

MEMORANDUM

TO: County Mayors/Executives, Highway Officials, Accounts & Budget Directors, Budget Directors, Finance Directors and School Business Officers

FROM: Robert Schettler Jr., Assistant Director for Special Projects, CTAS

RE: County Budget Software Training Seminar

DATE: March 27, 2006

The University of Tennessee County Technical Assistance Service (CTAS) will conduct three training sessions on the budget software program developed by Local Government Data Processing Corporation (LGDPC). These sessions will demonstrate the use and applications of this software. If your county is using the LGDPC program, you need to attend one of these sessions.

There is no fee for county officials to attend this workshop. Three (3) hours credit in the County Officials Certificate Training Program (COCTP) will be awarded to those officials attending. All COCTP classes have been approved for P.O.S.T. accreditation for law enforcement and Continuing Professional Education (CPE) accreditation for finance officials.

Listed below are the dates and locations of these workshops. If you would like to attend, please select a site from the list and fax this sheet to CTAS @ (615) 532-3659. All workshops begin at 9:00 a.m. and will end at Noon. Please make copies of this form for each individual attending.

<u>Will Attend</u>	<u>Date</u>	<u>Location</u>
_____	April 11	JACKSON - West Tennessee Center for Agricultural Research, Extension, and Public Service, 605 Airways Boulevard
_____	April 12	COLUMBIA - LGDPC Corporate Office, 714 Armstrong Lane Columbia
_____	April 13	KINGSTON - LGDPC East TN Office, 790 Gallaher Road, Kingston

Name: _____

County: _____ Title: _____

Phone: () _____ Fax: () _____

Address: _____ City: _____ Zip: _____