
 Empire State Plaza Meeting Room 5
 1:30 PM – 4:30 PM
 \$25 for AGA; \$40 for Others
 \$25 for others if agency registers five or more people

October 19, 2006 *NASACT Audio Conference - SAS 112: Impact on Auditors*
 CPE: 2
 (See page 17)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

November 8, 2006 *AGA Audio Conference - The New Yellow Book*
 CPE: 2
 (See page 17)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

November 21, 2006 *Annual Fraud Seminar*
 CPE: 8
 (See page 8)
 Holiday Inn Turf
 8:30 AM – 4:30 PM (includes lunch)
 \$125 for AGA, ACFE, and IIA; \$225 for Others
 (Save \$25 for prepayment)

December 6, 2006 *AGA Audio Conference - Procurement Cards*
 CPE: 2
 (See page 18)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

December 13, 2006 *Holiday Luncheon*
 CPE: 0
 (See page 9)
 Wolfert's Roost Country Club
 12:00 PM – 2:00 PM
 \$10 for AGA, ACFE, IIA and ISACA; \$20 for Others

January 9, 2007 *Spring Certification Panel*
 CPE: 0
 (See page 10)
 Wolfert's Roost Country Club
 8:30 AM – 10:00 AM
 Free but must pre-register.

January 24, 2007 *7th Annual Technology Seminar*
 CPE: 8
 (See page 11)
 Century House
 8:15 AM – 4:15 PM
 \$75 for AGA, IIA and ISACA; \$125 for Others
 (Save \$25 for prepayment)

January 30, 2007 *Government Financial Management Course 1*
 CPE: 8
 (See page 12)
 Wolfert's Roost Country Club
 8:30 AM – 4:30 PM
 \$195 for AGA; \$225 for Others

February 28, 2007 *AGA Audio Conference - Internal Controls*
 CPE: 2
 (See page 18)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

March 12 - 14, 2007 *The Conference That Counts 2007*
 CPE: 21
 (See page 13)
 Holiday Inn Turf
 (Separate Brochure and Registration)

March 28, 2007 *AGA Audio Conference - Procurement Fraud*
 CPE: 2
 (See page 18)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

April 24, 2007 *Model Governance Practices*
 CPE: 3
 (See page 14)
 State Museum Theater
 1:30 PM – 4:30 PM
 \$40 for AGA; \$50 for Others
 (Save \$15 for prepayment)

May 9, 2007 *AGA Audio Conference - Ethics*
 CPE: 2
 (See page 18)
 KPMG LLP Offices
 2:00 AM – 4:00 PM
 \$10 for AGA; \$20 for Others

June 6, 2007 *Annual Awards Celebration Luncheon*
 CPE: 0
 (See page 15)
 Wolfert's Roost Country Club
 12:00 PM – 2:00 PM
 \$10 for AGA; \$20 for Others

Kick-Off Breakfast

What's Happening in 2006-2007?

This year's Kick-Off Breakfast is extra special!

In addition to learning about the exciting events and valuable education programs the New York Capital Chapter has already scheduled for 2006-07, you will hear **Jeff Hart**, National AGA President explain why he is *Excited to Serve*. Then Marcella Junco, Chapter President, will introduce the following Chapter officers who will provide details about the Chapter's line-up of programs and initiatives for the 2006-07 year.

Educational Training Events: **Mike Abbott**, VP for Programs and Education
 Community Services Events: **Ann Marsh**, VP for Community Service
 Membership/Early Careers Events: **Thalia Davis**, VP for Membership
 CGFM Certification: **Amanda Zibella**, VP for Certification

This is an excellent opportunity to network with other AGA members and to consider becoming active in one or more Chapter committees. If you are a recently-enrolled member or a member bringing a new recruit to the breakfast, the cost of breakfast is on the Chapter! That's right, FREE to you! This is our way of saying "Thanks."

In addition, members can earn AGA dollars for their recruiting efforts. Earn \$10 for recruiting two new members and \$5 for every additional new recruit. Dollars can be redeemed on AGA National dues and on AGA National conference registrations.

So do not miss out on a great meal and a chance to engage the National AGA President and Chapter leadership.

