



..... 2013 NATIONAL TRAINING MEETING

SEPTEMBER 19-20
ST. LOUIS, MO



REGISTRATION

MEETING REGISTRATION FEE

\$125/person* through Aug. 31

LATE MEETING REGISTRATION FEE

\$150/person* beginning Sept. 1

CPE CREDIT \$25/person

REGISTER ONLINE

- Log in to members.pasba.org
- Click on Conferences & Meetings
- Select 2013 National Training Meeting
- Click on Register and follow the prompts

Cancellations after September 1 will not be refunded.

Dinner Event and Transportation for Office Visits are not included in registration fee. Please see registration form for additional costs.

Office visits are a key component to this meeting. Allowing your staff to see how other offices successfully operate creates opportunities for them to improve their daily work routines. This year, we are excited to have organized visits to the offices of PASBA members **Rick Dopuch**, **Charles Tzinberg** and **Kurt Rickhoff**.



This meeting is directed toward bookkeepers, supervisors and owners of PASBA member accounting firms who want to learn not only the basics of bookkeeping and supervisor training, but also best practices of successful offices. All participants are encouraged to openly share information about the daily management and marketing in their practices during all sessions.

BEGINNING BOOKKEEPER

Participants are expected to have a working knowledge of bookkeeping procedures to participate in this PASBA basics session. This session includes tips on production, client reporting, and overall PASBA processes. There are no prerequisites for attendance.

ADVANCED BOOKKEEPER

Sessions include: 1099/W-2 Processing, Revisiting Beginning Bookkeeper's Session, Accounting Language: A Glossary of Accounting Terms, Finalizing Financial Statement for Review. In addition, all bookkeepers will attend an Open Roundtable Discussion.

SUPERVISOR

Sessions include: What is My Job Description?, Fee Increases/Client Review, Monitoring Bookkeeper Performance, and How to Get a Client Up & Running in 30 Days. In addition, all supervisors will attend an Open Roundtable Discussion.

QUICKBOOKS FOR ADVANCED BOOKKEEPERS & SUPERVISORS

Advanced bookkeepers and supervisors will also have the choice of attending sessions specifically tailored to QuickBooks users. These sessions include: QuickBooks Basics, Importing from QuickBooks, Live Data in QuickBooks, Reporting to a Client from QuickBooks.

OWNERS' MEETING

PASBA members are invited to participate in discussions about PASBA best practices, marketing, and current technologies with other owners of PASBA practices. This meeting is viewed as an Open Roundtable Discussion.

QUESTIONS?

Please contact Jordan Bennett in the PASBA Central Office with any questions.

E-MAIL jbennett@dcj-kansascity.com | **PH** 866.296.0001

AGENDA

THURSDAY, SEPTEMBER 19

12:00 pm – 5:00 pm
Office Visits

5:00 pm – 9:00 pm
Group Dinner and Tour at Busch Stadium

FRIDAY, SEPTEMBER 20

All meetings are on the following schedule.

7:30 am – 8:30 am *Breakfast*

8:30 am – 11:30 am *Meeting*

11:30 am – 12:30 pm *Lunch*

12:30 pm – 5:00 pm *Meeting*

THE WESTIN ST. LOUIS

811 Spruce St. | St. Louis, MO | 63102
PH 314.621.2000

CLICK HERE TO BOOK YOUR ROOM!

The hotel is conveniently located on the same block as the Stadium Station stop on the MetroLink. The fare from Lambert-St. Louis International Airport is \$5/person.

GROUP RATE
\$119/night

HOTEL CUTOFF
August 31, 2013

