



INTRODUCTORY TRIBAL FINANCE AND ACCOUNTING

◆ CERTIFICATE PROGRAM ◆

May 19-22, 2020



The OSU Introductory Tribal Finance and Accounting Institute (52 total hours) consists of:

- Two certificate programs to be completed in a 2 year time frame:
 - ◆ Introductory Tribal Finance and Accounting Certificate Program
 - 3 ½ day program (28 hours)
 - Gain knowledge and experience to help you become a more effective tribal finance/accounting professional and leader
 - Interact with and learn from other tribal finance/accounting professionals throughout the state and beyond
 - ◆ Tribal Leadership Certificate Program
 - 8 three-hour sessions (24 hours)
 - Gain a deeper understanding of issues affecting organizations with a goal of ultimately becoming more effective in the workplace and driving progress in your career

Who should attend:

- Entry level employees in tribal financial positions
- Professionals who need to acquire increased knowledge regarding tribal finance and accounting (i.e. accountants, lawyers, bankers, etc.)
- Elected tribal officials and leaders who wish to better understand the financial side of a business decision

For those who graduate from the Introductory Tribal Finance and Accounting Institute, you may wish to take seminars for further advancement and register in the Intermediate Tribal Finance and Accounting Academy.

OSU Tribal Finance and Accounting Institute/Academy Options (in order):

- Introductory Tribal Finance and Accounting Institute
- Intermediate Tribal Finance and Accounting Academy

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TUESDAY, MAY 19

| 7:30-8:00 a.m. | REGISTRATION | HOURS | THEME | CPE |
|-------------------------|---|-------|---|--------------------------------------|
| 8:00-8:15 a.m. | PROGRAM WELCOME Facilitator: Rachel Domnick, Instructor of Professional Practice, School of Accounting, Oklahoma State University, Stillwater, OK | 0.25 | | |
| 8:15 - 9:45 a.m. | OKLAHOMA LEGAL DISTINCTIONS Speaker: Wilda Wahpepah, Special Counsel, Sheppard Mullin, Washington, DC | 1.5 | Introduction to Tribal Law | Technical, Business Law |
| 9:45 - 10:00 a.m. | BREAK | | | |
| 10:00 a.m. - 12:00 p.m. | ETHICS FOR ACCOUNTING AND FINANCE PROFESSIONALS Speaker: Rachel Cox, MS, CPA, Clinical Faculty, School of Accounting, Oklahoma State University, Stillwater, OK | 2 | Safeguarding the Tribe | Non-Technical, Ethics |
| 12:00 - 1:00 p.m. | LUNCH | | | |
| 1:00 - 2:30 p.m. | INTRODUCTION TO TRIBAL GOVERNMENT ACCOUNTING & FINANCE Speaker: Joel Haaser, Managing Director, BKD, LLP, Tulsa, OK | 1.5 | Introduction to Tribal Finance and Accounting | Technical, Accounting (Governmental) |
| 2:30 - 3:00 p.m. | INTERNAL CONTROLS & COMPLIANCE, FRAUD PROTECTION Speaker: Joel Haaser, Managing Director, BKD, LLP, Tulsa, OK | .5 | Safeguarding the Tribe | Technical, Accounting |
| 3:00 - 3:15 p.m. | BREAK | | | |
| 3:15 - 4:45 p.m. | INTERNAL CONTROLS & COMPLIANCE, FRAUD PROTECTION (CONTINUED) Speaker: Joel Haaser, Managing Director, BKD, LLP, Tulsa, OK | 1.5 | Safeguarding the Tribe | Technical, Accounting |
| 4:45 - 5:45 p.m. | PREPARING BUDGETS Speaker: Rachel Domnick, Instructor of Professional Practice, School of Accounting, Oklahoma State University, Stillwater, OK | 1 | Essential Topics | Technical, Accounting |
| 7:30 - 10:00 p.m. | HOSPITALITY SUITE-ATHERTON HOTEL | | | |