Speakers:

Jeff Hart – National AGA President
 AGA New York Capital Chapter Officers

September 19, 2006	7:30 AM - 8:00 AM - Registration 8:00 AM - 9:30 AM - Hot Breakfast and Presentation of 2006-2007 Chapter Events
CPE: 0	
\$5 for AGA members Free for new members	Wolfert's Roost Country Club Van Rensselaer Boulevard, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Transforming State Government

Get the Government You Want

"*Get the Government You Want*" explains why government works the way it does now. Not very well, according to most. "Bureaucracy," our current paradigm of government says it all. Ironically, we shouldn't be surprised because bureaucracy works exactly the way it was designed to work. Learn why.

Then, learn how government **can** work. There is a better way and we know how to do it. Government can:

- Treat you like a customer,
- Prioritize to live within its means,
- Make results for people more important than one-size-fits-all rules, and
- Dramatically improve performance.

Jim Chrisinger's presentation features stories and data from Iowa state government, including:

- "**Iowa Charter Agencies**," winner of both a \$100,000 Innovations in American Government Award from the Ash Institute at the Kennedy School of Government at Harvard and a Council of State Governments Innovation Award;
- "**Purchasing Results**," results-based budgeting that moves beyond the inertia and incrementalism of traditional budgeting;
- "**Entrepreneurial Management**," making customers powerful to lower the cost and improve the responsiveness of government's internal support services; and
- "**Kaizen**" and "**Zoom**" **business process improvement**, dramatically cutting the time it takes to process permits, issue licenses, and more, all without sacrificing quality.

Speaker:

Jim Chrisinger – Iowa's Department of Management – Performance and Accountability Chief

September 26, 2006	1:00 PM - 3:00 PM - Presentation
CPE: 2	
Free for AGA members and Others	State Museum Theater Empire State Plaza, Albany, NY
(Must pre-register for this event with the American Society for Public Administration.)	
Registration: Online at ESCAP.ASPA@gmail.com	

Panel Discussion - NY State Strategic Budget Initiative

The NY State Strategic Budgeting Initiative will have an impact on most agencies budgeting practices. Here is your opportunity to find out about it. Key questions that will be addressed include:

- How has budgeting evolved in NY State government?
- What is the current budgeting environment?
- What is the Strategic Budgeting Initiative?
- How is the SBI being implemented in pilot NYS agencies?

These are questions that are on the minds of NYS fiscal officers and their staffs. What does it mean to you?

If you have New York State program, fiscal, finance or budget responsibilities, you should attend this conference.

Speakers:

Kelly Lopez – Division of the Budget – Moderator

Paul Shatsoff – Governor's Office of Employee Relations – Presenter

David English – Division of the Budget – Presenter

Patricia Mitchell – Department of Taxation and Finance – Panelist

Franklin Hecht – Office of General Services – Panelist

Keith Simons – Office of Mental Health – Panelist

October 11, 2006	1:00 PM - 1:30 PM - Registration 1:30 PM - 4:30 PM - Panel Presentation
CPE: 3	
\$25 for AGA members \$40 for Others	Meeting Room 5 Empire State Plaza, Albany, NY
(\$25 for others if agency registers five or more people)	
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Annual Fraud Seminar

Fraud Prevention, Detection and Investigation

We are proud once again to offer our annual fraud seminar. This time-tested seminar has proven to be our most popular seminar of the year. This year's seminar will include a diverse group of fraud experts who will share their experiences from a wide range of fraud investigations. The seminar will address key issues related to fraud prevention, detection, and investigation.

Speakers:

To Be Determined

November 21, 2006	7:30 AM - 8:30 AM - Registration and Continental Breakfast 8:30 AM - 4:30 PM - Seminar (includes lunch)
CPE: 8	
\$125 for AGA/ACFE/IIA members \$225 for Others	Holiday Inn Turf 205 Wolf Road, Colonie, NY
Save \$25 if prepayment is received by the AGA by November 7, 2006	
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Holiday Luncheon

Join your colleagues again this holiday season at the ever-popular Wolfert’s Roost Country Club for our annual Holiday Luncheon. Judi Clements will have you laughing and learning with her upbeat mix of education and entertainment.

