



# State Auditor's 2012 Budget Preparation and Fraud/Embezzlement Prevention and Detection Regional Workshops

State Auditor Glen B. Gainer III, through his Local Government Services Division, is pleased to announce regional Budget Preparation Workshops for both county and municipal governments at convenient locations throughout West Virginia. These workshops will cover the basics of local government budget preparation in relation to preparing, approving and adopting a budget. Other related topics will include budget revisions, property tax rates and special excess levies. There will also be suggestions on the internal controls and needed to prevent and detect fraud and embezzlement.

City	Type	Workshop Date/Time	Location	Deadline
Clarksburg	Municipal	Jan. 26, 1:00 pm-4:30 pm	Auditor's Office, Clarksburg 200 West Main Street – (304) 627-2415	January 20
Wheeling	Municipal	Feb. 2, 5:30 pm-9:00 pm	SpringHill Suites, Wheeling 908 National Road - (304) 232-8903	January 24
Clarksburg	Municipal	Feb 6, 5:30 pm-9:00 pm	Auditor's Office, Clarksburg 200 West Main Street – (304) 627-2415	January 30
Charleston	Municipal	Feb. 14, 8:30 am-12:00 pm	Embassy Suites, Charleston 300 Court Street – (304) 347-8700	February 7
Martinsburg	Municipal	Feb. 21, 5:30 pm-9:00 pm	Holiday Inn, Martinsburg 301 Foxcroft Avenue, (304) 267-5500	February 14
Pennsboro	Municipal	Mar. 1, 5:30 pm-9:00 pm	Doddridge/Ritchie 911 Center Pennsboro	February 24

**Note: At least ten participants must register for a workshop or we may be forced to cancel.**

Detach and return the registration form below no later than the deadline for the specific workshop. For questions concerning the content of the workshops, contact: Ora Ash, (304) 627-2415, ext. 5114 Email: [ora.ash@wvsao.gov](mailto:ora.ash@wvsao.gov)

**2012 BUDGET PREPARATION REGIONAL WORKSHOP      Free to attend, but you must register!**

\_\_\_ Mr \_\_\_Mrs \_\_\_Ms \_\_\_\_\_ City of: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail to: Karen Drain, Admin. Support  
Budget Prep. Regional Workshop  
200 West Main Street  
Clarksburg, West Virginia 26301  
**FAX TO: 304-627-2417**

___ Clarksburg, January 26	___ Charleston, February 14
___ Wheeling, February 2	___ Martinsburg, February 21
___ Clarksburg, February 6	___ Pennsboro, March 1

**IMPORTANT: If unable to attend after registering, please call our office at 304-627-2415 to cancel.**