WEDNESDAY, MAY 20

| | | HOURS | THEME | CPE |
|-------------------------|--|-------|---|--------------------------------------|
| 8:00 - 9:30 a.m. | OVERVIEW OF GOVERNMENT ACCOUNTING Speaker: Michael Madsen, Senior Manager, BKD, LLP, Tulsa, OK | 1.5 | Introduction to Tribal Finance and Accounting | Technical, Accounting (Governmental) |
| 9:30 - 9:45 a.m. | BREAK | | | |
| 9:45 - 10:15 a.m. | OVERVIEW OF GOVERNMENT ACCOUNTING (CONTINUED) Speaker: Michael Madsen, Senior Manager, BKD, LLP, Tulsa, OK | .5 | Introduction to Tribal Finance and Accounting | Technical, Accounting (Governmental) |
| 10:15 - 11:15 a.m. | AUDITING PROCESSES AND REGULATIONS/PREPARING FOR AN AUDIT Speaker: Patty Wetz, CPA, Senior Manager, Baker Tilley Virchow Krause, LLP, Austin, TX | 1 | Safeguarding the Tribe | Technical, Accounting (Governmental) |
| 11:15 - 11:30 a.m. | BREAK | | | |
| 11:30 a.m. - 12:30 p.m. | AUDITING PROCESSES AND REGULATIONS/PREPARING FOR AN AUDIT (CONTINUED) Speaker: Patty Wetz, CPA, Senior Manager, Baker Tilley Virchow Krause, LLP, Austin, TX | 1 | Safeguarding the Tribe | Technical, Accounting (Governmental) |
| 12:30 - 1:30 p.m. | LUNCH | | | |



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WEDNESDAY, MAY 20 continued

| | | | | |
|------------------|---|-----|---|-----------------------|
| 1:30 - 3:00 p.m. | IMPORTANCE OF FINANCE AND OVERVIEW OF TRIBAL FINANCIAL STATEMENTS Speaker: Patty Weitz, CPA, Senior Manager, Baker Tilley Virchow Krause, LLP, Austin, TX | 1.5 | Introduction to Tribal Finance and Accounting | Technical, Finance |
| 3:00 - 3:15 p.m. | BREAK | | | |
| 3:15 - 4:15 p.m. | IMPORTANCE OF FINANCE AND OVERVIEW OF TRIBAL FINANCIAL STATEMENTS (CONTINUED) Speaker: Patty Weitz, CPA, Senior Manager, Baker Tilley Virchow Krause, LLP, Austin, TX | 1 | Introduction to Tribal Finance and Accounting | Technical, Finance |
| 4:15 - 5:15 p.m. | EFFECTIVE RECORD KEEPING AT YOUR TRIBE Speaker: Corrine Wilson, CPA, Principal, REDW, Phoenix, AZ | 1 | Grants and Compliance | Technical, Accounting |
| 7:30-10:00 p.m. | HOSPITALITY SUITE--ATHERTON HOTEL | | | |

THURSDAY, MAY 21

| | | HOURS | THEME | CPE |
|-------------------------|--|-------|----------------------------|--------------------------------------|
| 8:00 - 10:00 a.m. | IRS TRIBAL GOVERNMENT TAX GUIDE Speaker: Corrine Wilson, CPA, Principal, REDW, Phoenix, AZ | 2 | Safeguarding the Tribe | Technical, Accounting (Governmental) |
| 10:00 - 10:15 a.m. | BREAK | | | |
| 10:15 - 11:45 a.m. | COST PRINCIPLES FOR TRIBES Speaker: Corrine Wilson, CPA, Principal, REDW, Phoenix, AZ | 1.5 | Grants and Compliance | Technical, Accounting |
| 11:45 a.m. - 12:45 p.m. | LUNCH | | | |
| 12:45 - 3:00 p.m. | FEDERAL GENERAL UNIFORM ADMINISTRATIVE REQUIREMENTS Speaker: Corrine Wilson, CPA, Principal, REDW, Phoenix, AZ | 2.25 | Grants and Compliance | Technical, Accounting |
| 3:00 - 3:15 p.m. | BREAK | | | |
| 3:15 - 4:00 p.m. | CLOSING OUT GRANTS Speaker: Corrine Wilson, CPA, Principal, REDW, Phoenix, AZ | .75 | Safeguarding the Tribe | Technical, Accounting (Governmental) |
| 4:00 - 5:45 p.m. | INTRODUCTION TO FEDERAL INDIAN LAW Speaker: James Nichols, Senior Attorney, Dorsey & Whitney, LLP, Minneapolis, MN | 1.75 | Introduction to Tribal Law | Technical, Business Law |
| 7:30-10:00 p.m. | HOSPITALITY SUITE--ATHERTON HOTEL | | | |