Speaker:
Judi Clements - Training and Development Consultant

Certification Panel

Attend our Professional Certification Information Seminar and learn about the following government accounting, auditing, and finance certifications:

- Certified Fraud Examiner (CFE)
- Certified Government Financial Manager (CGFM)
- Certified Information Systems Auditor (CISA)
- Certified Internal Auditor (CIA)
- Certified Control Self Assessment (CCSA)
- Certified Government Audit Professional (CGAP)
- Certified Financial Services Auditor (CFSA)
- Certified Management Accountant (CMA)
- Certified Public Accountant (CPA)

Presenters will provide an overview of the designation, application process, exam requirements, exams topics, and study tools. A question and answer session will be held. Exam information and applications will be available.

Compare and contrast these certifications and determine which one(s) may benefit you and your career the most.

No charge to attend this session, but registration is required.

Speakers:
Thomas Goodfellow, CPA
Charles Norfleet, CFE
Mary Peck, IIA, CCSA, CGAP
Mark Ren, CISA
Amanda Zibella

December 13, 2006	11:30 AM - 12:00 PM - Registration 12:00 PM - 2:00 PM - Lunch and Presentation
CPE: 0	
\$10 for AGA/ACFE/IIA/ISACA members \$20 for Others	Wolfert’s Roost Country Club Van Rensselaer Boulevard, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

January 9, 2007	8:00 AM - 8:30 AM - Registration and Breakfast Buffet 8:30 AM - 10:00 AM - Seminar
CPE: 1	
Free for AGA/ACFE, IIA/ISACA/Others	Wolfert’s Roost Country Club Van Rensselaer Boulevard, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

7th Annual Technology Seminar

Technology Issues Facing Us All

The local chapters of the AGA, IIA, and ISACA will again join forces to present this must attend conference on technology issues affecting everyone, including the non- technical among us.

Speakers:

Corporate and State representatives to be announced.

January 24, 2007	7:45 AM - 8:15 AM - Registration and continental breakfast 8:15 AM- 4:15 PM - Seminar (including lunch and breaks
CPE: 8	
\$75 for AGA/ISACA/IIA \$125 for Others	Century House Route 9, Latham, NY
Save \$25 if prepayment is received by the AGA by January 10, 2007	
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Government Financial Management Course

An Outstanding Opportunity!

Attention all accountants, auditors, finance professionals, controllers and government consultants! The New York Capital Chapter is offering the Government Financial Management Course 1 this winter. It will provide excellent continuing professional education training, and will also prepare you to take the AGA's Certified Government Financial Manager (CGFM) exam.

This course will be taught by leaders in the field of government financial management, and will provide thorough coverage of both basic concepts and latest developments for Course 1. Delivery style will be a combination of lecture, exercises and group discussion methods.

PEF members who pay their own course costs may be able to obtain reimbursement through the Voucher Alternative Program, described at www.pef.org

Learn more details about this Government Financial Management course – and register on-line – by visiting our website: www.aganycap.org

A One-Day Course

January 30, 2007 (8 CPEs)

Course 1: Governmental Environment

Registration is on a first-come-first-serve basis. If no seats are available, your name will be placed on a waiting list for the course.

January 30, 2007	8:00 AM - 8:30 AM - Registration and continental breakfast 8:30 AM - 4:30 PM - Presentation
CPE: 8	
\$195 for AGA members \$225 for Others	Wolfert's Roost Country Club Van Rensselaer Boulevard, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

The Conference That Counts 2007

Now in Our 12th Year! (That's XII)

This three-day, multi-track jointly-sponsored conference by the local chapters of the AGA, IIA and ISACA is the premier local educational event for auditors and all accountability professionals. The 2007 TCTC will be the twelfth straight year that this conference will offer technology, audit and general interest topics on issues important to auditors and other financial professionals.

TCTC generally draws nearly 500 participants from the Northeast and other areas of the country. Participants enjoy the food and networking opportunities as much as the content of the conference.

