

ACT100 Introduction to Accounting

Wednesday, March 29, 2023 | 9 AM to 4 PM
Location: HCDE, 6300 Irvington Blvd, Houston, Tx 77022
Room: 100A-C
In-Person Only

EVENT DESCRIPTION: This course is designed for those who are assigned to the business office or who work in business-related support services and have not taken an accounting or bookkeeping course. Attendees will learn the foundation of double-entry bookkeeping, bank statement reconciliation, fund types, accounts used in the bookkeeping process (including encumbrances), basic preparation of fund financial statements, beginning the budget process, and the need for internal controls. No Prerequisite.

This ACT100 Introduction to Accounting course will be in-person only. Course materials, including the final exam, will be accessed online. Attendees should bring a device to the training to access the materials. A test will be given for those taking the course for TASBO certification credit.

FEE: \$195 Member | \$245 Non-Member

HOTEL INFORMATION: TASBO does not have a room block at any hotel for this course.

Time: 9:00 AM – 4:00 PM (A one-hour break for lunch on your own)

PREREQUISITE: None

CEU/CPE Hours: 6/7

CONDITIONS: Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

About TASBO Events: If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

CANCELLATION POLICY: Cancellations are only accepted in writing. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at [TASBO.org](https://tasbo.org) or return completed form by:

Mail: 5920 W William Cannon Dr, Bldg 1, Ste 200, Austin, TX 78749

Email: register@tasbo.org (DO NOT email CC info)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer (*do not abbreviate*): _____

Contact Phone: _____ Email: _____

Payment Method:
 PO _____
 Check Enclosed
 Credit Card

Cardholder Name: _____ Daytime Phone: _____

Card Number: _____ EXP (MM/YY): _____

Billing Address: _____

Cardholder Signature: _____