

Important Information



This seminar is geared toward office personnel with one year or less of utility accounting experience.

Some of the Topics for Discussion

- ◇ **Accounting & Finance Basics**
 - Financial Statements
 - Journal Entries
 - Inventory
 - Leak adjustment
 - Prorated bills
 - Understanding Tariffs
 - Refund of security deposits
 - Debt Service Coverage Requirements
- ◇ **Budget Preparation**
- ◇ **Internal Controls and Risk Management**



Public Service Commission
of West Virginia

Public Service Commission of West Virginia
201 Brooks Street
Charleston WV 25301

Basic Accounting, Finance, and Budgeting Seminar

Water and Wastewater Division Seminar



November 8, 2018

Public Service Commission
of West Virginia

Charleston, WV

Basic Accounting/Finance/Budgeting

Policies

Cancellations Participant cancellations for seminars must be received on-line no later than three days prior to the first day of the seminar. No verbal cancellations will be accepted. Utilities will be billed at the rate of \$100.00 for each participant who does not cancel according to these guidelines.

Certificates will only be given to those that attend each class of the seminar in its entirety.

The Public Service Commission sponsors this seminar at no cost to you and provides free of charge:

- Seminar Manuals
- Beverages at breaks

You should bring pens/pencils, notepads and a calculator.

You are responsible for meals and lodging.

*If you have questions, call Nancy at
304-340-0440 or
1-800-344-5113 ext. 440*

Seminar Information

Date:

- ◇ November 8, 2018

Time:

- ◇ Registration - 8:30 a.m. to 9 a.m.
- ◇ Class - 9 a.m. to 5 p.m.

Location:

- ◇ **Public Service Commission**
201 Brooks Street
Charleston, WV

General Directions

I-77/I-64 Exit 100 Leon Sullivan. Turn Left at Lee St. Turn right at Morris St. and then right onto Quarrier St.
Visitor Parking is available at the PSC

Local Hotels:

- ◇ Best Western Plaza
- ◇ Embassy Suites
- ◇ Marriott Hotel

Continuing Education Credits:

7 CEH

If the Commission has not received 10 registration forms from participants by **October 25th** the PSC reserves the right to cancel the seminar. Participants will be notified 5 days prior to the seminar.

ON-LINE REGISTRATION ONLY

TO REGISTER: Go to the PSC Web Page www.psc.state.wv.us Left column, under **Seminars**, click [Water/ Wastewater](#)

- ◇ **You must create an account first:** click either [Water or Sewer Regulated Utilities](#) or [Others \(ie. CPA, Engineer, Governmental Agency\)](#). After your account registration has been processed, a confirmation e-mail will be sent to you. **You must click the phrase: to activate your user account and begin using the registration system.**
- ◇ **Once an account has been created:** click [log in](#). Then you can register, cancel or be put on a wait list for a particular class. **If the class is full, click on [Waiting List](#), and you will be notified if space becomes available.**

TO CANCEL: Return to the seminar listing page and log in: click [CANCEL](#) then follow the directions. Remember, utilities will be billed at the rate of \$100 for each participant who does not cancel on-line, as required.

Seating capacity is limited to 15 people. Reservations for this seminar should be made as soon as possible.