A separate brochure providing the details (including prices) of the conference will be sent well before the conference. Watch for announcements in each association's newsletters and websites (www.aganycap.org, www.theiia.org/albany, and www.isacahv.org).



March 12-14, 2007	7:30 AM - 8:30 AM - Registration and continental breakfast 8:30 AM - 4:30 PM - Conference
CPE: 21	
Prices vary See TCTC brochure	Holiday Inn Turf 205 Wolf Road, Colonie, NY
A separate registration form will be included in the special TCTC 2006 Brochure	

Model Governance Practice

The public has certain expectations for the governance of public and government organizations – the expectations relate to accountability, transparency, and oversight. The Sarbanes-Oxley Act changed the way public companies think about governance. Some of the provisions of Sarbanes-Oxley have applicability to government organizations and various proposals are being considered to increase accountability.

In this session you will hear about the Public Authorities Accountability Act of 2005 and how it is impacting the way public authorities are governed. A representative from the Public Authorities Budget Office will outline the new requirements and expectations for public authorities.

You will also hear from NYS Energy and Research Authority, a public benefit corporation, about its commitment to govern its organization in a manner that results in transacting business in an open, transparent and ethical manner and setting a tone for the organization that values honesty, integrity, and ethical behavior.

Some oversight agencies and special interest groups have been questioning whether some of the new governance principles should be applied to state and local government agencies. Come hear what it may mean to you and your organization.

Speakers:

David Kadera, Principal Budget Examiner, Public Authorities Budget Office

Jeff Pitkin, Treasurer, NYS Energy and Research Authority

Anthony Monaco, Partner, KPMG

April 24, 2007	1:00 PM - 1:30 PM - Registration 1:30 PM - 4:30 PM - Conference
CPE: 3	
\$40 for AGA members \$50 for Others	State Museum Theater Empire State Plaza, Albany, NY
Save \$15 if prepayment is received by the AGA by April 10, 2007	
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Annual Awards Celebration Luncheon

All members are invited to attend this annual “changing of the arms” as the outgoing President, Marcella Junco, summarize the Chapter’s successes for the year and then turns the gavel over to our incoming President, Brian Gee, who will outline his goals for the 2007-08 program year.

The event is also marked by the numerous recognition awards presented to the hard-working volunteers that help make our Chapter one of the most highly-regarded chapters in all of AGA.

In addition to the excellent networking opportunities during this program, the new officers and board members will be introduced to the group.

So, please mark your calendars and attend this year-end event that brings together our Chapter family to conduct a little business while having great food and lots of fun.

June 6, 2007	11:30 AM - 12:00 PM - Registration 12:00 PM - 2:00 PM - Luncheon and Presentation
CPE: 0	
\$10 for AGA members \$20 for Others	Wolfert’s Roost Country Club Van Rensselaer Boulevard, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

Join the Breakfast Club!

AGA Breakfast Series: How Did I Get to Be Me?

The Membership Committee is proud to present a Breakfast Series titled “How Did I Get to Be Me.”

Everyone has a story to tell! Understanding how successful people get to where they are today is an important learning tool. We will invite leaders from the financial community to talk about their lives. From birth to today, they will discuss what roads they traveled, what they learned and the obstacles they overcame to succeed.

With the aid of a skilled interviewer, speakers will share their life experiences. Audiences will have an opportunity to participate in this relaxed and fun environment.

We will be offering these Breakfasts throughout the 2006-07 AGA season.

Join us for these fun and inspirational breakfasts. Look for our flyers to register.

Various Dates TBA

First Tentative Breakfast Clubs:

- October 2006
- April 2007

FREE for members bringing a new recruit joining AGA

FREE for individuals joining AGA at the Breakfast

Various Dates	7:30 AM - 8:00 AM - Registration 8:00 AM - 9:30 AM - Hot Breakfast and Presentation
CPE: 0	
\$10 for AGA members \$20 for Others	Various Locations
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

AGA Audio Conferences

AGA is proud to announce its schedule of the very popular audio conference series for the 2006-2007 program year. Audio conferences, also referred to as tele-seminars or tele-conference calls, are a relatively new and cost-effective educational tool for chapters.