FRIDAY, MAY 22

| | | HOURS | THEME | CPE |
|-------------------------|--|-------|-----------------------|-----------------------|
| 8:00 - 9:00 a.m. | BEST ADMINISTRATIVE GRANT PRACTICES AND COMPLIANCE FROM TRIBES Speaker: Alex Hontos, Partner, Dorsey & Whitney, LLP, Minneapolis, MN | 1 | Grants and Compliance | Technical, Accounting |
| 9:00 - 9:30 a.m. | INDIRECT COST RATE CALCULATION AND NEGOTIATION PROCESS Speaker: Scott Huebert, Partner, Finley & Cook, Shawnee, OK | .5 | Grants and Compliance | Technical, Accounting |
| 9:30 - 9:45 a.m. | BREAK | | | |
| 9:45 - 11:15 a.m. | INDIRECT COST RATE CALCULATION AND NEGOTIATION PROCESS (CONTINUED) Speaker: Scott Huebert, Partner, Finley & Cook, Shawnee, OK | 1.5 | Grants and Compliance | Technical, Accounting |
| 11:15 - 11:30 a.m. | BREAK | | | |
| 11:30 a.m. - 12:30 p.m. | SEFA - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Speaker: Becky Carter, Accounting Manager, Finley & Cook, Shawnee, OK | 1 | Grants and Compliance | Technical, Auditing |
| 12:30 - 1:30 p.m. | LUNCH AND CERTIFICATE PRESENTATION | | | |

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DIGITAL BADGE* INTRODUCTORY ACCOUNTING AND FINANCE CERTIFICATE PROGRAM

*As a participant of this program, you will also be eligible to receive a Digital Badge. Program completion is required in order to receive the OSU Introductory Finance and Accounting Digital Badge that can be added to your portfolio. The badge will note the sessions covered and will serve as a validation of accomplishments, skills, and quality you have learned throughout this program.

IN ORDER TO RECEIVE A CERTIFICATE OF COMPLETION, THE PARTICIPANT MUST ATTEND AT LEAST 90% OF THE PROGRAM

OSUSPEARS SCHOOL TRIBAL FINANCE AND ACCOUNTING ADVISORY BOARD:

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May 19-22, 2020

Wes Watkins Center | Oklahoma State University | Stillwater, OK

<https://business.okstate.edu/cepd/open-enrollment/pds/tribal-finance-and-accounting-institute.html>

Name: _____

Title: _____

Company/Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Number of years in current position _____ yrs.

Number of years at your current organization _____ yrs.

\$1,700 (NAFOA Member)

\$1,850 (Non-member)

(Registration includes instruction, materials, breakfast lunches, receptions, refreshments, and certificates/certificate holders.) One copy of the Financial Reporting and Information Guide for Tribal Governments and Their Enterprises (Orange Book) as published by the Native American Financial Officers Association will be distributed as part of the registration fee to each participant.

\$75 Yes, I would like to enroll in the OSU Introductory Tribal Finance and Accounting Institute.

I understand there is a one-time application fee of \$75. By enrolling in the Institute, I will plan to complete 52 total hours of education in business topics— Tribal Leadership Certificate Program (8 three-hour sessions) and one 3 ½ day program (Tribal Finance and Accounting Certificate Program) over a two-year period.

Payment Information:

A check payable to Oklahoma State University is enclosed for the amount of \$ _____.

If paying by credit card, please fax registration form to 405-744-6143 or call 405-744-5208.

Charge \$ _____ to my Visa MasterCard American Express

Card No. _____ Exp. Date: _____

Security Code: _____ Billing Zip Code: _____

The Center for Executive and Professional Development, Oklahoma State University, is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

Please mail this registration form and check to:

Center for Executive and Professional Development
Spears School of Business | Oklahoma State University
294 Business Building
Stillwater, OK 74078-4011

Cancellation Policy:

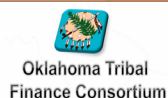
Because of guarantee requirements for meal functions, cancellations must be received within 10 business days prior to the event. No refunds will be given after this time.

Hotel Accommodations:

Please note that OSU is a tobacco-free campus. Participants are asked to make their own hotel reservations. Rooms have been blocked at the hotels listed below. (Group code: OSU Tribal Finance)

| | | |
|---|-----------------------|--------------|
| Atherton | 103 Student Union | 405-744-6835 |
| Best Western Plus Cimarron Hotel & Suites | 315 N. Husband Street | 405-372-2878 |

Call: 405-744-5208 | Fax: 405-744-6143 | E-mail: cepd@okstate.edu | Web: cepd.okstate.edu



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