Just envision a 100-minute radio talk show that provides 2 hours of continuing professional education (CPE) credits to the listeners. Further, since the last 20 minutes of the program are devoted to call-in questions, the audio conference provides interaction between the listeners and speakers. The panelists are experts in the subject matter and will provide PowerPoint presentations or other handouts for the site coordinators to download and copy, as well as project to a screen, so participants can follow along during the telecast.

As you will see from the schedule below, AGA is planning **seven** audio conferences this year. These telecasts are generally produced in conjunction with the National Association of State Auditors, Comptrollers and Treasurers (NASACT) and the Association of Local Government Auditors (A.L.G.A.). NASACT plans to do 4 additional audio conferences during the same period. The audio conferences are routinely held from 2:00 pm to 4:00 pm.

September 14, 2006: Risk Assessments for Performance Auditing

Speakers:

Beth Ashcroft, MBA, CIA, Director, Office of Program Evaluation & Government Accountability, State of Maine
Jerry Silva, CGFM, CPA, City Auditor for the City of San Jose, California

October 19, 2006: SAS No. 112: Impact on Auditors and Preparers

Speakers:

Randy Roberts, Director of Professional Practice, Office of the Auditor General, Arizona
Clark Partridge, State Comptroller, Arizona

November 8, 2006: The New Yellow Book

Speakers:

Jeffery Steinhoff, CGFM, Managing Director, Financial Management and Assurance
Jeanette M. Franzel, CGFM, Director Financial Management and Assurance
Marcia B. Buchanan, CGFM, Assistant Director, Financial Management and Assurance

Other Audio Conferences

December 6, 2006: Procurement Cards - Successes and Challenges

February 28, 2007: Internal Controls

March 28, 2007: Procurement Fraud

May 9, 2007: Ethics

Various Dates	2:00 PM - 4:00 PM - Audio Conference
CPE: 2	
\$10 for AGA members \$20 for Others	KPMG LLP Offices 515 Broadway, Albany, NY
Registration: Online at www.aganycap.org or Karen Lydon at registrar@aganycap.org (286-2622x100)	

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Registration Information

AGA luncheons, seminars and other events are intended for audit and accountability professionals who represent State, Federal and Local governments, as well as private industry and academia. Several of this year's events are jointly sponsored with the local chapters of the Institute of Internal Auditors (IIA), Association of Certified Fraud Examiners (ACFE), and/or Information Systems Audit and Control Association (ISACA), including the Holiday Luncheon and Certification Panel sponsored by all four groups!

We are now offering you an **“early bird” discount** on the price of several of this year's training seminars if we receive payment (government procurement card or personal credit card or check) for the event two weeks or more before the event. Depending on the event, this discount is between **\$15 and \$25 per person!** (See the description of each event in this Guide for the specific discount for each event.)

We would like you to register for this year's events on the Chapter's award-winning website (www.aganycap.org). This is the quickest and easiest way to register. And you can use your personal credit card or a government procurement card to pay for Chapter events when registering by phone. Also, if you have difficulties registering online, you can contact Karen Lydon at registrar@aganycap.org or call her at (518) 286-2622 x100. When you contact Karen, whether on behalf of yourself and/or others, please provide the following information for each registrant:

- Your name and agency or employer
- Membership affiliation(s)
- Address, e-mail address, and telephone number
- Method of payment (**credit card payers must call Karen Lydon**)
- Luncheon choices, when applicable
- Whether you are a CGFM and/or CPA

AGA members should refer to our award-winning website (www.aganycap.org) or newsletter (Capital Ideas) throughout the year for any changes to this Program Guide. We will also email you notices of events as a reminder of when a change occurs if we have your address. Substitutions can be made prior to events; however, non-members will be required to pay the differential rate if replacing a member. **Cancellations are required at least 48 hours in advance of the day of the event.** No shows will be billed for the full cost of the event. All payments or government vouchers are due on or before the day of the event. You can mail prepayments to: AGA NY Capital Chapter, PO Box 1923, Albany, NY 12201. Reimbursement of prepayments will be made if cancellations are made at least 48 hours in advance.

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